



## BTSC Board Meeting

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|-------------------|----------------------------------------------------------------------------------------------------|
| <b>Date:</b>      | November 21, 2023                                                                                  |
| <b>Time:</b>      | 7:30PM-9:30PM                                                                                      |
| <b>Chair:</b>     | Ryan Blake                                                                                         |
| <b>Secretary:</b> | Alexandra Harrison                                                                                 |
| <b>Attendees:</b> | John Eley<br>Cathie Gillespie<br>Christy McConachie<br>Endi Babi<br>Amanda Reason<br>Laura Vaughan |
| <b>Regrets:</b>   | Aimee Lococo-Sarabura                                                                              |
| <b>Purpose:</b>   | Regularly scheduled BOD monthly meeting                                                            |
| <b>Process:</b>   | Team discussion and decision making per agenda                                                     |
| <b>Outcome:</b>   | Clarity and alignment on priorities and actions                                                    |

## Results and Minutes

### 1. Approve Agenda and Declaration of Conflicts

*Motion: Be it resolved that the agenda be accepted and conflicts be declared.*

The motion was moved by Ryan and seconded by Christy with all in favor. No conflicts declared.

### 2. Approve Minutes

*Motion: To approve the minutes as written from October 26, 2023.*

The motion was moved by Ryan seconded by Cathie, with all in favor. No changes noted.

### 3. November Board Report

The Board Report was presented to the BOD with highlights as follows:

- Winter session tryouts are scheduled for Dec 5, 7, 10 at EBCC
- Registration information to be sent out for the winter session (pre-com/masters). Fees for TT will remain the same; need to confirm fees for returning Masters swimmers.
- Pool closure dates for next season are unknown for EBCC; to be discussed at the next COB meeting.
- The BOD reviewed the fee billing proposal for relays.
- New RTR is being planned for next season; for 2025-26 season anticipate that Swim Ontario fees will be paid directly by swimmers.
- Branded Lululemon gear is in and will be distributed at Trojan Cup.
- Festive Dinner is booked for Dec 19 and will be sent out to members shortly. Will require support from group parents.
- Travel planning for Florida training camp is well underway for HP and Senior groups.
- Additional spots in MSSAC spots will be opened up for swimmers in PD/JD.
- Suggestion to send out reminder to swimmers about use of cell phones in change rooms.

### 4. Review of Finances

- **2022-23 season summary** - defer to next meeting when draft Financial Statements are available
- **Review of August-October 2023 P&L:** The combined P&L for the first quarter was reviewed and compared to the previous season.
- **Credit Cards** - A request for a new card for Ops Manager is pending.
- **Rotary Calendars** - The BOD recommended this is taken over by a parent volunteer next season to remove related administrative costs.
- **Regionals LC** - The BOD is interested in collecting more information about this before any decisions can be made.

### 5. Committee Updates & Action Items

- Meets - no update
- Governance
  - AGM - Planning is underway for a meeting in late January. John to connect with auditors to confirm availability to attend. Presentation will require input from all members of BOD and HC.
  - Refund Policy (AH/JE) - to be sent via email with proposed changes.
  - Vacation Policy (RB) - deferred to next meeting
- Fundraising & Sponsorship - no update
- Strategic Planning - no update

- Communications & Engagement - no update

#### **7. Additional Items:**

- Membership Survey- John to speak with the member who proposed to support this to find out more information; will request BOD input into survey questions.
- Aquafast Inventory - Ryan to confirm with Sue that specific inventory will be purchased via email.

#### **8. Adjournment**

Motion: *To adjourn the meeting at 10:30 PM.*

The motion was moved by Ryan and seconded by John, with all in favor.