



SWIM PEI

Minutes - Board of Directors Meeting

Date | time February 15, 2024 | *Meeting called to order by* D.J. Welton

Call to Order: 6:25PM

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

Regrets: James Profit

Approval of Agenda

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

Review / Approval of Minutes from Previous Meeting

Minutes of the January 11, 2024, meeting was circulated in advance of the meeting. Motion to approve the minutes, moved by D.J., seconded by Katherine, **motion carried**.

Reports

Chair D.J. reported that he attended the recent Summerside meet as the referee, which provided a good opportunity to speak with the Summerside board in a casual way. He chaired his 1st Presidents Council (PC) meeting which was successful any items identified at the meeting are reflected in the agenda. The PC will continue to meet monthly in advance of the scheduled Board meeting. DJ noted that Tammie Rose is the new President of CBAC. DJ has reviewed all the emails in the Presidents email account which included an invite to a meeting at Canadian Trials in May.

Executive Director Janet provided a written report in advance of the meeting all ongoing items are contained within the agenda.

Finance

Financial Report – the financial statements for the period ending January 31, 2024, were circulated in advance of the meeting.

Swimmer Assistance Policy- the policy was reviewed, and it was moved to add the Canadian Open to the events list to be funded to a maximum of \$750 per swimmer. Moved by Katherine, seconded by Marguerite, **motion carried**. **ACTION** – Lisa to update the policy and upload to the website, Janet to share information with the clubs.

CBAC Swimmer Assistance Application – an application was received to support CBAC swimmers (24) in attending the David Fry East Coast Championships, Feb 29 – Mar 3 / 24. It was moved that Swim PEI support the application at \$100 / Island swimmer to a maximum of \$3,000. Moved by

Marguerite, seconded by Angela, **motion carried**. **ACTION** – Janet to advise both clubs of the funding support, and that SDSC must submit an application to support the funding allocation.

Dual Meet Fees Waive Request – CBAC requested that the PSO swimmer fee be waived for the Dual as it was a project funded by Swim PEI. There was an email vote, and the request was rejected.

Para Funding Request – carried forward from previous meeting. CBAC has provided some additional information but has not demonstrated the requirement for financial support. **ACTION** – Janet to follow up with CBAC.

Corporate Credit Card – A draft Commercial Credit Card Policy was circulated in advance of the meeting. It was moved that the policy be adopted, and a credit card be secured for use by the Executive Director for Swim PEI approved purchases. Moved by Lisa, seconded by Nicola, **motion carried**. **ACTION** – Lisa to update the format of the policy and make application for a credit card.

Canada Games Budget – Donna Profit, Head Coach submitted a proposed budget for the Canada Games training group to August 31, 2023. The province has provided \$10,000 in funding to support the development of future team members.

Governance

Strategic Plan – It was moved that the proposed Strategic Plan be approved. Moved by Katherine, seconded by Lisa, **motion carried**. **ACTION** – Janet to share the plan with the clubs. Nicola to format it for posting to the website.

Funding Allocations – CBAC raised concerns about how funding allocations were decided upon. *Should more swimmers mean more dollars?* The board discussed funding and allocations, noting that the Technical Committee (TC) makes the recommendations to the Board on funding, and it depends on the projects planned for the season. Depending on the activity, more swimmers may need more funding, but sometimes not.

Coach Compliance and Policy Review - The concern was raised at the PC meeting that all coaches have the same compliance requirements, and the clubs would like to have a less stringent policy for non-competitive or beginning coaches. Swim PEI complies with the Swimming Canada Coach Compliance policies and the requirements of our insurance provider which insures members. If coaches are not fully registered in compliance with Swimming Canada, they and their activities are not insured.

It was noted as part of the discussion that of the 394 swimmers in the registration system that 25% have not fully completed their registration requirements and are therefore not compliant and are not insured. **ACTION** – Lisa to send a reminder from the RTR to all non-compliant swimmers & officials. Janet to send a note to the clubs reminding them to ensure any non-compliant swimmers are not to be participating in programs.

UPEI Club & Requirement for Board of Directors – UPEI did not submit the required documentation as part of the annual club application process including a list of the current Board of Directors and their current Bylaws. Following a lengthy discussion around the club's status of a "club" or "varsity team" it was decided that a letter be drafted and sent to UPEI to clarify the situation. **ACTION** – Lisa to draft a letter and share with the Executive, once approved Janet to send to UPEI.

Human Resources Committee –

- Angela reported that offers had been accepted by Donna Profit (head coach) Omar Metwally (assistant coach) and Alexis Craig (Team Manager) for the 2025 Canada Games

Team. It was noted that Edie ____ also applied for a position, but her application had not been forwarded to the selection committee. Following a discussion it was decided that Edie's skills and experience would benefit the team but that the decision to offer a position would be left to Donna as the Head Coach.

- Administrative Assistant – an application was received following the second round of advertising. The committee will follow up and plan for an interview.
- Technical Director – the revised job add and description will be posted soon.

Operational

Head-to-Head proposal – information has been share with the CG Head Coach to make a decision on accessing the service or not.

East Coast Championship (ECC) as PEI Provincial Long Course (LC) Championships – the Technical Committee met and recommended that the event not be named as a Provincial LC Championship. The TC recommended that if a long course event was to be name a Provincial Championship it be the Atlantic Cup in July. The Board agreed with the recommendation of the TC not to name the ECC as a Provincial Championship. Given the time of year they could not support the naming of the Atlantic Cup as a LC Championship, as most programing is scheduled to end mid-June. It was moved that Swim PEI support swimmers attending the Atlantic Cup at \$100 per swimmer to a maximum of \$3,000. Clubs must apply for the funding using the Swimmer Assistance application form. Moved by Marguerite, seconded by Katherin, **motion carried. ACTION** – Janet to advise the clubs of the decisions.

Website – Nicola shared that Revolution Media confirmed their original quote of \$2,850 +HST was still good, which puts inside the approved budget and provides opportunities for some additions as we move forward in the redesign. A proposed site map was review with comments provided. **ACTION** – Board to review photo libraries and share any photos that might be good additions to the website.

Next Meeting

To be held March 20, 2024, 6:15PM, location to be confirmed.

Meeting Adjourned

Adjournment 8:35PM

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