



**CAYMAN ISLANDS AMATEUR SWIMMING ASSOCIATION
MINUTES OF A BOARD MEETING
HSM Board Room, Fort Street, George Town, Cayman Islands
5 April 2017**

PRESENT:

Officers:

Michael Lockwood
Ian Lambert
Chilian Wong-Ellison

Directors:

Jacky Rowland
CJ Moore (left at 10.25pm)
Duke Sullivan
Michelle Bailey
Stephen Broadbelt

Ex-officio:

Bailey Weathers - Technical Director
Jeffrey Wight – CBAC Representative (left at 7pm)
Kathy Jackson – SSC Representative (left at 9.50pm)
Dean Wragg – SMS Representative (left at 9.50pm)

Apologies were received from Andrew Mackay.

CALL TO ORDER

Michael Lockwood called the meeting to order at 6.05pm.

It was noted that a quorum of the board of directors (the “**Board**”) of the Cayman Islands Amateur Swimming Association (“**CIASA**”) was present in person.

ACCEPTANCE OF MINUTES

The minutes of the meetings dated 8 March 2017 were presented for approval. Following discussion, on a motion duly moved, and seconded, it was unanimously resolved, as amended, to approve the 8 March 2017 minutes as presented.

MATTERS ARISING

There were no matters arising.

Sub-Committee Report - Flowers Sea Swim

Ian updated the meeting with regards to UANA requirements on insurance and said that he is working with AON with the issuance of the insurance. Ian reported that AON has informed him that insurance policies in common law countries such as Cayman are worded differently to the insurance clauses UANA wishes to have so AON is working through these issue.

The Flowers Group are changing their website for the registration of the swims and will not be going through Cayman active. The meeting was also informed that Mr Flowers was bringing down five paid officials to the swims.

Bailey informed the meeting that currently 25 Olympians are expected for the swims. The preliminary entry dates will have to be changed as they had previously been March 31, 2017.

Sub-Committee Report - Open Water

Massive OW relay went well. Duke had no report but updated the meeting that he is currently in touch with Gillian and Sandy with regards to a handover and procedures to do with the organisation of the open water sea swims.

Massive OW relay only had 79 swimmers so the numbers were down from last year.

Jacky mentioned that perhaps they would introduce a handicap for the teams for next year's event to add to the fun and competitiveness.

Discussion ensued around the event regarding who the target audience was and what did CIASA want to get from the event? Further research and discussion should surround this event with regards to target audience.

Further discussion ensued around the fact that we should be reaching out to the Open Water sponsors at present to better plan for next year's swims. It was suggested that the sponsors should be contacted right after an event with details, photos and updates from the event. It was further suggested that a meeting could be set up with details and information surrounding the event and the exposure received from the event.

Currently Open water sponsors pay CIASA CI\$3,000 to be the title sponsor of their sea swim. This amount has not increased for years despite the increase in costs (i.e. trophies, shirts etc) to CIASA to run each sea swim. This sponsorship fee amount will need to be re-assessed when the open water budget is prepared. Our Treasurer, Andrew MacKay, will work on an overall budget in conjunction with the budgets from the sub-committees, and appropriate billing for any outstanding invoices will be carried out in the next few months.

TECHNICAL DIRECTOR'S REPORT

Bailey tabled a copy of his report, a copy of which is attached to the minutes.

Currently discussion is still continuing with regards to the start time of the Lions Sprint Meet, which is taking place on Saturday 20 May 2017, in order to accommodate the Brac swimmers who are being flown over for the meet by the Lions Club. The flight from the Brac arrives at 9.15am and leaves Grand Cayman at 5.15pm.

National Development camp has been scheduled for the last weekend in May. There is a sea swim taking place on the Saturday 27 May, 2017 in the afternoon. We are pleased to say that Coach Neil Studd has agreed to conduct the camp again and will be bringing with him an assistant coach. It was suggested that the camp take into account the different age groups in the National Development Group, as the swimmers' age range from 9 years old to 17 years of age.

Bailey went on to confirm that, prior to the camp, he will check with all the coaches with regards to the swimmers who have made the National Development Camp.

There is still ongoing discussion as to the consideration of a swim meet for the National Development Team to attend as a national team, and not under the club. Goodwill Games was discussed and perhaps we could look into this again.

Bailey wanted to bring an item for discussion, which had been brought up by a member. The meeting was reminded that under FINA rules, a swimmer cannot represent two clubs; however Cayman Islands does not follow this rule presently. Currently, CIASA is following a policy that if a swimmer competes unattached and that swimmer breaks a Cayman National record or a CIASA record, then that record gets recorded under the club they swam with in Cayman. It was agreed that this item may need to be reviewed and discussed at further meetings.

Representative Team Committee

Michelle tabled a copy of her report, a copy of which is attached to the minutes.

RTC sub-committee has not convened a meeting as of yet as the committee has not been formed.

Michelle went through her report and recommendations as to who should be on the sub-committee based on the RTC Terms of Requirements.

