



SWIM PEI

Minutes - Board of Directors Meeting

Date | time January 21, 2021 5:00PM | *Meeting called to order by* Mitch O'Shea

Call to Order: 5:07PM

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

Regrets: William Calhoun

Approval of Agenda

Motion to adopt the agenda circulated. Moved by Mitch O'Shea, seconded by James Profit, **motion carried**.

Review / Approval of Minutes from Previous Meeting

Minutes of the November 25th, 2020 meeting were presented. **Motion** to approve the minutes. Moved by Katherine McQuaid, seconded by James Profit, **motion carried**. Note: Mitch O'Shea abstained from the vote.

Reports

Chair Mitch reported he participated in the presentation of the Swim PEI Annual Awards to the Charlottetown recipients following a Bluephins practice. Mitch reflected on how nice it was to be back at the pool with all the activity. Competitive swimming programs have been quiet due pool closures across the country. Mitch has been coordinating with the Executive Director on upcoming Board work.

Executive Director Lisa updated the aboard on the recent Awards presentations in both Summerside and Charlottetown. All awards have now been presented except for the Official of the Year. Additional items are covered in the agenda items.

Finance

- Financial Statements – Treasurer, Marguerite noted that there have been technical issues with the Swim PEI computer which contains the financial records. The computer is at the shop for assessment and possible repair.
- Purchase of new laptop – The laptop currently used for the financial records and supporting Officials' training is very old. It can be repaired this time it is only a matter of time when it quits again. **Motion** that Swim PEI send up to \$1000 to purchase a new laptop to be used for financial record keeping and training opportunities. Moved by Bill Martin, seconded by James Profit, **motion carried**.

Governance

- Strategic Plan – Discussion focused on the review of the existing plan and the development of a new plan for implementation fall of 2022. Board agreed given the current pandemic restrictions which will continue for the foreseeable future, that the Board would revisit the discussion in the fall of 2021 to set a timeline to review and develop an updated strategic plan.
- By-law Review – **Motion** to strike a By-law Review Committee to include James Profit (chair), Bill Meisner, Brian Chambers and Lisa MacKay. Moved by Mitch O’Shea, seconded by Marguerite Middleton, **motion carried**. **Action** - The committee is to submit a report to the Board for the spring meeting, and final report for the August/September meeting.
- Finance Policy Review – the Executive Director is reviewing the existing Finance Policy. Consideration is being given to improving efficiencies but maintaining security of Swim PEI’s assets. A draft policy will be presented to the Board at the April meeting. **Action** – ED to circulate current Finance Policy to the Board.
- COVID Legal Defense Insurance – Sport PEI provided information on optional COVID Legal Defense Insurance. Members of the Board agreed to not pursue an application for this coverage at this time.
- Annual Insurance Renewal – Sport PEI provided information from the Insurer requiring all PSOs to have an Abuse Policy affective the renewal of the policy in May. Sport PEI provided a samples policy for review. **Action** – E.D. to review existing policies and draft Abuse Policy for review at the April Board meeting.
- Swimming Canada Policy Library – Swimming Canada has committed both financial and personnel resources to develop a Policy Library of every code of conduct, policy, registration package etc. for Swimming Canada, to include all Provinces. SNC is finding that with investigation into safe sport cases it is important to have the policies that were in force at the time of the complaint. **Action** – E.D. to provide information to SNC to support the development of the Library on an ongoing basis.
- Policy Inventory – the Executive Director shared a listing of the Swim PEI Policies. Many of the policies need to be reviewed and possible updated. Policy review will be part of the agenda for future board meetings until the task is complete.

Operational

- Return to Swimming document – The Competitions and Officials Committee approved the updated changes to the Return to Swimming document which now includes Return to Competition guidelines. **Motion** to approved Return to Swimming, Version 5 as circulated. Moved by Bill Martin, seconded by Katherine McQuaid, **motion carried**. The new document will be posted on the website and shared with Sport PEI as required.

- Calendar of Events – The Charlottetown Bluephins submitted a sanction request for a Time Trial for February 5 & 6, the request was reviewed by the Officials & Competitions Committee and was approved. This is the first event hosted since the pandemic began.
- Swim PEI Awards – The Awards have been presented to all recipient except the Official of the Year which will be presented in the coming weeks. Katherine McQuaid, Chair provided a report of the Awards Committee meeting. **Motion** to update the Award Criteria for the Administrator of the Year award to exclude Swim PEI staff from consideration for the award. Moved by James Profit, seconded by Katherine McQuaid, **motion carried**.
ACTION – Lisa to update Awards Criteria.
- Coach Compliance – Lisa provided the Board with the compliance report on December 1. Via email it was decided to extend the compliance period to December 31 as clubs were just back in the water following the pandemic. If on January 1, coaches continued to be non-compliant \$100 fine per coach is due by the end of January 2021. Letters were issued to both clubs on December 8th providing the details of the non-compliant coaches and the decision of the board. As of this meeting both clubs continue to have non-compliant coaches.
ACTION – Lisa to follow up with the clubs regarding coaching registration and compliance with the reminder, non-compliant coaches may not participate in Swim PEI sanctioned activities including club practices.
- 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**.
- Canada Games Update – Sarah Paynter has withdrawn her name as a Canada Games Coach for 2022. The recommendation from Pierre Lafontaine, head coach and Lisa MacKay, team manager, is to wait a few months to replace the position as there is no Canada Games in water training happening. The Board supported the recommendation and will wait to replace the position.
- Summerside Dolphins Funding Request – The Summerside Dolphins submitted a request for COVID funding to Swim PEI. The Executive meet to review the application in advance of the Board meeting and requested that the club submit some additional supporting information for the application. This additional information has not yet been received. The Board decided to wait until the additional requested information was provided to make a decision on the request.

Next Meeting

March to evaluate any funding requests for Emergency Covid-19 support.

Late April 2021, in person. Lisa to send a poll to determine the date.

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

ACTION ITEMS

- Nominating Policy – Lisa & Mitch to research and draft a Nominating Policy for presentation in April.
- ED to circulate current Finance Policy to the Board.
- E.D. to review existing policies and draft a Abuse Policy for review at the next Board meeting.
- E.D. to provide information to SNC to support the development of the Library on an ongoing basis.
- By-law Review Committee is to submit a report to the Board for the spring meeting, and final report for the August/September meeting
- Lisa to present a draft report to the board at the April/May meeting on the ED position.