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Description automatically generatedSWIM PEI

Minutes - Board of Directors Meeting

Date | time January 12, 2022 | Meeting called to order by Mitch O’Shea

# Call to Order: 5:40PM

Attendance: Mitch O’Shea, Marguerite Middleton, Katherine McQuaid, James Profit, Nick Cameron, Nicola Reynolds, Lisa MacKay (E.D.), Victoria Leard (Admin)

# Approval of Agenda

The agenda was circulated prior to the meeting. Motion to approve the Agenda, moved by Mitch, seconded by Nicola, **motion carried**.

# Review / Approval of Minutes from Previous Meeting

Minutes of the September 15, 2021, and December 8, 2021 meetings were circulated in advance of the meeting. Motion to approve the minutes as presented, moved by Mitch, seconded by Nicola, **motion carried.**

# Reports

Chair Mitch reported that he, Lisa, and Pierre had met with the John Morrison from the province regarding the annual fall update for government funding. Mr. Morrison indicated due to the ongoing issues associated with COVID 19 that the plan is for Funding to continue for the next 1 – 2 years, as was approved under this current 3 year cycle, which expires March 31, 2022. PSO will be requested to develop a new 3 year plan in due course.

Executive Director reported that most of her time has been spent getting Victoria set up in the admin position. Working on moving all finance and bookkeeping duties to the office. Victoria and Lisa will do up monthly finance reports, cheques, invoices, etc. Mitch and Marguerite to continue in their roles signing authorities.

# Finance

* Finance Report – Marguerite reviewed the year-to-date financial statements, motion to accept the financial statements as presented, moved by Marguerite, seconded by James, **motion carried**.

# Governance

* By-law Review Update – James updated the board that there still needs to be some research and work completed on the bylaw changes. James suggested he and Mitch meet and discuss some of the outstanding matters. Plan is to have the bylaw changes finalized in March, reviewed by the board at next meeting in April, and host a Special Meeting of the Membership in May to approve the changes.
* Presidents Council Terms of Reference Approval – Terms of Reference for the Presidents Council were circulated prior to meeting. Motion to approve the President’s Council Terms of Reference, moved by Mitch, seconded by Katherine, **motion carried**
* Insurance ‘Sanctioned Events’ definition approval –A sanctioned event definition was provided to Swim PEI by BFL insurance requiring the organization to approve. Following Board discussions at the last meeting, Lisa made the proposed changes to the definition to and submitted to Sport PEI and BFL Insurance for review. BFL approved. The final proposed wording was circulated to the Board. Lisa recommended that one small change to the word ‘employee’ to ‘staff member/contractors’ be made.

Motion that the definition of Sanction Events proposed be approved. Moved by Mitch, seconded by Marguerite, **motion carried.**

***SWIM PEI Inc. declare that Sanctioned Events mean: Events, tournaments, games, practices, fundraisers, awards banquets, seminars, meetings, training and competitions that are supervised by a registered member coach/manager/official, designated sport volunteer or staff member/contractors who must be an adult when involving minors and be considered normal to the sport of competitive swimming and comply with all SNC and Swim PEI policies.***

**ACTION:** Lisa will submit the revised definition with Swim PEI approval to Sport PEI and BFL insurance.

* Strategic Plan – Following discussion the Board decided to delay strategic plan updates due to the Government funding cycle being extended. This topic will be pushed to the fall meeting. **ACTION** - Lisa will continue to be in touch with companies about pricing, options for updating our current strategic plan.
* Policy Review – Work continues on updating Swim PEI policies and adding policies to be compliant with Government and Insurance requirements. Policies in development include Concussion Policy, Safe Sport polies, Membership policies.
* Committee Terms of Reference update – In January 2020, new committees were formalized with their terms of reference and slated for review the following year. The review was delayed due to Covid. The Terms of Reference for the High Performance Advisory Committee, Technical Committee, and the Officials and Competition Committees are due to be review at the April Board meeting.

# Operational

* Awards Update – In person awards could not happen due to COVID restrictions. Awards were given to clubs to give out at practice. Victoria set up a virtual award campaign via social media. Feedback on the virtual awards has been very positive.
* Coach Compliance *–* Coach compliance continues to be problematic. Lisa and Victoria completed the coach registration process, developed some support documentation to be shared providing assistance. Following late registration beyond the requested extension of CBAC was fined for 4 non-compliant coaches. It was noted that Swimming Canada is working on updating the registration system (RTR) and Victoria is part of the working committee developing surveys to go out to clubs and members. The committee met for the first time this week, will meet every Monday.
* Athlete/Provincial Team Travel – Following a discussion about upcoming swimmer travel associated with Canada Games selection and training it was decided that Swim PEI develop a Travel Policy for review at the next Board meeting.

# Next Meeting

Quarterly meetings scheduled on the 2nd Wednesday of the month. The Board will meet between scheduled meeting when required.

April 13th, 2022 5:30PM

# Meeting Adjourned

Adjournment 6:30pm

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

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Chair, Mitch O’Shea Treasurer, Marguerite Middleton

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Date