Following discussion on a motion duly moved, and seconded, it was unanimously resolved that Michelle's recommendations be approved. The 2nd technical expert position on the RTC remains open for a suitable candidate to take.

The RTC sub-committee is as follows:

Dominic Ross: Technical expert

Peter Plunkett and Sandy Hew: National Junior Team Representatives

Ed Weber and Scott Sommerville: National Development Team Representatives

Taylor Foster: Athlete Member

Discussion surrounding the selection time period from May 1 to the day after the National Championships, was questioned. It was generally agreed that a long selection time period gives swimmers the opportunity to attend long course and short course meets on island and abroad, which gives them the opportunity to gain qualifying times in both settings. Some swimmers even have opportunity to swim in short course yard meets.

Michael has asked the RTC and its sub-committee to revisit the selection processes in general. Bailey suggested that a Preparation Agreement is something that we could look at going forward. Michael has also requested that RTC look at preparing an addendum to the RTC Agreement, which would cover practical information and frequently asked questions.

We were informed that a press conference with Minister Bodden is being planned with the Carifta 2017 team for Friday 7 April, 2017 at 5.30pm

EKG's and medicals for Carifta 2017 swimmers: It was agreed that time had run out and we would not be able to offer this (EKG's and medicals are not a Carifta requirement but something CIASA started offering a few years back) to all the swimmers. However, it was also agreed that CIASA would get EKG's and medicals organised for this weekend for the seven rookie first time Carifta swimmers. Dr. Boothe has been extremely helpful in organising this and would be willing to help with the organisation of this. CIASA would like to extend their thank you to Dr Boothe and the HSA for their co-operation and generous contribution.

Michelle informed the meeting that she plans to write a checklist for future meet preparations for Team managers and RTC, but specifically with preparation to Carifta, especially as the AGM change-over is always in the middle of Carifta preparations.

Island Games, Gotland 2017: The team will have to be finalised very quickly. Bailey expects to announce the team the week after Carifta. Currently there are five or six swimmers committed to going. For a point of reference,

11 Cayman swimmers were on the Jersey Island Games Team and the cost of the Games to Jersey was about CI\$18,000.

Kathy brought the subject of suit allowance for the higher calibre meets. Currently the policy is that we have an allowance for a suit in winter and one in the summer; so a bi-annual suit allowance for swimmers participating in the higher calibre meets.

Youth Commonwealth Games, Bahamas 2017: Confirmed that there is one spot for women and two for men.

World Juniors Indianapolis, 2017: Coaches still need to decide on whether they want to go and could potentially take 4 women and 4 men.

Kathy requested that the time standards for all other meets for this season be posted on the website.

The subject of compensation of overseas swimmers was brought up and was agreed in principle in the February 2017 meeting; following further discussion on a motion duly moved, and seconded, it was unanimously resolved that the overseas swimmers be compensated up to the equivalent of the airfare from Cayman to Nassau, Bahamas.

CLUB REPORTS

Camana Bay Aquatic Club

Jeff was absent and Michael tabled the report.

CBAC thanked Ian for setting up travel insurance for the overseas meet CBAC is attending at the end of April in Fort Myers, Florida. It is important to note that some clubs asked to be named on the insurance policy of the club if a club will be training there during the meet they are attending. Ian advised the clubs that he is happy to assist them with these types of insurance matters going forward.

Seven Mile Swimmers

Dean tabled a SMS' report, a copy of which is attached to the minutes.

Dean reiterated that all is going well.

SMS are working with the government to have cubicles put in the changing rooms at the Lions Pool.

SMS had a bowling social, which was a success.

SMS enjoyed Shamrock Splash and SMS swimmers had some great swims.

SSC Swim Club

Kathy tabled her report, a copy of which is attached to the minutes.

The insurance information was sent to SSC and the SSC board feels comfortable with the insurance coverage and are ready to get on board with the umbrella CIASA insurance.

Kathy asked if there would be job descriptions and outlines for duties for the co-head coaches Caleb and David.

Kathy enquired further on the amount of CI\$500 parental contribution to Carifta and how that figure was attained?

Michael informed that meeting that CI\$500 was the minimum parent contribution for past Carifta championships. Parent contribution, of late, has been determined due to the location of the games. The past two years have been in expensive venues. Bahamas and Jamaica are the cheapest destinations for us and CIASA needs to be forward looking with costs.

Kathy informed the meeting that the raffle was initially a parent fund-raising initiative to help with costs of Carifta. However, CIASA now spearheads this raffle for overall Carifta expenses. Jacky suggested that going forward, the raffle quota for Carifta Junior swimmers be kept at the allocated 50 tickets and that any raffle tickets sold beyond the 50 tickets would then offset the personal contributions of that swimmer. This idea was well received and agreed in principle.

TREASURER'S REPORT

Andrew has sent his apologies. Michael has asked for a budget for each sub-committee and Andrew will put together an umbrella budget. Andrew will also do annual budgets and event budgets.

