



# SWIM PEI

## Minutes - Board of Directors Meeting

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*Date | time* September 15, 2021, | *Meeting called to order by* Mitch O'Shea

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Call to Order: 5:05PM

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

Mitch welcomed Nicola to the meeting and the Board. Nicola 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. Added Presidents Council Terms of Reference. 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 June 23, 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 that he had met with Pierre while he was in province and noted Pierre was impressed with the quality of PEI swimmers. Mitch provided Pierre with his new contract effective September 1, 2021. Mitch also drafts the Terms of Reference for the new Presidents Council and will be meeting with the Presidents later this month, early October.

Executive Director reported that the recently hired Administrative Assistant had quite. She has been sending correspondence to the Clubs and coaches about the new season and requirements for registration. Most of her other activity is reflected in the agenda.

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### Finance

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- Finance Report – Marguerite review the year-to-date financial statements, motion to accept the financial statements as presented, moved by Marguerite, seconded by Katherine, **motion carried**.
- Funding Allocations – a breakdown of proposed spending of grant dollars was provided in advance of the meeting including unused funds from previous years and new funding. Details attached

- 2021-2022 Budget – a proposed budget was circulated prior to the meeting. The 2021-2022 proposed budget showed a \$13,000 deficit which is to be funded from the 2020–2021 year end revenue of approx. \$13,000 which accumulated lower activity due to COVID-19. Motion to accept the funding allocations and 2021-2022 budget as presented, moved by Marguerite, seconded by James, **motion carried**.

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## Governance

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- By-law Review Update – James updated the board that there still needed to be some research and work completed prior to presenting the final document to the boards to review.
- Coach Compliance Policy – The updated Coach Compliance Policy was circulated prior to the meeting representing the approved changes from the June meeting. Motion to approved the Coach Compliance Policy, moved by Mitch, seconded by Katherine, **motion carried**.
- Swimmer Assistance Policy – The updated Swimmer Assistance Policy was circulated prior to the meeting. Motion to approve the Swimmer Assistance Policy with the addition of the list of National Events, moved by Mitch, seconded by Marguerite, **motion carried**.
- Officials Assistance Policy – The updated Officials Assistance Policy was circulated prior to the meeting. Motion to approve the Officials Assistance Policy, moved by Mitch, seconded by James, **motion carried**. Marguerite and Katherine abstained from the vote.
- Calendar of Events – The Technical Committee proposed a calendar of events which was circulated prior to the meeting. Motion to approve the Calendar of Events, moved by Mitch, seconded by James, **motion carried**. ACTION – Lisa to provide a copy to the Officials and Competition Committee, clubs and post on the website.
- Insurance coverage – definition of Sanctioned Events – BFL Insurance the agent for Swim PEI's insurance coverage has requested that Swim PEI provide a statement to Markle our insurance provider clearly defining a sanctioned activity. BFL has provided the required statement. In review the statement is lacking and does not align with SNC & Swim PEI by-laws and policies. ACTION – Lisa to follow up with BFL Insurance regarding the statement and concerns of the Board.
- Swim PEI Awards – In consultation with the clubs the recommendation of the Awards Committee is to move forward with presenting the annual Swim PEI Awards in association with the Annual General Meeting. ACTION – Lisa to put out a call for Nominations for the Annual Awards.
- Annual General Meeting – the AGM will be hosted following the closure of the Fall Classic meet in Summerside, on Sunday November 21, 2021. The Awards will be hosted at the same time. ACTION – Lisa to make the necessary announcements about the AGM in accordance with the By-laws.

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## Operational

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- Pierre's contract – Mitch has provided Pierre with the new contract. Pierre will sign and return.
- Administrative Assistant – Lisa will provide the administrative services as time allows and until a new administrative assistant can be hired.

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## Next Meeting

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Wednesday, January 12, 2022 – 5:30PM

Wednesday, April 15, 2022 – 5:30PM

Quarterly meetings scheduled on the 2<sup>nd</sup> Wednesday of the month. The Board will meet between scheduled meeting when required.

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## Meeting Adjourned

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Adjournment 7:15 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

January 12, 2022

Date