



SWIM PEI

Minutes - Board of Directors Meeting

Date | time September 9, 2020, 6PM | *Meeting called to order by* Mitch O'Shea

Call to Order

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

Regrets: None

Approval of Agenda

Motion to adopt the agenda as presented. Moved by Mitch O'Shea, seconded by Katherine McQuaid, **motion carried.**

Review / Approval of Minutes from Previous Meeting

Minutes of the June 11, 2020 meeting were presented. Motion to approve the minutes as presented. Moved by Mitch O'Shea, seconded by Marguerite Middleton, **motion carried.**

Reports

Chair Mitch reported that the clubs indicated that the summer programming went well. The Clubs have requested another meeting with the President, and it was agreed it would be scheduled for the end of the month following the Swimming Canada AGM. He continues to work closely with E.D. Lisa on PEI's return to swimming as the CPHO loosens the rules.

Executive Director Lisa reported on recent activities, most of which are agenda items.

Finance

- Financial Statements – Treasurer, Marguerite presented current financial statements and a revised proposed budget for 2020-21 fiscal year. **Motion** to approve the financial statements and the 2020-21 budget. Moved by Marguerite Middleton, seconded by James Profit, **motion carried.**
- COVID-19 Emergency Funding – Swim PEI has been approved for Emergency Funding by the Province in the amount of \$ \$14,450 plus \$5,000 towards ED wages. Each club may apply to the Province for COVID- 19 Emergency funding up to \$5,000.

Governance

- Para/Special Olympic Representative on the High-Performance Steering Committee – it was decided to approach Sarah Paynter to fill this role.

- Swimmer Assistance Policy – Marguerite Middleton presented the updated Swimmer Assistance Policy was presented to the Board for approval. **Motion** to accept the changes and to review it again prior to August 31, 2021. Moved by Mitch O'Shea, seconded by James Profit, **motion carried**.
- Officials Assistance Policy – Marguerite Middleton presented the updated Officials Assistance Policy was presented to the Board for approval. **Motion** to accept the changes and to review it again prior to August 31, 2021. Moved by Mitch O'Shea, seconded by James Profit, **motion carried**.
- Appeals Policy – James Profit presented the updated Appeals policy to the Board. **Motion** to accept the policy with the reference change to Section 4 from Section 5. Moved by Marguerite Middleton, seconded by Katherine McQuaid, **motion carried**.
- Awards Committee Terms of Reference – Katherine McQuaid presented the updated Terms of Reference to the Board for approval. **Motion** to accept the revised Awards Committee Terms of Reference. Moved by James Profit, seconded by Marguerite Middleton, **motion carried**.
- Annual General Meeting – will be held on Tuesday, October 27th, 6:30PM on a virtual platform.
- Nominating Committee - A Nominating Committee will be struct in preparation of the AGM.

Operational

- Canada Games Assistant Coaches – (*James Profit declared a conflict and did not participate in the discussion.*) The Executive met and reviewed the applications for the position of Assistant Coaches and recommended that Sarah Paynter and Donna Profit be appointed as Assistant Coaches. The Executive also recommended that Emily Swaine be appointed as Assistant Coach contingent on Emily achieving the required coaching certification by the deadline. **Motion** to accept the recommendation of the Executive for the Canada Games Assistant Coaches. Moved by Mitch O'Shea, seconded by Katherine McQuaid, **motion carried**.
ACTION – Lisa to draft letters to the coaches under Mitch's signature
- Return to Swimming (R2S) Plan – the draft of Version 4 has been circulated to the Board for review and approval. PEI Sport & Recreation department is requesting all R2S plans be posted on either the PSO website or Sport PEI website. The draft document was reviewed with the Board highlighting the changes from the previous versions. The Board will review and provide feedback and approval in the next week. **ACTION – Board to review document and provide vote by September 16th.**
- Calendar of Events – The Technical Committee recently met to discuss the calendar of events. Given the ongoing uncertainty with COVID-19 and the opening of the pools there is no calendar to present at this time. Deferred discussion to next meeting.

- Swim PEI Awards – Following discussion it was decided the annual awards would move forward, but that the presentation of the awards would be in a different format than in previous years.

Next Meeting

Tuesday, October 27th, immediately following the AGM.

Meeting Adjourned

Adjournment 7:20PM

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

Chair, Mitch O'Shea

Treasurer, Marguerite Middleton

November 25, 2020

Date