

# SWIM PEI

## Minutes - Board of Directors Meeting

---

*Date | time* October 14/23| *Meeting called to order by* James Profit

---

Call to Order: 3:00 PM

---

Attendance: James Profit, Mitch O'Shea, Marguerite Middleton, Katherine McQuaid, Nicola Reynolds, Angela Oatway, Lisa MacKay, DJ Welton Janet Duval (E.D.)

---

### Approval of Agenda

---

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

---

### Review / Approval of Minutes from Previous Meeting

---

Minutes of previous meeting, were not reviewed.

---

### Reports

---

No reports provided.

---

### Finance

---

A financial report was circulated prior to the meeting. It moved that the report for the period ending August 31, 2023 be approved as presented; moved by Marguerite, seconded by Lisa, **motion carried**.

---

### Governance

---

- Human Resources – It was moved that the hiring committee for the Administrative Assistant be Angela as chair plus Nicola & Mitch, moved by James seconded by Lisa **motion carried**. ACTION – Janet to review the High-Performance Coach job description and create a Technical Director job description for approval at the next meeting. Janet to follow up with Sport PEI about possible funding opportunities and programs.
  - Annual Awards – The Awards selection committee will be chaired by Katherine and include Paul Murphy and Sandy Lowther. In the absence of an Administrative Assistant Lisa & Angela will tabulate the award winners based on FINA points. Katherine will be traveling if need be Lisa will convene a selection meeting if necessary.
- 

### Operational

---

- Website – Nicola provided an update on the meetings with our host provider. Discussion to continue at future meetings.
- 

### Next Meeting

---

To be held November 28/23 at 5:00PM.

---

Meeting Adjourned

---

Adjournment 3:45 pm

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

---

Chair, DJ Welton

---

Vice Chair, James Profit

---

Date