**Charlottetown Bluephins Aquatic Club**

**Annual General Meeting**

**Saturday, November 28, 2015**

**Multipurpose Room, CARI**

**Meeting Minutes**

**PRESENT**:

Paul Wilkie, David Harrison, Janice Morrison, Jennifer Perry, Scott Stewart, Allie Keedwell, Marion Hendrickson, Tom Crowell, Kathy Morrison, Rodney MacLeod, Diane Wheatley, Brad Woods, Karolyn Godfrey, Katherine McQuaid, Allan Morse, Laurie McBride, John McBride, Brian Wagner, Colette Peach, Charlene VanLeeuwen, Joanne Cameron, Gerri Russell, Sam Vatcher, Stephanie Drake, Christina Murray, Christina DaPrat, Drew Kingston, Bridget Scott, Edie Rodgers, Rob MacLellan, Robert Campanero,

1. **Welcome**

President, Paul Wilkie, welcomed everyone and called the meeting to order at 9:03 am.

Minute recorder – Janice Morrison

1. **Approval of Agenda**

*Moved by Charlene VanLeeuwen*

*Seconded by Christina Murray*

*That the agenda be approved as circulated.*

***CARRIED***

1. **Approval of Minutes of the November 29, 2014**

*Moved by Janice Morrison*

*Seconded by Jennifer Perry*

*That the minutes of the November 29, 2014 Annual General Meeting be approved as circulated.*

***CARRIED***

1. **Reports**
2. **President Report**

The President’s report was circulated in the AGM package. No questions of the President’s report.

1. **Head Coach Report**

An update from the coaches was included in the AGM package.

1. **Treasurer Report**

Copy of the unaudited Year End Financials was circulated in the AGM package. These were prepared by Cleve Myers. Treasurer, David Harrison, thanked Sherri Israel, for all her work this year and noted the following items in his report.

I**ncome Statement**

* Ended the year with a deficit of $3,719. This was largely due to carryovers including 2013-14 Awards Banquet being charged to 2014-15 fiscal year, the Coach’s severance and the prior year coach’s phone bill.
* Registrations were down so revenue down but in turn the pool rental costs were also down.
* Bad debts are in good shape. Accountant indicated according to similar organizations CBAC is good.

**Balance Sheet**

* Net Assets of $31.3 K. Decrease from prior year due to $3,700 deficit and adjustments to prior year credit card ($8,307). Transactions were not recorded for credit card transactions. This was resolved in the 2014-15 year and credit card transactions are now being allocated to the proper expenditure item.
* A drop in the investments was noted. These were funds raised by swimmers years back delivering Sears Catalogues and set aside for the purpose of the club to use the funds for capital purchases when they moved to CARI. However, the club experienced a cash flow crunch when the Citrus Invoices starting in 2011 were not paid. We had no record of the Citrus invoice or of a payment of the invoice so this debt was paid in 2014-2015 Fiscal Year. So in reality, in prior years the surplus has not been a true surplus.
* Need to get better handle on our actual inventory at year end. Cheryl Wartman and Suzanna Wood have been working to get that in line.
* David also noted a lot of work has been done between Sherri and himself on the swimmer accounts over the last two years. This has been positive as now parents/swimmers know where things are with their accounts.

*Moved by Jennifer Perry*

*Seconded by Allie Keedwell*

*That the President, Coaches and Treasurer Reports be accepted as presented.*

***CARRIED***

1. **Proposed Budget 2015-16**

The Treasurer presented the 2015-16 budget. David noted the following points with the regard to the proposed budget…

* Showing an estimated surplus of ~$2,100.
* Decrease in estimated Bluephins Revenue by ~$14K (10%). Currently have 127 swimmers registered.
* Increase of Coaching Honorariums to backfill for head coach.
* Need to increase surplus ~41 K in order to retain a Head Coach. A couple of options suggested as to how to increase the surplus. These included an increase of ~ 36% to the swimmer registration fee and/or an increase in our membership. The club could look at an increase in the fees and then with fundraising credit funds back to the swimmer accounts for those who participate. Concern expressed that the club might risk losing swimmers because of an increase membership fee. Also noted the Bluephins Club registration fee is low in comparison to other maritime clubs, i.e. Dartmouth and Fredericton fees are ~$3,100 per season.

