

# RED DEER CATALINA SWIM CLUB

## MINUTES OF THE MEETING OF BOARD OF DIRECTORS

December 2, 2019

RDCSC OFFICE

Board Members Present: Lisa Hildebrandt (President), Darcy Waddle (Past President), Jennifer (“Jenn B”) Bahler (Vice President), Jennifer (“Jen M”) Milman (Treasurer), Sandra Manning (Secretary), Barry Wiens (Director), Lyle Thomas (Director), Lucien Zucchi (Head Coach)

Meeting Chaired by Lisa. Sandra acted as Secretary. Lisa called the meeting to order at 6:30 p.m.

1. Approval of Minutes – Motion to approve Minutes from November 5, 2019 meeting with no amendments, made by Barry, seconded by Darcy. Vote taken by show of hands, motion approved.
2. Approval of In Camera minutes – Motion to approve Minutes from November 5, 2019 In Camera session with no amendments, made by Jen M, seconded by Jenn B. Vote taken by show of hands, motion approved.
3. Approval of Agenda – Motion to approve agenda, made by Sandra, seconded by Jen M. Vote taken by show of hands, motion approved.
4. Business Arising from Minutes / Review of Action Items
  - a. Freeze/Fry – Masters Club do not want to mix their events with the F/F events. They want to have their own meet on Friday or Saturday night. Saturday can’t work for us, as we must finish all events for the Summer Games qualifiers. There is a worry that if something goes wrong with the timing system on Friday night, it will cause delays on Saturday. Darcy will look at what the cost is to get the pool early on Friday, and will talk to Roy about whether Masters would pay the extra cost, if we decide to agree on a Friday night Masters meet.
  - b. Safe Sport/Abuse Policies – Lisa circulated the Swim Alberta recommended policies prior to the meeting. It was noted that Catalina has policies in place in several of the areas where Swim Alberta requires them, although it appears that ours may be based on older Swim Alberta policies. Most of Swim Alberta’s new policies are similar to what we have, but we want to be careful that what we adopt is appropriate for our club. Jen M. moved to adopt the Swim Alberta Conflict of Interest policy (with appropriate changes from “Swim Alberta” to “Catalina”), as we do not have a policy on this at all. This is seconded by Darcy. Vote taken by show of hands, motion approved. Lisa will ask Swim Alberta if policies are available in Word format, to make it easier for us to adapt them for our

Club, as we approve them. Upon receipt, Sandra will adapt the Swim Alberta Conflict of Interest policy for Catalina. Committee of Jenn B, Darcy and Sandra will review additional policies and make recommendations to the Board about adopting policies with amendments/adaptations.

## 5. Committee Reports

### a. President's Report –

- i. D&O Liability Insurance – Lisa would like to review in greater detail what the directors & officers insurance offered through Swim Alberta covers. Board briefly reviewed what is on the Swim Alberta website with respect to this insurance, and it appears to cover employees. Lisa will do a more thorough review to ensure that her concerns/questions are answered, and will bring back to the Board any outstanding concerns she has.
- ii. Shawna starts training with Noble-Lee tomorrow. Lisa will greet her, and provide her with a contract for her to review, sign and return.
- iii. Big 105 radio is able to come to Freeze or Fry. Lisa will pass this information on to Amanda and Sigurd.

### b. Head Coach's Report –

- i. Lucien submitted a proposal for the Swim Alberta grant of \$15,000 for training our top squad. He has had positive feedback, and is waiting for final approval.
- ii. Lucien would like to streamline the communication in the Club, to ensure that questions from members are directed to the correct person, rather than having every Board member feel they need to respond to every member's request. All coaching/swim program questions should be directed either to the squad coach or Lucien. All administrative matters (billing, purchases, office hours, etc) should be directed to Shawna. Certain questions (bingos, team apparel, fundraising, gala, officiating, etc) should be directed to the appropriate coordinator. The Board is encouraged, when they receive member questions, to direct the member to the appropriate person – this helps to get members used to seeking out the correct person the next time they have questions. We will review the responsibilities of the Board/officers as they are set out in the Bylaws, and perhaps make some revisions. Lyle suggested that Shawna put an "auto-reply" on her email account, so that it acknowledges receipt of an incoming email, and advises that someone will get back to them shortly. This will give Shawna a chance to re-direct emails if they are best answered by someone else, and also temper expectations of members that every email will be answered as quickly as Noble-Lee may have. Lisa will suggest this to Shawna.
- iii. Valentine Meet – Lucien is working on plans for the meet, including a best time draw.

- iv. Geoffrey has started work, and was working on administrative tasks today. Jenn B assisted with getting him registered as a coach. Lucien provided Jen M. with amounts for some travel reimbursements for Geoffrey.
- v. Nicole Hopp has proposed and is helping to plan a club activity, which will be tubing at Canyon Ski Hill in January. The Board prefers not to rent a bus and be responsible for transporting kids, and would rather parents arrange to get their kids to Canyon. This keeps the cost lower for everyone.
- vi. Activity Guide – we submitted our usual ad for the City’s winter activity guide. We pay \$190 per guide. Jenn B. wondered if we can get a discount if we pay for a full year of ads, instead of paying for each book. Lucien can check into this.
- vii. Swim Alberta – Summer Festival is now on 20/21<sup>st</sup>, which is 2 weeks after Freeze or Fry. This may lower attendance at our meet. Lucien is looking at some alternatives.

c. Treasurer’s Report

- i. Jen M. reported that we are not eligible for GST rebates, which would be available to a non-profit society if 40% or more of our funding came from government sources. Jen reported that our budget was based on having 85 competitive swimmers, and while we started with 77, we now have 82. While we may be lower than budgeted on swim fee revenue, we have some savings in coach salaries. Jen will look into our bingo revenue, as we have not received a payment in a couple of months. Darcy confirmed that it does take about 2 months to receive. Going forward, Jen will provide in her Treasurer’s report our revenue/expense position and a budget comparison. If the Board wants additional information at a meeting, please request from Jen in advance.

6. New Business - None

7. In Camera session

8. Next meeting date - Tuesday January 14, 2020 at 6:30 pm

Meeting Adjourned