

# SWIM PEI



## Minutes - Board of Directors Meeting

*Date | time* March 20, 2024 | *Meeting called to order by* D.J. Welton

Call to Order: 6:18PM

Attendance: J D.J. Welton, Mitch O'Shea, Marguerite Middleton, Katherine McQuaid, Nicola Reynolds, Lisa MacKay, Janet Duval (E.D.)

Regrets: James Profit, Angela Oatway

### Approval of Agenda

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

### Review / Approval of Minutes from Previous Meeting

Minutes of the February 15, 2024 meeting were circulated in advance of the meeting. Motion to approve the minutes, moved by Marguerite, seconded by Lisa, **motion carried**.

### Reports

Chair D.J. reported that he attended part of the Swimming Canada Presidents Council meeting where discussions centered around 50 meter pools. He also noted he was in possession of two starter boxes from CBAC that were not working properly. He is going to see if he can get them started.

Executive Director Janet provided a written report in advance of the meeting, all ongoing items are contained within the agenda.

### Finance

Financial Report – the financial statements for the period ending March 14, 2024 were circulated in advance of the meeting. The Treasurer noted that the expenses were significantly lower than budgeted, which was attributed to the absence of an Administrative Assistant and Technical Director, whose salaries have been budgeted.

Funding updates – The treasurer provided updates on funding disbursed to clubs as of March 14, 2024.

CBAC has requested that the funding designated for SDSC to attend the East Coast Championships be reallocated to the CBAC as SDSC did not attend as a club and SDSC swimmers attended with CBAC requiring them to provide an additional coach and incurring additional costs. It was moved that the East Coast Championship grant previously directed to SDSC be redirected to CBAC, moved by Marguerite, seconded by Katherine, **motion carried**.



The Technical Committee met on March 18 and the head coaches for CBAC and SDSC requested that any unused funding be applied to the purchase of stretch cords. It was moved by Marguerite, and seconded by Katherine that the purchase 17 stretch cords (10 – CBAC & 7 SDSC) be funded by Swim PEI to the maximum of the quotes submitted, **motion carried. ACTION** – ED to advise the clubs of the decision.

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## Governance

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Strategic Plan – The Board reviewed the Strategic Plan and discussed what is the 1<sup>st</sup> step to achieving the goals identified. It was decided to move forward with *Priority # 5: Strengthen Swim PEI as a well governed organization that is financially sustainable and operationally efficient, Objective #2: Build communications around Swim PEI's role with key stakeholders.* Specifically, to build a communications plan, to include a questions & answers portion, to be shared with clubs and posted on the website. The Board agreed that this would take some time and committed a half day to start the process in April with the end result available in June. **ACTION** – ED to pole the board for a Saturday morning in late April of early May to schedule a session.

Coach Compliance Fines – Swim PEI had received a request from CBAC to refund the coach compliance fines issued for their coaches Hunter and Raphael as they stopped coaching in November. It was decided that Swim PEI would follow the Coach Compliance Policy which clearly states, “All coaches must be fully registered with Swim PEI, SNC and CSCA by October 31st annually.” and therefore the fine would stand. **ACTION** – the ED to advise CBAC of the decision.

Registration Compliance – It was noted by the ED that both Swimmer and Official registration compliance has improved thanks to the work of the clubs and their staff. There are only a few swimmers and officials who need to finalize their registration. All coaches are currently compliant.

UPEI Club – as per the decision of the Board in February a letter was sent to Bill Calhoun & Jeffrey Boyle of the UPEI Club regarding clarification of the club and swimmer registration inconsistencies. Having not received a response by the requested deadline it was decided to resend the letter by post and to also provide a copy to Jane Vessey, UPEI Director of Athletics and Recreation. **ACTION** – ED to send out letters.

Maltreatment of volunteers / Swim PEI staff – Over the past couple of months communications directed to Swim PEI volunteers and staff may have breached our Code of Conduct policy. Pursuant to the Code of Conduct policy Mitch has been appointed as the Chair of the Ethics Committee, and Katherine was appointed to the committee. One of the responsibilities of the Ethics Committee is to receive and review complaints pertaining to the conduct of members. Additionally, the drafted Safe Sport Policy will be circulated to the board for final review and consideration of approval at the April Board meeting.

Human Resources Committee –

- Administrative Assistant – the committee conducted interviews and will be offering the position this week. Moved by Nicola, seconded by Katherine, **motion carried.**
- Technical Director – the position has been advertised and closes at the end of the month. Currently there are four applicants. Screening and interviews will be completed prior to the April board meeting.



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## Operational

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Head-to-Head proposal – a contract has been agreed to with Head-to-Head to provide services to the Canada Games training team.

Website – Work on the design of the website is ongoing and a draft for review should be available in the next week. **ACTION** – Board to review photo libraries and share any photos that might be good additions to the website.

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## Next Meeting

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To be held April 17, 2024, 6:15PM, location to be confirmed.

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## Meeting Adjourned

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Adjournment 8:05PM

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

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Chair, DJ Welton

March 20, 2024

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Date



