



SWIM PEI

Minutes - Board of Directors Meeting

Date | time November 25th, 2020 5:00PM | *Meeting called to order by* Mitch O'Shea

Call to Order

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

Regrets: William Calhoun

Approval of Agenda

Motion to adopt the agenda circulated with the additions of CBAC Funding request, and Proposed Amendments to the Officials & Swimmer Assistance Policies. Moved by Mitch O'Shea, seconded by Bill Martin, **motion carried**.

Review / Approval of Minutes from Previous Meeting

Minutes of the September 9th and October 27th, 2020 meetings were presented. **Motion** to approve the minutes subject to editorial edits. Moved by Mitch O'Shea, seconded by Katherine McQuaid, **motion carried**.

Reports

Chair Mitch reported that he and Lisa met with John Morrison, Director of Sport, Recreation and Physical Activity and Jo-anne Wallace, Western Region Coordinator who is responsible for Provincial sport funding applications, for our semi-annual review of programming, in compliance with our funding support agreements with the Province. The discussion focused around the clubs' struggles to get back into the pools following the capital improvements, the increased financial burdens related to decreased swimmer density, increased pool costs due to COVID 19 cleaning requirements and the inability to host competitions with outside groups. Mr. Morrison strongly recommended that the clubs, if they have not already, apply for the COVID-19 Emergency Funding that is available to them through his department.

Executive Director Lisa provided a written report prior to the meeting.

Finance

- Financial Statements – Treasurer, Marguerite circulated an income statement prior to the meeting comparing year to date to budget. There has been little activity since the start of the fiscal year due to the COVID-19 constraints and pools just reopening. It was requested that at future meeting the income statement include columns with last year's actual and budget and a balance sheet. **Motion** to approve the financial statement as circulated. Moved by Marguerite Middleton, seconded by Bill Martin, **motion carried**.

- Competition Swimmer Surcharge – The Competition and Officials Committee met on November 2nd. At that meeting, the Bluephins requested that the Board review the \$10 per swimmer surcharge for sanctioned competitions. Note: some provinces charge a Splash fee which is levied per swimmer per event. **Motion** that the Competition Swimmer Surcharge for Time Trials be \$5 per swimmer for the 2020/21 competitive season. Moved by Bill Martin, seconded by Katherine McQuaid, **motion carried**.

Governance

- Election of Officers – Vacant officer positions include Vice-Chair and Secretary.
- High Performance Steering Committee – Sarah Paynter, a certified Special Olympics and Canada Games coach who was approached to fill the vacancy on the committee has accepted the position.
- Appeals Policy, item 15 Arbitration Review – It was noted by Lisa that the Appeals Policy approved at the September meeting contained the reference to the *Swim PEI Provincial Sport Arbitration System* which does not exist.

15. All differences or disputes shall first be submitted to appeal pursuant to the appeal process set out in this policy. If any party believes the Appeal Panel has made an error such as those described in Section 4 of this Policy, the matter shall be referred to arbitration, such arbitration to be administered under the Swim PEI Provincial Sport Arbitration System for Amateur Sport and its Rules of Arbitration, as amended from time to time.

Motion to amend the Appeals Policy item 15. so that the paragraph ends following the word arbitration. *New wording is "...in Section 4 of this policy, the matter shall be referred to arbitration."* Moved by Mitch O'Shea, seconded by Bill Martin, **motion carried**.

- Nominating Policy – The Swim PEI By-laws reference a Nominating Policy, which currently does not exist. It was agreed that Mitch will work with Lisa to develop a draft Nominating Policy to the Board at the April meeting.
ACTION – Lisa & Mitch to research and draft a Nominating Policy for presentation in April.
- Strategic Plan – Lisa shared the start of the review of the goals / objectives / deliverables of the 2016/17 Strategic Plan. The final document will be presented at the January Board.
- By-law Review – Swim PEI's current By-laws were adopted in October 2018. It is good governance practice to review an organization's by-laws on a regular basis. It was decided that a committee will be structured to take on the task of reviewing the by-laws to present recommendations for amendments to the Board of Directors at the August Board meeting. The committee will be comprised 3-5 individuals including the Executive Director, a representative Board member and 2-3 community members. Lisa will extend an invitation to the clubs to provide a member to the committee, who has an interest and experience in by-law reviews.

ACTION – Finalize the By-law Review Committee members for approval at the January Board meeting.

- Executive Director Position Review, update – As part of Lisa’s contract as the interim Executive Director, Lisa was to review the position and provide feedback and recommendations to Swim PEI as to their administrative staffing needs. Due to Covid-19 this review was sidetracked as Lisa managed Swim PEI through the pandemic. Now that things are settling down, Lisa will redirect her attention to the review, with the goal to have a final document to the Board in April. Bill Martin offered his assistance to sit on a committee to review the role and compensation of the Executive Director.
- Swimmer Assistance / Official Assistance Policies, amendment – **Motion** to approve the Swimmer Assistance and Official Assistance Policies to include the proposed Purpose for each policy. Moved by Marguerite Middleton, seconded by James Profit, **motion carried**.

Operational

- Return to Swimming document – The Competitions and Officials Committee reviewed the proposed Return to Competition document, which was prepared by Marguerite Middleton, based on the recommendations of Swimming Canada, customized to PEI. Once approved by the committee at their next meeting in December the main document will be updated and provided to the board for review and approval.
- Calendar of Events – carried forward from September meeting. Programs are just beginning and there have been no sanction requests. Item will be carried forward to the January meeting. If a sanction request comes in prior to the meeting it can be approved by email.
- Swim PEI Awards – The Awards Committee submitted a slate of award winners for approval by the board. Motion to approve the award winners as presented, moved by Katherine McQuaid, seconded by Bill Martin, motion carried. The Board requested that the Awards Committee meet and provide feedback and recommendations for the future. Note: Lisa was not present for the discussion on the awards.

ACTION – Katherine McQuaid, Awards Committee chair to follow up with committee and report back to the Board.

- Coach Compliance – An updated Coach Compliance Report was provided to the Board for review. On December 1st, a final report will be provided to the Board for review, and decision regarding finds will be made via email.

ACTION – Lisa to provide a final Coach Compliance Report to the Board on December 1, 2020.

- Charlottetown Bluephins Aquatic Club Funding Request – The Board reviewed the funding request to support the Head Coach’s return travel to the Montague pool for the interim COVID-19 program. **Motion** - that the Swim PEI reimburse the club for Tom’s mileage at the Swim PEI rate of \$0.30 per kilometre as defined in the Swim PEI Finance Policy for return travel to

Montague for the CBAC program running October 16 – December 18, 2020 following the receipt of a detailed travel log. Moved by Bill Martin, seconded by Marguerite Middleton, **motion carried.**

- High Performance Coach – Pierre Lafontaine has not been able to travel to PEI due to Covid-19 since early March. Pierre’s contract, funded by the Canada Games Legacy Grant, was suspended on July 1, follow consultation with Sport PEI, who administers the position funding. Since July 1, Pierre has continued to represent Swim PEI on technical matters with Swimming Canada, work with the head coaches, coordinate training opportunities with high performance and Canada Games athletes on a volunteer capacity. **Motion** to continue the hold on Pierre’s contract, but provide a stipend of \$400 per month backdated to October 1, 2020, for six months, in recognition of the work Pierre continues to do for Swim PEI. Moved by Mitch, seconded Bill Martin, **motion carried.**

Next Meeting

Thursday, January 21, 5:00PM. Planned to be in person.

Meeting Adjourned

Adjournment 6:50PM

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

Chair, Mitch O’Shea

Treasurer, Marguerite Middleton

Date