



SWIM PEI

Minutes - Board of Directors Meeting

Date | time May 11, 2021 5:37PM | *Meeting called to order by* Mitch O'Shea

Call to Order: 5:37PM

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

Approval of Agenda

The agenda had been circulated prior to the meeting. Sanction requests from CBAC and SDSC were added.

Motion to approve the Agenda as amended. Moved by Mitch, seconded by Katherine, **motion carried**.

Review / Approval of Minutes from Previous Meeting

Minutes of the January 21, 2021 and March 18, 2021 were circulated in advance of the meeting. Motion to approve the minutes as presented. Moved by Mitch, seconded by James, motion carried.

Reports

Chair Mitch reported that William Calhoun had sent a note to Lisa indicating he was stepping down from the Board. Mitch has been active in the review of the organization including its staff and structure. In anticipation for the funding discussion, he also sent a note to the club presidents inviting them to submit funding ideas which could help grow the sport in general.

Executive Director reported that most of the activity she has been involved with is reflected in the agenda.

Finance

- Finance Report – Marguerite review the year-to-date financial statements, which had been circulated prior to the meeting. Motion to accept the financial statements as presented. Moved by Marguerite, seconded by Katherine, motion passed.
- COVID-19 Emergency Funding –
 - CBAC request to reallocate Time Trial funding to Meets – following discussion regarding the CBAC request and the upcoming sanction requests, it was **Moved** that Swim PEI provide funding to CBAC and SDSC up to \$420 per swim meet up to two (2) meets. Moved by Marguerite, seconded by Katherine, **motion passed**.

- Remaining balance of COVID-19 Funds – **Motion** that the Board follow the Operations Committee recommendations that the balance of the Covid Emergency Funding support Swim PEI staffing costs, and that Pierre be compensated \$1,000 per month April – August 2021 to continue his Technical Director duties, and recognize his increased involvement in the Canada Games program development, mentorship of Canada Games coaches, with a focus on completing their certification, and the requirements under the annual funding reporting and application process. Moved by Mitch, seconded by James, **motion carried**.
 - **Action** – Mitch to follow up with Pierre re: contract April – August 2021.
- Membership Fees 2021-22 – Swimming Canada registration fees for 2021-22 will not increase from the 2020-21 fees. The Board tabled the discussion on Swim PEI fees to June 2021.

Governance

- By-law Review Update – James reported that the by-law committee meet and had a long productive meeting. Lisa is tasked with creating a summary document for review by the committee prior to submission to the Board for the next meeting.
- Finance Policy – Marguerite review the proposed new Finance Policy which was developed to replace the existing policy. Motion to adopt the Finance Policy presented and rescind the old Policy. Moved by Marguerite, seconded by James, motion carried.
 - **Action**– Lisa to research officials travel compensation/reimbursement across the country.
- Insurance coverage / Abuse Policy update – Swim PEI application has been submitted to the insured for consideration with the existing Harassment Policy and Coach Compliance Policy. Lisa is still working on the Abuse Policy, but it is proving to be a large body of work. Additionally, the PSOs have received notification from PEI Sport & Recreation Division that they have contracted UPEI to do an analysis of all sports Safe Sport Policies.

Quote from John Morrison

“The purpose of this is to adopt a province-wide Safe Sport Policy Suite (based on UCCMS) that will be adopted by all PSO’s to be in compliance for provincial government eligibility and funding. Beginning in Fiscal Year 2022/2023 all provincial sport organizations will be expected to have relevant safe sport policies in place and adopted by their Board of Directors as a criteria to receive financial support from the Division of Sport Recreation and Physical Activity.”
- Coach Compliance Policy – CBAC has 6 non-compliant coaches in the RTR. Two who were observed coaching at CBAC programs when the club had been instructed in March they were not to be participating in any sanctioned activities. CBAC is in breach of the policy and are operating in an uninsured state. Board will review the Coach Compliance Policy at the next meeting including updates: 1. increasing fines to \$100 per coach per month if non-compliant, 2. \$250 fine to the club if a non-compliant coach is found coaching when non-compliant and 3. Competitions will not be sanctioned if there are non-compliant coaches.

***Action** – Lisa & Mitch, a letter will be sent to CBAC indicating they are in continued non-compliance and the unregistered coaches are to be removed from the programs immediately. Advise they are operating without insurance. Additionally, send an email to each of the coaches advising them what needs to be completed to be fully registered.*

- Nominations Policy Update – Lisa has drafted a Nominations Policy which is with Mitch for review. It will be presented at the next board meeting.

Operational

- Technical Committee Update – The Technical Committee has met 2 times to regarding the upcoming season, funding reporting and funding applications. The Committee’s recommendations for funding applications for the Canada Games Legacy Fund and the PEI Amateur Sport Support Fund were shared with the Board. The Board was in support of the proposed funding applications and the updated priorities of the committee.
- Next Gen, Swimming Canada Funding – Swimming Canada has provided a \$7,000 grant to Swim PEI to support the development of Next Gen athletes. This money must be spent by the end of August 2021. Motion to spend the Funding to support the Canada Games eligible athletes for summer training including pool costs, coaching honourarium and some personal equipment. Moved by Mitch, seconded by James, **motion carried**.
- Pierre’s Contract – Pierre’s contract with Swim PEI expired on December 31, 2020. The plan is the contract can be started in September 2021 and continue to August 31, 2022, which aligns with the completion of Canada Games.
 - **Action** – Marguerite to confirm GC Legacy Funding received previously for Pierre’s position.
 - **Action** – Mitch to follow up with Sport PEI to confirm funding amounts for Pierre’s position September 2021- August 2022.
- Sanction Requests
 - CBAC May 22 & 23 and July 2 & 3
 - SDSC May 26

Motion to approve the sanctions requested pending 100% compliance with CPHO requirements and approvals, and approval of the Officials and Competitions Committee. Moved by Mitch, seconded by James, **motion carried**.

- Executive Directors Position Review – It was decided the Board would meet next week to discuss the report when all members had time to review and consider the recommendations prior to discussion.

Next Meeting

Next week by phone, Mitch will poll and arrange.

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

Meeting Adjourned

Adjournment 7:55 PM

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