



SWIM PEI

Minutes - Board of Directors Meeting

Date / time September 18, 2019 at 5:30pm | *Meeting called to order by* Mitch O'Shea

In Attendance

Mitch O'Shea, Marguerite Middleton, Katherine McQuaid, Lisa MacKay (E.D.)

Regrets: None

Approval of Agenda

Motion to adopt the agenda as presented. Moved by Katherine McQuaid, seconded by Marguerite Middleton. M/C

Approval of Minutes from Previous Meeting

Minutes of the July 3, 2019 were presented.

Motion to adopt the minutes from July 3, 2019. Moved by Marguerite Middleton, seconded by Katherine McQuaid.

Business Arising

- A. Board Member Recruitment for next Season** – Board members provided updates on the conversations had with potential Board members. Board members will continue to approach potential candidates.
- B. AGM – Set date and Nominating Committee** - The Annual General Meeting will be held on Tuesday, October 29th. The Nominating Committee will be the current Board members.
- C. Outstanding Swim 101 Coach Portfolio Evaluations from November 2017**
 - Vivian Nguyen has submitted her portfolio for evaluation.
 - **Action Item:**
 - *Lisa to request Marta Belsh to provide the evaluation.*
 - *Marguerite to prepare \$50 payment to the evaluator.*

Reports

- President – None submitted
- Treasurer – Marguerite update the Board that she was wrapping up the year end and preparing the books for a review engagement. There had not been a significant change from the statement presented in July.
- Executive Director – Written report was submitted and reviewed by the Board
- High Performance Coach – no written report provided

A. Approval of Competition Schedule for the 2019-2020 Season – Pierre provided a proposed schedule of events that was developed in consultation with the Bluephins and the Dolphins swim clubs.

- **Motion to approve the schedule as presented** – moved by Katherine McQuaid, seconded by Marguerite Middleton.

Action Item – Pierre to develop a summary version of the schedule suitable for publication.

B. Coaching 101 and 201 Courses

- Swim PEI will host a Coaching 101 course on November 30 & December 1, in Charlottetown. Melanie Melanson will be the instructor.
- Swim NS is going to host a Coaching 201 course. The facilitator preferred to have a combined NS & PEI, based on her availability.

C. National Coaches Week, September 21-29, 2019 – Swim PEI recognizes the contribution of all our coaches and thank them for their contribution to the development of our athletes.

Action Item - Lisa to share all professional development specials related to the National Coaches week with our coaches.

D. Annual Awards

- The Swim PEI Awards will be presented in cooperation with the Summerside Halloween Event on October 26th.

Action Item: Lisa to prepare a call for nominations, confirm Awards Selection Committee, liaise with Summerside about the logistics.

E. Provincial Funding Update & Allocation – The Province has confirmed their funding contribution to Swim PEI for the 2019-2020 Season.

Core: \$11,400

Performance: \$10,000

Participation:

Technical Clinics - \$3,000

Sprint Festival - \$2,000

Friday @ the Races - \$2,500

TOTAL Funding 2019-2020: \$28,900

Other Business & Correspondence

- A. **Leading By Values – Women in Leadership Retreat** - Sport PEI is hosting this seminar October 26-27, 2019. Lisa plans to attend. The information will be shared with the clubs.
- B. **Competition Software Issues** – The Bluephins have contacted Lisa indicating that the Meet Manager software is out of date and it needs to be update to a new version. Marguerite will check the financial records as she thinks we it was recently purchased.
- C. **Communication** – It was decided by the Board that minutes of the Board of Director meetings will be posted on the web site following their approval.

Next Meeting

October 29, 2019 at following the Annual General Meeting.

Meeting Adjourned

Adjournment 7:05pm

Theses minutes are certified to be a true representation of the business conducted by the Board of Directors.

President, Mitch O’Shea

Treasurer, Marguerite Middleton

October 29, 2020

Date