



# SWIM PEI

## Minutes - Board of Directors Meeting

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*Date | time* November 28, 2023 | *Meeting called to order by* James Profit

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Call to Order: 5:04PM

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

Regrets: D.J. Welton

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### Approval of Agenda

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

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### Review / Approval of Minutes from Previous Meeting

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Minutes of the August 24, 2023 meetings was circulated in advance of the meeting. Motion to approve the minutes as presented, moved by Lisa, seconded by James, **motion carried**.

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### Reports

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Chair James reported that we hosted a successful AGM event in Summerside which was well attended. Following the AGM, he met informally with club presidents and head coaches. CBAC requested a breakdown of officials spending as represented in the year end statements. **ACTION** – Marguerite to provide the details to the clubs.

Executive Director reported that she attended the ED Council meetings in Calgary where she learned a lot. Topics of discussion included the new SNC registration system, issues with the high performance program, new staff and safe sport complaints.

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### Finance

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- Budget update – Marguerite indicated the budget is completed. **ACTION** – Marguerite to share draft budget with the board.
- Financial Report – Marguerite circulated the report in advance of the meeting and reviewed the year-to-date financial statements, motion to accept the financial statements as presented, moved by Marguerite, seconded by James, **motion carried**.
- Request for Audited Statement – at the AGM CBAC President requested that Swim PEI consider having the books audited annually. Board discussed the request and as Swim PEI is meeting the funding requirements of the Province with an annual Review Engagement it is not necessary to conduct an audit.
- Funding – Swim PEI was granted \$21,400 in funding for 2023-2024 from the province broken out as follows:

- Administration - \$11,400
- Performance funding \$10,000 - \$5,000 for athletes, & \$5,000 for officials

This funding combined with funding carried over from previous fiscal years was proposed to be spent as follows:

- Performance – Swimmers \$5,000 long course training & competition at \$714 per event for:
  - CBAC - long course camp October 28 & 29, 2023
  - CBAC - Pointe Claire LC meet December 8 & 9, 2023
  - CBAC - NS AAA LC meet February 10 & 11, 2024
  - SDSC - NS AAA LC meet February 10 & 11, 2024
  - SDSC – long course camp February 24 & 25, 2024
  - CBAC – East Coast Championships March 1 – 3, 2024
  - SDSC - East Coast Championships March 1 – 3, 2024
- Participation – Swimmers \$8,900 carried forward, project grants
  - Dual Meets up to \$2,000 per meet
  - First Time Meets \$3,500 @ \$350 per meet for:
    - SDSC – October 13, October 21, November 24, 2023, February 2, 2024, February 10, March 6
    - CBAC – November 3, December 8, 2023, February 9, 2024, March 22
  - 12 & Under Camps \$3,400 @ \$850 per skill development camp, 2 for each club.
- Coaches \$4,954 carried forward (Performance \$3,354 & CG Legacy \$1,600) to be spent for:
  - Coach 201 – Omar \$400
  - Coach 301 – Emily, Eddie & Jacques \$850 each
- Officials \$4,817 used to support requested club official training and supporting Official development in alignment with the Officials Assistance Policy.

It was moved that funding be granted to CBAC and SDSC to support programs as detailed above, moved by James, seconded by Marguerite, **motion carried**.

- Para Camp funding request – Swim PEI has received a request to support a para identification camp from the CBAC para coach. ACTION – Janet to follow up with CBAC President to gather additional information.
- East Coast Championship as PEI Provincial Long Course Championships – Swim PEI was asked to if East Coast Championships would be named as PEI Provincial Long Course Championships. Following board discussion, it was decided that the recommendation should come from the Technical Committee on the matter. ACTION – Janet to follow up with the Technical Committee.
- Sport PEI Awards – Swim PEI has 3 swimmers named as finalist for the Sport PEI Annual Awards. It was moved to support the event by purchasing a \$150, half page advertisement for the program. Moved by Nicola, seconded by Angela, **motion carried**.

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## Governance

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- Human Resource Committee – It was moved to create a standing Human Resources Committee to consist of the Vice Chair as Chair plus two Directors, moved by Katherine, seconded by Marguerite, **motion carried**. Nicola and Angela agreed to sit on the committee. ACTION – to prepare a committee Terms of Reference, interview and make recommendations to the board for Canada Games coaches and manager, and interview and make recommendations for the Administrative Assistant.
- Strategic Plan – AOR Solutions provided the draft Strategic Plan. ACTION – all directors to review the document and be prepared to discuss at the January meeting.
- Election of Officers – in accordance with the bylaw the executive committee it was moved that DJ Welton be Chair, James Profit be Vice Chair and Lisa MacKay be Secretary / Treasurer, moved by Mitch, seconded by Katherine, **motion carried**.

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## Operational

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- Administrative Assistant – the pool of candidates for the administrative assistant position failed to provide a candidate to meet the needs of Swim PEI. It was decided to revise the job description and advertise.
- Technical Director – the updated job description for the Technical Director position was circulated in advance of the meeting. It was moved to accept the job description as presented moved by Lisa, seconded by James, **motion carried**. ACTION – to advertise Technical Director position.
- Executive Director – Following a in camera discussion about the ED position, it was moved to extend Janet Duval's contract as Executive Director for another year to expire December 31, 2023 moved by Nicola, seconded by Angela, **motion carried**. Janet accepted the contract extension.
- Head to Head proposal – Marthaa McCabe joined the meeting virtually to provide a presentation on the Head to Head programming. It was decided that the program has merit and would follow up after the Canada Games Head Coach was appointed.

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## Next Meeting

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To be held in January, 2024. Janet to check with the new chair on availability and preference of the next date.

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## Meeting Adjourned

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Adjournment 7:20Pm

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

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Chair, DJ Welton

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Vice Chair, James Profit

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Date