



SWIM PEI

Minutes - Board of Directors Meeting

Date | time April 16, 2024 | *Meeting called to order by* D.J. Welton

Call to Order: 6:16PM

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

D.J. welcomed Robin Loyola to Swim PEI as the new Administrative Assistant.

Approval of Agenda

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

Review / Approval of Minutes from Previous Meeting

Minutes of the March 20, 2024 meeting were circulated in advance of the meeting. Motion to approve the minutes, moved by Marguerite, seconded by Angela, **motion carried.**

Reports

Chair D.J. reported that the Presidents' Council meeting held the night before was positive, including better communication with the clubs.

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

Finance

Financial Report – The Treasurer reported that much of the funding had been disbursed prior to the March 31 deadline. Statements were not available as the Treasurer was traveling. They will be shared in advance of the next meeting.

Funding updates –

1. A swimmer with the UPEI team submitted an application for Swimmer Assistance in accordance with the policy. Given the current administrative challenges with the UPEI team it was agreed that the grant would be provided direct to the swimmer.
2. Charlottetown Bluephins requested funding to support coaching costs to attend the Eastern Championships. Historically, the Technical Director has attended Eastern Championships with costs be covered by Swim PEI. It was moved by Katherine that a one-time grant of \$300 per swimmer attending the Easterns (3 CBAC & 1 UPEI) for a total of \$1,200 be paid to CBAC to assist with the coaching expenses. Seconded by Angela, **motion carried.**

Governance

Strategic Plan – Communications planning session is scheduled for Saturday May 4th, 9AM-12noon. Location to be confirmed.

UPEI Club – A copy of the letter to UPEI club regarding the registration issues was provided to Jane Vessey, UPEI Director of Athletics and Recreation. Jane confirmed that the UPEI Club does not have varsity status. No response has been received from UPEI club. The varsity season ends April 30th. The situation will need to be resolved prior to registration in the fall.

Ethics Committee Report – Committee chair Mitch reported that the Ethics Committee received 3 complaints, 1 complaint against a coach and 2 complaints against club board members. These complaints have been reviewed and it has been determined that there as not been a breach of the policies. The committee will be preparing a report including recommendations.

Safe Sport Policies – the proposed new suite of Safe Sport Policies was shared prior to the meeting. The new suite will replace existing policies and is modeled on the template developed by Sport Law for Sport PEI members sports.

It was moved by Marguerite that the existing Appeals policy be renamed Canada Games Selection Appeals Policy. Seconded by Angela, **motion carried**.

It was moved by Lisa that the following existing four (4) policies be repealed, Board Code of Conduct Policy, Code of Conduct, Harassment Policy and Procedure and Officials Code of Conduct. Seconded by Angela, **motion carried**.

It was moved by Katherine that the proposed Safe Sport Policies be adopted including Safe Sport Policy, Athlete Protection Policy, Code of Conduct and Ethics, Discipline and Complaints Policy, Dispute Resolution Policy, Appeals Policy, Event Discipline Policy, Social Media Policy, Screening Policy, Whistleblower Policy, and Risk Management Policy. Seconded by Angela, **motion carried**.

Human Resources – Committee chair James reported the position of Administrative Assistant has been filled and welcomed Robin Loyola to the team. The interviews and reference checks have been completed for the Technical Director position. The committee recommended an offer be made. It was agreed that the board supports the recommendation of the committee.

Presidents' Council Meeting – The Council meet on April 4th. There were no issues raised by the clubs. There was a concern voiced that the Officials and Competitions Committee (OCC) seemed to be lacking formal meetings. OCC chair Marguerite accepted the comments and shared that the committee is communicating regularly regarding issues that arise relating to their mandate.

Operational

Website – Work on the design of the website is ongoing. Nicola shared the newly designed website and collected feedback on various visual components. **ACTION** – Reminder to Board to review photo libraries and share any photos that might be good additions to the website.

Mount Academy – The proposal of the Mount Academy was shared with the clubs and discussed at the Presidents' Council meeting. CBAC indicated that they were not interested at this time. There was no formal response from SDSC. **ACTION** – The Executive Director will follow up with the Academy and share the responses.

Funding Application Forms – As part of the annual review of the funding policies the application forms are to be updated to fillable forms. **ACTION** – E.D. & Treasurer to include proposed fillable forms with the updated funding policies for review at the August meeting.

Next Meeting

To be held June 12, 2024, 6:15PM, location to be confirmed.

Meeting Adjourned

Adjournment 7:57PM

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

Chair, DJ Welton

Date