



# SWIM PEI

## Minutes - Board of Directors Meeting

*Date | time* May 19, 2021 | *Meeting called to order by* Mitch O'Shea

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Call to Order: 1:00PM

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

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### Approval of Agenda

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The only agenda item was the ED Organizational Review, as approved at the May 11, 2021, Board meeting.

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### Operational

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#### Executive Directors Position Review –

The Board discussed the review document prepared by Lisa MacKay regarding the role of the Executive Director and suggestions to improve the staffing structure.

**Motion** that a contract for the position of Executive Director be offered to Lisa MacKay for the period commencing immediately and continue until August 1, 2022, upon which time the contract may be extended. The contract is for 5 hours per week at \$35 per hour and shall include all responsibilities designated by the Board to the Executive Director including, but not limited to:

- assist the Board in reorganization and structural updates
- updating Board Policies and Bylaw review
- attending Board and Operational Committee meetings
- Communicating with Committees of the Board
- Communication Board initiatives to the Club Level
- Overseeing the work of the administrative assistant and the HP Director and being the reporting entity for those positions
- Attending Swim Canada calls and meetings, as necessary.
- Strategic plan development.
- other duties as may be required from time to time.

In the interim the "other duties" will include continuing with the administrative work (until we have someone in that position) and also developing a job description for the position of an admin assistant. This will be in addition to the 5 hours per week. Moved by Mitch, seconded by Katherine, **motion carried.**

**Motion** that the Board hire, on contract, an administrative assistant. The position description shall be created by the Executive Director and approved to the Board prior to posting. The position is to be for maximum of 10 hours per week and up to \$20 per hour. The preferred candidate shall have

bookkeeping experience. The goal is to have this person in place by no later than August 1, 2021. Moved by Mitch, seconded by Katherine, **motion carried.**

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Next Meeting

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Late June 23<sup>rd</sup>, 5:30PM, in person.

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Meeting Adjourned

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Adjournment 1:35 PM

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

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Chair, Mitch O'Shea

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Treasurer, Marguerite Middleton

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Date