

RED DEER CATALINA SWIM CLUB

MINUTES OF THE MEETING OF BOARD OF DIRECTORS

January 14, 2020

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), Lucien Zucchi (Head Coach)

Absent with regrets: Lyle Thomas (Director)

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 December 2, 2019 meeting with no amendments, made by Barry, seconded by Jenn B. Vote taken by show of hands, motion approved.
2. Approval of In Camera minutes – Motion to approve Minutes from December 2, 2019 In Camera session with no amendments, made by Barry, seconded by Jen M. Vote taken by show of hands, motion approved.
3. Approval of Agenda – Motion to approve agenda, made by Jen M., seconded by Barry. Vote taken by show of hands, motion approved.
4. Business Arising from Minutes / Review of Action Items
 - a. Freeze/Fry – Darcy has talked with Master, and is waiting for them to get back to him as to whether they would want to hold their meet the Friday night before Freeze or Fry, with the costs borne by Masters.
 - b. Swim Alberta Requirement for Club Policies – Sandra only received Word version for one policy, will contact Swim Alberta for further policies in Word version, for ease of revision to suit our Club's needs. Sandra, Jenn B and Darcy to review existing Catalina policies and recommended Swim AB policies, and propose to the Board certain policies for adoption.
 - c. D&O Insurance – Lisa is satisfied with her review of our coverage.
 - d. Office Administrator – Lisa brought Shawna's signed contract, gave to Sandra. Shawna may need some guidance and supervision. Sandra will circulate Shawna's job

responsibilities, and ask all Board members to identify what areas they can be Shawna's contact/supervisor for. Sandra will build a work plan with Shawna.

- e. Freeze/Fry - Big 105 Radio can come to our meet. Lisa will pass contact info to Amanda and Sigurd (Contact is Tessa at 403-343-7105)
- f. City Activity Guide – No indication on City website that we could get a discount if we advertise for full year, rather than pay at each publication. When we get the next invitation to put in an ad for March's edition, Lucien can ask.
- g. CAFT payments – Darcy will get paperwork from Credit Union and will help Shawna get it set up. Safety Deposit Box – Darcy will check what's there, who has access.

5. Committee Reports

a. President's Report

- i. Points System – Nancy (Volunteer Coordinator) can't track points and shifts on the computer. She's going to track the number of shifts worked at this time. Darcy and Jenn B. offered to build a spreadsheet after the Valentine's meet, to help Nancy start tracking points.
- ii. Special Olympics – request to rent Timing System. Board agreed to rent the equipment to them, using last year's contract.
- iii. Swim Alberta Grant - \$15,000 – expected to be sent to us in January. Lucien will make sure we have done all paperwork we need to be able to receive it.
- iv. Resignation – with regret, Lisa presented her immediate resignation to the Board, which the Board accepted. Lisa will write an announcement to send to the Club members. She is willing to help as necessary with transition of work. She wants to fulfil her family's volunteer shifts at the Valentine meet, which is greatly appreciated. The Board will discuss the vacant position in camera.

b. Head Coach's Report –

- i. Prospect, Performance and Elite swimmers are working with a sport psychologist. If this is interesting and useful, we may open it up to younger groups.
- ii. Valentine Swim Meet – there will be a best time draw, bell heats. Lucien may have some Arena merchandise to gift. There is some concern about filling all the volunteer shifts that are posted. Darcy will discuss with Amanda (Meet Manager) whether we can reduce the number of positions (for example, the Dive Tank Marshall position, as we must pay for the City lifeguards to monitor that pool anyway). Darcy will be a liason between the Board and the Meet Manager.

- iii. Alberta Summer Games – Amanda is representative. Freeze/Fry races will be eligible for Games qualifying. We may get some money towards the meet.
- iv. Arena Gear – has been very slow (now over 4 months, and has not arrived). Nicole Hopp is dealing with Team Aquatic to try to get the gear here, and address the continued problems. Largely, they are blaming Noble Lee. Nicole is going to review the contract, and will look at other suppliers. Lucien will put her in touch with his contact at AllTides in Montreal. Our contract with Team Aquatic is up in August, 2020. United Cycle (Edmonton) is also a possibility. Nicole will provide a report to the Board.
- v. Geoffrey – is doing well, improving his English, and is gaining more confidence.
- vi. Grande Prairie meet - Will be “team travel”. He will need one male chaperone, and may need a female chaperone. 20 swimmers are attending. Board discussed, and would prefer both male and female chaperones where possible for all team travel.
- vii. Swimmer Anja Gassner is a visiting student. She is looking for a new host family to live with for a final year to finish her schooling. She wants to keep swimming with Catalina. We will put a request in the newsletter for a host family. Interested people can contact Lucien.

c. Treasurer’s Report

- i. Jen M. reported that Shawna is getting up to speed. There was a Sage accounting program update over Christmas which may have disrupted Shawna’s usual work flow, but Sage is working fine now.
- ii. We have received September’s bingo revenue, but not Oct-Dec.
- iii. We are on track for about a \$3,00 deficit, which is where we were a month ago (comparing budget numbers to actual numbers).

6. Review Work Plan – may need to revise planning steps/timing for swim meet preparations

7. New Business - none

8. In Camera session

9. Next meeting date - Monday February 10, 2020 at 6:30 pm

Meeting Adjourned