



SWIM PEI

Minutes - Board of Directors Meeting

Date | time January 11, 2024 | *Meeting called to order by* D.J. Welton

Call to Order: 6:25PM

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

Approval of Agenda

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

Review / Approval of Minutes from Previous Meeting

Minutes of the October 11, November 9 and November 28, 2023 meetings were circulated in advance of the meeting. Motion to approve the minutes as amended, moved by Marguerite, seconded by Katherine, **motion carried**.

Reports

Chair D.J. thanked the Board for their confidence in him as chair. Having enjoyed many years with swimming, first as a parent, then volunteer and official, he is looking forward to the new role. DJ will be reaching out to the clubs to schedule a President's Council meeting in the near future.

The Executive Director reported that Swimming Canada (SNC) has circulated a memorandum of understanding regarding the new membership / registration platform scheduled to be in use for September 2024. There have been concerns voiced by other provinces regarding some of the content. It was moved that Mitch & James reviewed the document and provide input for Janet to share with SNC, moved by Nicola, seconded by James, **motion carried**. All other items are dealt with on the agenda.

Finance

- Financial Report – Marguerite circulated the report as of December 31, 2023 in advance of the meeting and reviewed the year-to-date financial statements and the proposed 2023-24 Budget a motion to accept the financial statements and approve the budget as presented, moved by Marguerite, seconded by James, **motion carried**.
- Para Camp funding request – The requested additional information from CBAC was yet provided. Item carried forward to the next meeting.

- Funding allocations – the clubs have been provided with the funding information approved at the last meeting. CBAC as requested a meeting to review the approved funding. ACTION - This will be added to the Presidents Council meeting agenda.

Governance

- Strategic Plan – The draft report was provided at the last meeting. Initial comments were very favorable. ACTION – Directors to review on final time and provide approval or feedback to the Executive Director prior Wednesday, January 17, 2024.
- Human Resources Committee –
 - Reported that the selection process for the Canada Games coaches and managers has taken place and they recommend Donna Profit as Head Coach, Emily Swaine as an Assistant Coach, Omar Metwally as an Assistant Coach contingent on Omar being fully certified as a level II coach 6 months out of Canada Games, and Alexis Craig as the Team Manager. It was moved to accept the recommendation of the Committee, moved by Angela, seconded by Katherine, **motion carried**. James abstained from the vote. Depending on the size of the team selected to attend Canada Games, there may be room to add additional coaches. ACTION – Angela to communicate offers as approved.
 - Administrative Assistant – the revised job add and description will be posted soon.
 - Technical Director – the revised job add and description will be posted soon.

Operational

- Head to Head proposal – carried forward to the next meeting.
- East Coast Championship as PEI Provincial Long Course Championships – to be carried forward to the next meeting as no recommendation came from the Technical Committee. ACTION – Janet to follow up with the Technical Committee.
- Website – the Board revisited the discussion about the website. It was noted that the current platform is obsolete and will soon be no longer available. It was motioned that we moved forward with the updates to the website not to exceed \$5,000 included in the budget, moved by Nicola, seconded by James, **motion carried**. ACTION – Nicola to follow up with the provided for an updated quote and timeline.
- Coach Compliance – the coach registration report was provided at the meeting indicating that of the 25 coaches who started the process on 13 of the coaches are currently registered and that 6 coaches were registered at the SNC deadline of November 30th. Following a lengthy discussion about [Swim PEI Compliance Policy](#), [SNC National Registration Procedures and Rules](#), and insurance requirements it was moved that as of today all non-compliant coaches will be made inactive in the registration system, all coaching privileges will cease including club practices and a \$100 fine per coach will be levied to the club, and that no event sanction will be provided until the fines are paid, moved

by Angela, seconded by James, **motion carried.** ACTION – the ED to provide correspondence to the clubs the next day.

Next Meeting

To be held February 15, 2024, 6:00PM, location to be confirmed.

Meeting Adjourned

Adjournment 8:15Pm

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