



SWIM PEI

Minutes - Board of Directors Meeting

Date | time August 7, 2024 | *Meeting called to order by* D.J. Welton

Call to Order: 6:15 PM

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

Regrets: Nicola Reynolds

Approval of Agenda

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

Review / Approval of Minutes from Previous Meeting

Minutes of the June 12, 2024 meeting were circulated in advance of the meeting. Motion to approve the minutes, moved by Lisa MacKay, seconded by Marguerite Middleton, **motion carried.**

Update - two officials attending symposium from three

Reports

Chair

- Janet's resignation as Executive Director - wishing you all the best and thank you for your time and commitment to the role.
- Omar Metwally submitted portfolio for 201 Swimming Course - evaluation is needed
- No update from SDSC
- CBAC - sharing of marketing costs for the upcoming season, posters, double sided pamphlets, to promote competitive swimming
- CBAC received a grant for a para swimming clinics project from Sport Tourism - grant covers coaching fees, lane fees, misc equipment
- Thank you to Mitch O'Shea for representing the board at the upcoming Swim Canada Symposium
- Thank you to Marguerite Middleton and Christine DePratt for representing PEI at the National Officials symposium

Executive Director

- Please see attached report
-

Finance

Financial Report

- July statements were circulated
- Slight surplus otherwise budget is balanced
- Provincial Funding
- 2024 - 2025 Membership Fees as presented - motions to approve - Katherine McQuaid, 2nd by James Profit



- Provincial Funding - all three projects were approved - letters to be drafted to the club presidents to fully explain what funding has been received and approved.
- Officials financing request - deviate from policy for funding due to being a summer resident, they will receive 50% of the funding.

Governance

Strategic Plan - Robin and Nicola will continue to work on the Q & A document.

Website - Nicola Reynolds continuing to work on

Operational

2024 - 2025 Meet Calendar to be approved this week.

Information for Swim Canada Website:

Payment options for clubs: etransfer & cheque

Coach Requirements:

Officials registration - self registration

Coach Assistance policy - to be made into its own entity

Finance Policy -

Awards amount needs to be raised from \$1000 for provincials swim meet - one for SC & one for LC to be increased to \$1250 per meet for a maximum of \$2500 if two meets are run in a season - motion made by Katherine McQuaid seconded by Angela Oatway - **motion carried**

Officiating clinic numeration to be raised from \$75 to \$100 - Marguerite, DJ, Katherine abstained from voting due to conflict of interest - motion made by Lisa MacKay, 2nd by Angela Oatway, **motion carried**

Travel km reimbursement to be raised from 30 cents to 45 cents per km to align with Sport PEI policy, per diem to be set at \$50 per day with the breakdown removed - motion Lisa MacKay, 2nd by Marguerite Middleton, **motion carried**

Coach Compliance -

7.2 Swim Canada Policy - to be registered within 14 days of being on deck

7.4 Swim Canada Policy - to be added done by November 30th

Fines for registration non-compliance - \$125

Fines for coach non-compliance - October 30 - \$125

Fine for being at a meet non-compliant - \$325

Club Presidents, Coaches, and club Registrars to be made aware and responsible for coach compliance due to insurance and liability issues.

Club Affiliation - additional requirement: club financials

Club Affiliation fee is \$250



AGM - November 24th

Nominations for awards due September 30th to admin@swimpei.com then to Katherine McQuaid - David Mills award is not annual.

Terms up for nomination:

DJ Welton - Chair

Lisa MacKay - Treasurer

Angela Oatway - Director

Marguerite Middleton - Director

four new directors are required

Official call out 30 days prior to AGM - Marguerite Middleton to make up committee

2024 - 2025 Budget - motion to approve budget as edited by Lisa MacKay seconded by Marguerite Middleton - **motion carried**

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 named a Provincial Championship it would 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 programming 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 Katherine, motion carried.

ACTION – Janet to advise the clubs of the decisions.

UPDATE for 08/08/24 Tech Meeting - Clubs voted against a 2nd provincials for the upcoming 2024 - 2025 Season

It was moved that Robin Loyola be offered the position of Executive Director and that she continue in the role of Administrative Assistant for a combined total of 20 hours per week. Moved by Angela, seconded by James, **motion carried**.

Next Meeting

To be held September 3, 2024

Meeting Adjourned

Adjournment 8:06 PM

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

Chair, DJ Welton

August 7, 2024