*Moved by Charlene VanLeeuwen*

*Seconded by Stephanie Drake*

*That the 2015-16 Proposed Budget be approved as presented.*

***CARRIED***

At this point of the meeting, there was lots of discussion. Some discussion points included…

* **Fundraising**
* The club used to fundraise but that has fallen off over the last few years. We need to get back to fundraising.
* It would boost team moral working together fundraising.
* We need to be careful of fundraiser fatigue as there is so much fundraising being done in the community and we don’t want to be competing with other clubs, sports, etc.
* **Head Coach Situation**
* Question raised – do we need a level 3 coach?
* The difference between a level 2 and level 3 coach was explained
* We need a level 3 head coach if we want to send our elite swimmers to national events or we would need to partner with another club and assign our swimmers to a level 3 coach
* What we need is a full-time coach and full-time coaches tend to be level 3 looking for full-time positions.
* It was noted that some swimmers receive large refunds at the end of the season. This is a result of the swimmer not participating in the full schedule of swim meets. The practice in some clubs is they do not refund meet fees. These fees are kept as revenue. This might be an option for the Bluephins. So if a swimmer does not participate in the meets they would not get the meet fees refunded.
* Question raised…if we continue along this line, can we afford to hire a head coach?
* Comment – we want this to be a club decision, not an executive decision as to whether we have a head coach.
* We have a slate of amazing assistance coaches who have stepped up for this season but we do not want to exhaust our assistant caches we now have in place.
* We want to support the grassroots swimmers and have active healthy kids but we also want to support and encourage our swimmers who are doing well and can advance to the elite level.
* In order to be sustainable we need a level 3 head coach to embrace the competitive and recreational swimmers.
* We want the swim club to flourish – we need to move forward, we need a head coach, we need to fundraise.
* **Membership Drive**
* We need to promote our club and programs, advertise our miniphin program and our numbers will grow.
* We need to explore a membership drive to be sustainable, supporting competitive and recreational streams of swimmers.
* **Communication**
* Need to improve the communication to club membership and to the public.
* Parent questionnaire might be something the Board wants to consider if looking for input from the membership on the club and moving forward.
* Need a point person for communication.
* **Board/Club Operations**
* Board continues to work on issues and operating as an efficient and effective board
* Those in attendance feel there are operational improvements needed of the Board
* The Board of Directors is a working board so we need directors who are committed and team players
* However, the Board cannot do all of things so will look to delegate some tasks to ad-hoc committees and parents interested sharing their skills, talents and time. We currently do have some parents in these supporting roles/positions.
* Board will explore the operational structure and how to best manage the club
* **Parent Support**
* Parents want to help, they feel they are being pushed aside.
* **Potential Outcomes for Board to consider…**
* A sign-up sheet was circulated for people willing to volunteer in some aspect with the club.
* Appoint a communications lead or committee - to communicate with club, public, get the club in the media, etc.
* Establish a fundraising committee to explore fundraising options for the club.
* A regular update from the President to keep the membership informed.
* Regular open meetings for parents/membership (bi-monthly) or have 45 minutes open at the beginning of the monthly Board meetings.

1. **Nominations Report**

The Nominations Report was included in the AGM package and was presented by President, Paul Wilkie. Given there was more people interested in sitting on the Board then there were positions, Allie Keedwell withdrew her name to re-offer as a director on the Board. Allie did offer to continue in her role as hospitality coordinator.

Paul made three calls for nominations from the floor. No further nominations.

*Moved by Marion Hendrickson*

*Seconded by Stephanie Drake*

*That nominations cease.*

***CARRIED***

*Moved by Jennifer Perry*

*Seconded by Joann Craig*

*That the slate of Board of Directors be approved as presented.*

***CARRIED***

Paul noted the election of the executive officers will be held at the Board of Directors December meeting.

**2015-16 Board of Directors**

Ellen Campbell

(First Term – 1st year of a two year term 2015-2017)

Christine DaPrat

(First Term – 1st year of a two year term 2015-2017)

Karolyn Godfrey

(First Term – 2nd year of a two year term 2014-2016)

David Harrison

(Second Term – 1st year of a two year term 2013-2017)

Marion Hendrickson

(First Term – 2nd year of a two year term 2014-2016)

Laurie McBride

(First Term – 1st year of a two year term 2015-2017)

Janice Morrison

(Second Term – 1st year of a two year term 2013-2017)

Gerri Russell

(First Term – 1st year of a two year term 2015-2017)

Scott Stewart

(First Term – 2nd year of a two year term 2014-2016)

Paul Wilkie

Past President, Ex-officio

1. **New Business**

No new business

1. **Other**

* Lots of great discussion throughout the meeting with keys points of Head Coach, Communication and Fundraising for the Board to move forward on.
* Kelly O’Connell has taken on the role of advisor to the assistant coaches for this season. Kelly is a former Bluephins Head Coach.
* Continue to have difficulties securing officials for club hosted meets. We need more parent support to run the meets. Please spread the word.

1. **Adjournment**

Paul expressed a special thanks to Tom Crowell, Jennifer Perry, Rich Addison, Allie Keedwell and Joann Craig for their commitment to the CBAC Board during their terms.

Meeting adjourned at 10:30 am.