



# SWIM PEI

## Minutes - Board of Directors Meeting

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*Date | time* June 23, 2021 5:34PM | *Meeting called to order by* Mitch O'Shea

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Call to Order: 5:37PM

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

Mitch welcomed Nick to the meeting and the Board. Nick is filling a vacant Director position as approved by the board using an email vote.

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### Approval of Agenda

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The agenda had been circulated prior to the meeting. Motion to approve the Agenda. Moved by Mitch, seconded by James, **motion carried**.

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### Review / Approval of Minutes from Previous Meeting

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Minutes of the May 19, 2021 were circulated in advance of the meeting. Motion to approve the minutes as presented. Moved by Mitch, seconded by Katherine, **motion carried**.

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### Reports

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Chair Mitch reported

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

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### Finance

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- 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 carried**.
- Funding Applications Update – Approval was received on the Prov. PEI ASSP grants still waiting on the Canada Games Legacy Funding.  
Prov. PEI ASSP – \$28,900 broken out as:
  - Core Funding \$11,400 (to assist offset administrative costs)
  - Participation Funding \$7,500 (\$3,500 recruitment, \$2,000 dual meet, \$2,000 first time series.)
  - Performance Funding \$10,000 (\$5,400 athletes, \$1,700 coaches, \$2,900 officials.)

- Membership Fees 2021-2022 – Marguerite prepared a draft budget for 2022-22 showing a deficit of \$17,650. Motion to increase the annual membership fees approximately 3%. Swimmer fees previously \$37 would increase to \$38 and swimmer and coach fees previously at \$74 will increase to \$76. Club affiliation fee will increase by \$10 to \$235. Moved by Marguerite, seconded by James, **motion carried**. *Action – Lisa to circulate 2021-2022 Fees Schedule to the clubs.*

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## Governance

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- By-law Review Update – James reviewed the work of the by-law review committee and the draft of the changes.
  - Definitions and terminology were aligned to with Swimming Canada.
  - Suggestion that a Presidents Council be formed to provide the club Presidents a voice within the structure of Swim PEI – **Action** – *Mitch to prepare a draft Terms of Reference for a Presidents Council, for next Board meeting.*
  - Wording surrounding honourariums was cleaned up.
  - Removed the references to the Operating Committee – as Swim PEI evolves and operational structure changes did not want to have the change the by-laws each time.
  - Voting at membership meetings – clubs want an combined equal vote to the board, based on % of membership. – **Action** – *James to consider an appropriate wording*
 James to review the document and prepare it for a final review at the next Board meeting.
- Insurance coverage / Abuse Policy update – Swim PEI application for the Harassment clauses have been approved and a subsequent invoice will be sent for the coverage.
- Coach Compliance Policy – Compliance continues to be an issue not only with coaches but with swimmers and officials. Swim PEI will develop a more comprehensive Registration Policy which will include the existing Coach Compliance Policy and encompass all aspects of members registration compliance. *Action* – Lisa to draft for next Board meeting.
- Nominations Policy – a draft Nominations Policy was circulated prior to the meeting. Motion to approve the Nominations Policy. Moved by Mitch, seconded by Katherine, **motion carried**.

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## Operational

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- Pierre's contract – Mitch & Lisa had a meeting with John Morrison, Prov PEI and Lynn Boudreau, Sport PEI to review the status of Pierre's position and funding for the position. Swim PEI currently has 6 months funding available to support Pierre's position and requested the deferred year 3 of funding (\$10,000) be applied to 2022 calendar year. Motion - pending the formal approval that the year 3 funding be in place, that Pierre be contracted September 1, 2021 – December 31, 2022 at \$20,000 annual salary, prorated appropriately. Moved by Mitch, seconded by Marguerite, **motion carried**. Note – Gemma Koughan confirmed Canada Game Legacy funding of \$10,000 be in place for January to

December 2022, to be matched by Swim PEI. **Action** – *Mitch to draft a new contract for Pierre.*

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Next Meeting

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Lisa to send a poll to determine the date.

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Meeting Adjourned

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Adjournment 7:45 PM

These 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