



SWIM PEI

Minutes - Board of Directors Meeting

Date / time January 29, 2020 at 5:00pm | *Meeting called to order by* Mitch O'Shea

Call to Order & Welcome of New Board Member

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

Regrets: None

Mitch O'Shea called the meeting to order at 5:05PM and welcomed James Profit who has agreed to serve as a director.

Approval of Agenda

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

Approval of Minutes from Previous Meeting

Minutes of the October 29, 2019 were presented. A couple of wording changes were noted.

Motion to adopt the October 29, 2019 minutes as amended. Moved by Marguerite Middleton, seconded by Katherine McQuaid. Motion carried.

Business Arising

A. High Performance Athletes Update – A spreadsheet has been created identifying the High Performance swimmers which are currently qualified swimmers to the National events and is shared on the Dropbox. It also identifies potential HP swimmers. It is a living document that will be updated as more swimmers qualify to National events. A letter congratulating the swimmers on their achievements and providing information about swimmer funding, event dates and possible additional High-Performance training opportunities will be sent out. **ACTION** – *Lisa, Pierre, Mitch to draft and send letter to the HP Swimmers.*

B. Canada Games

- **Athlete Section** – The High Performance Committee met on January 24th and approved the Canada Games Athlete selection process. Pierre and Lisa recommended changes to the wording in General Information 3.b and Annex 1 for clarity, which did not change the intention of the HP Committee. Motion to approve the Canada Games Athlete Selection as amended. Moved by Katherine McQuaid, seconded by Marguerite Middleton. **Motion carried.**

- **Team Officials Job Descriptions** – The board reviewed the draft documents presented (Assistant Coach & Team Manager). Swim Canada is making application to Canada Games Council to change the certification requirements for the Assistant Coaches. Coaches are to be certified at the Comp Intro (Level 2) instead of the current Comp. Dev. certified (Level 3). Once this change is approved it will open the pool of eligible coaches to apply for the positions. It was decided to wait until the Swim Canada and Canada Games Council had made a decision on the certification before finalizing the Coach Job Description.

The Board reviewed the Job Description for the Team Manager position. It was recommended to add a clause requiring a criminal record and vulnerable record check be added to the Job Description. The Team Manager Job Description was approved as amended. Moved by Marguerite Middleton, Seconded by Katherine McQuaid, **Motion carried.**

- **Team Officials Timeline** – The advertisement for the Team Manager will be out in early February with a closing date the end of the month.

Reports

- President – provided a verbal update.
- Treasurer – Marguerite circulated the statements prior to the meeting. She highlighted funding that has not yet been spent, which needs to be by March 31. ACTION – Mitch to follow-up with Pierre.
- Executive Director – Written report was submitted and reviewed by the Board in advance of the meeting.
- High Performance Coach – Written report was submitted and reviewed by the Board in advance of the meeting.

New Business

- A. **Letter from Charlottetown Bluephins re: Noncompliant Coaches** – The Board discussed the concerns noted by the Bluephins regarding the challenges surrounding finding and retaining qualified coaches. It was decided to allocate funding to support the Community Coach course that is being organized by the clubs for February 29th. The course cost will be covered by Swim PEI and the Island participants will not be charged a fee.

Action Item – Lisa to follow up with the clubs about the Community Coach course and the Board's decision and provide coordination support. Lisa to draft a response to both clubs re: plan for coaching courses going forward.

- B. **Letter from Charlottetown Bluephins & Summerside Dolphins** – The Board discussed the issue raised in the joint letter from the clubs.

Action Item – Mitch & Lisa to draft a response to clubs in response to the letter.

C. Canada Games Legacy Funding application & reporting – The 2019 annual funding report and the 2020 funding application have been submitted.

D. ED Council Meeting – Lisa joined the ED Council call this week. The ED Council is planning face to face meetings in Ottawa, April 27-29. It was Moved by James and Seconded by Katherine that Lisa’s travel to attend the Ottawa Meetings be approved. (*Note: Airfare was previously purchased for October meeting. Lisa was unable to attend. Credit from October’s ticket will be used for April flight*). **Motion carried.**

E. Terms of Reference – The Technical Committee approved the Terms of Reference for the Technical Committee, the High Performance Advisory Committee and the Officials and Competition Committee at their meeting in January. It was moved by Katherine and seconded by James that the Terms of Reference be approved as presented and scheduled for review in January 2021. **Motion Carried.**

F. Swimmer Funding Policy – for review – This item has been moved to the April meeting.

Other Business & Correspondence

There was no other business to be considered.

Next Meeting

April 23, 2020 at the House of Sport, 40 Enman Cres.

Meeting Adjourned

Adjournment 7:30pm

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

April 23, 2020

Date