



# SWIM PEI

## Minutes - Board of Directors Meeting

*Date | time* April 23, 2020 at 5:00pm | *Meeting called to order by* Mitch O'Shea

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### Call to Order

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

Regrets: None

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### Approval of Agenda

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Motion to adopt the agenda as presented. Moved by Katherine McQuaid, seconded by James Profit. Motion carried.

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### Approval of Minutes from Previous Meeting

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Minutes of the January 29, 2020 meeting were presented. Motion to approve the minutes as presented. Moved by Marguerite Middleton, seconded by Katherine McQuaid, **motion carried**.

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### Business Arising

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#### A. Canada Games Team Officials

- **Approval of Team Manager** – In February, a call for applications for the position of Team Manager was circulated to the membership and posted on Facebook. Following the review of the applications Lisa MacKay, was appointed as the Team Manager.
- **Assistant Coach Update** – A decision on coach certification requirements by Canada Games Council is still pending.

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### Reports

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- President – provided a verbal update that both swim clubs have suspended operations due to Covid-19 pandemic. Mitch hosted a conference call with both Club Presidents to discuss their challenges, summer training plans if possible and offer assistance as they move through the pandemic.
- Treasurer – Marguerite circulated the statements prior to the meeting. She confirmed that the required ASSP financial reporting was submitted to the Province. Motion to adopt the financial statements as presented. Moved by Marguerite Middleton, seconded by James Profit, **motion carried**.
- 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.

**A. COVID-19**

- **Communications about the end of the season** – The Board discussed the concerns related to Covid-19. It was decided it was too early to end the season and it would be best to wait and see how things progressed over the next few weeks.
- **Swimmer PSO refund** – The Board discussed the possibility of providing a refund to the swimmers for the unused portion of the PSO membership fee. It was decided that the board would consider a refund as part of the budget process for next year, once it knew more about the effect of the pandemic has on the swimming season.
- **Summer programing** – The Board discussed using unused funding to support summer programing if the clubs are able to get swimmers back in the pool/beach over the summer. It was decided to wait and confirm with the funding partners that the unused 2019-2020 funding could be redirected.

**B. Vacant Positions on Committees**

- **Appointment of Officials & Competitions Chair** – The Board discussed the options for the chair of the committee, and it was decided to appoint Marguerite Middleton as the Chair, of the Officials & Competitions Committee. Moved by James Profit, seconded by Katherine McQuaid, motion carried.
- **Para/Special Olympics representation on High Performance Steering Committee** – it had been noted during the call for committee members that in the Terms of Reference that is had not been defined how the position of coach with focus on Para-swimming and/or Special Olympics was to be decided. It was decided to amend the Terms of Reference to read: *A coach with focus on Para-swimming and/or Special Olympics as appointed by the Board.* Moved by Marguerite Middleton, seconded by James Profit, motion carried. The Board will commence the process of appointing the new member.

**C. Pierre's contract / travel plans for 2020-21** – Pierre submitted his proposed travel schedule for 2020-21 for approval by the Board. Given that all programming has currently ceased due to the pandemic the travel plan needs updating. Pierre will be requested to update the travel plan once there is a return to swimming plan.

**D. Swim PEI Fees 2020-21** – An initial discussion was held regarding the Swim PEI membership fees for 2020-21. Marguerite will review the budget and provide recommendation at the next Board meeting.

**E. Respect in Sport Coaching Requirements** – Swimming Canada had announced all coaches were required to have the Respect in Sport training to be compliant for membership in the fall of 2020. At the Executive meeting in March it was decided that Swim PEI would cover one half (1/2) of the \$30 fee charged by Respect in Sport to take the online training. Since the announcement, Swimming Canada is reconsidering the requirements due to the financial strain on clubs due to the pandemic and will communicate with the PSO in the coming weeks about a final decision.

**F. Swimmer Assistance Policy – for review** – Marguerite Middleton and Mitch O'Shea will review the policy and make any recommended changes at the next Board meeting.

**G. Appeals Policy – for review** – James Profit will review the policy and make any recommended changes at the next Board meeting.

**H. Awards Committee Terms of Reference** – Lisa MacKay and Tracey Stevenson have reviewed the existing Terms of Reference and have made some recommended changes. Katherine McQuaid will review the Terms of Reference and recommend changes at the next Board meeting.

**I. 2009 Canada Games Legacy Grants** – Swim PEI was approved for \$15, 575 in funding from the 2009 Canada Games Legacy Fund to be directed towards:

- o Athlete Development - \$2,500
- o Coach Development - \$1,875
- o Officials Development - \$,1200
- o Coach Employment - \$10,000

The Technical Committee will need to review the funds granted in relation to the application to make a recommendation to the board as to which projects the grants will support.

**J. Swimming Canada Strategic Plan Survey** - Swimming Canada is conducting a survey as part of their Strategic Plan development and invites the PSO Board members to participate. The members should receive an invitation to participate in the coming weeks.

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#### Next Meeting

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Thursday, June 11, 2020 at 5:00PM. Location TBD

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#### Meeting Adjourned

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Adjournment 6:05PM

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

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President, Mitch O'Shea

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Treasurer, Marguerite Middleton

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June 11, 2020

Date