



SWIM PEI

Minutes - Board of Directors Meeting

Date | time August 24, 2023 | *Meeting called to order by* James Profit

Call to Order: 6:34PM

Attendance: Marguerite Middleton, Katherine McQuaid, James Profit, Nicola Reynolds, Lisa MacKay, Janet Duval (E.D.), Victoria Leard (Admin)

Regrets: Mitch O'Shea, DJ Welton, Angela Oatway

Approval of Agenda

The agenda was circulated prior to the meeting. Motion to approve the Agenda, moved by James, seconded by Lisa, **motion carried**.

Review / Approval of Minutes from Previous Meeting

Minutes of the March 8, 2023 meeting was circulated in advance of the meeting. Motion to approve the minutes as presented, moved by James, seconded by Katherine, **motion carried**.

Approvals between meetings, voted on electronically.

April 11, 2023

It was moved that Swim PEI provide \$100 per swimmer attending the long course training to a maximum of \$2,000 to be applied to the individual swimmer accounts. Moved by Marguerite, seconded by James, **motion carried**.

April 27, 2023

It was moved to extend an offer to successful candidate at 15 hours per week at \$30/hour. Moved by James, seconded by Nicola, motion carried.

June 19, 2023

It was moved that Janet will assume responsibilities for the Technical Director administrative duties until the position is filled. Moved by James, seconded by Lisa, **motion carried**.

It was moved that we use the proposed fee structure for the 2023-24 season. Moved by Marguerite, seconded by Katherine, **motion carried**.

Reports

Chair James reviewed his report.

Executive Director reviewed her report.

Finance

- Finance Report – Needs to be updated.
- Funding – Janet has been working with the Technical Committee on the proposed funding allocations, noting that some events are being moved in the proposed calendar to meet the funding criteria.

Governance

- Safe Sport Policies – the Executive Director indicated she is working on Safe Sport policies as required for provincial funding. It was noted by Lisa that substantial work had been previously done provided to the board. The documents can be found in the files.
- Annual General Meeting – the AGM will be held in conjunction with the Summerside meet scheduled for November 18th & 19th. The annual awards will be presented in conjunction with the AGM.
- Nominations Committee – Mitch will chair the Nominations Committee in preparation for the AGM. DJ agreed to sit on the committee and the E.D. will approach Angela to assist.
- Strategic Plan – An in person planning day is scheduled for September 16th, to be facilitated by Michelle MacDonald, AOR Solutions.

Operational

- Calendar of Events – the proposed calendar of events was circulated in advance of the meeting, reviewed. It was moved that the proposed calendar of events be approved. Moved by Katherine, seconded by James, **motion carried**.
- ED Council Meeting – the ED Council will be hosting in person meetings in November, Janet plans on attending.
- Technical Director – the role and expectations of the Technical Director, from a club perspective, will be on the agenda.

Next Meeting

Next meeting will be in November following the AGM. The Board will meet between scheduled meeting when required.

Meeting Adjourned

Adjournment 6:30pm

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

Chair, James Profit

Vice Chair, Lisa MacKay

Date