Michael also confirmed that we would be looking at a four year plan.

Michael informed the meeting that Jacky is forming a Recycling and Re-Branding sub-committee: Recycling and Re-Branding sub-committee, who would look at the national gear and savings can be attained. Going forward, in order to alleviate changing fashions and styles, we may be looking at custom-made track suits and gear.

Andrew would like to have the sub-committee's budget reports next month.

CIASA will be sending a letter to Bank of Butterfield to add Andrew Mackay and Chilian Wong to the signatory list. We will also be asking Bank of Butterfield to accept cheques written to CIASA as well as Cayman Islands Amateur Swimming Association.

Discussion ensued around Constant Contant and the payment procedure.

On a motion duly moved, and seconded, it was unanimously resolved that Michael Lockwood as President, Ian Lambert as Vice President, Andrew MacKay as Treasurer and Chilian Wong as Secretary be appointed as authorised signatories in respect of the bank account maintained by the Cayman Islands Amateur Swimming Association with Butterfield Bank (Cayman) Limited.

COMMITTEE REPORTS

Synchronized Swimming

Michael was pleased to inform the meeting that the synchro team have had an undisclosed donor and have purchased underwater sound equipment.

The synchro team are attending the Novice and Intermediate Synchronized Swimming World Championships in Florida in May.

Fund Development

CJ's discussed his report, a copy of which is attached to these minutes.

CJ asked for more clarity in anonymous donors and financial reporting.

Discussion ensued around PR for CIASA and the hiring of Ben Meade's company. It was agreed that this could be very positive for CIASA. It was also agreed that firstly, CIASA would have to have to plan what is needed and what the goals are for the PR drive before taking the next step.

Michael informed the meeting that Joan is going to be our main sponsor contact.

Facilities/50m pool

The proposal has been sent to government. Currently we are awaiting the ok from the education department as the land by the Lions pool is under the umbrella of the education department.

Steve started the discussion of the topic of the 50m pool by stating that he thought the general feeling was that the 50 m pool initiative had reached a stumbling block. Michael confirmed that in the past, CIASA had had approved sponsor money for the 50m pool but that \$ approval had run into bad timing with hurricanes and bad storms. The \$ was used to help with hurricane Ivan recovery and then there was Paloma. The other stumbling block that the 50m pool initiative is to do with the maintenance of the 50m pool ; ie. how and who would maintain the facility?

Steve mentioned that with the re-branding of CIASA, it would be very important to reiterate to members and the public that swimming and CIASA is not just about competitive swimming.

Steve mentioned that perhaps other locations for a 50M pool could be considered: Turtle Farm swimming pool (which is 80m) and the Dolphin Cove pool (which is 60m).

Michael emphasised to CJ and should CJ feel that there is a need for 50 metre pool committee, that this sub-committee be formed as soon as possible.

CJ informed the meeting that we have received the following cheques: CUC (\$5000), Fosters (\$3,500) and Cayman Islands Government (23,000.00). CIASA would like to thank the said sponsors and for their generous donations.

Booster Group

Jacky tabled her report, a copy of which is attached to the minutes.

Jacky mentioned that the Booster club is looking to put on an Aquathon event, which is a swim and run event in the lead up to the triathlon held in November. The challenge is to find a free date in the CIASA calendar.

Club Development

There were no new updates.

Public Relations

As discussed in the other sections, Steve has been instrumental in getting some articles out to press with regards to the Massive open water relay and the Carifta Junior Team. Steve is working closely with Kathy and Joan. Kathy is going to the Bahamas for Carifta 2017 and will help Steve with the PR for the Games.

As discussed in the Fund Development section, the PR sub-committee and Steve, as chair, will be devising a PR plan.

Technical/FINA

Michael informed the meeting that the following ratifications be made:

Following discussion during email exchanges prior to March 20, 2017, on a motion duly moved and seconded, it was ratified from March 20, 2017 that Adam Roberts be reimbursed CI\$1,100 (USD 1,341.46) for this round trip flight to Budapest, Hungary.

CIASA would like to encourage the Tech Committee to formulate recommendations on how to improve the technical official reimbursement process and provide a detailed report to the CIASA Board for consideration.

Following discussion during email exchanges prior to March 23, 2017, with one dissent from a board member, on a motion duly moved and seconded by majority, it was ratified from March 23, 2017 that the parental financial contribution for the XXXII 2017 CARIFTA Swimming Championships being held in Nassau, Bahamas from April 15-19, 2017, will be CI\$500.00 per swimmer.

MEDICAL

It was reported that an email had been received from the Red Cross advising that Peter Hughes is back on island. He will be scheduling lifeguarding and water rescue courses during the year. Michael is to meet with Peter to discuss water safety.

Gillian reported that Dr. Boothe has queried with her regarding medicals for the CARIFTA swimmers which he has helped out with in the past. Michael is to follow up with Dr. Boothe.

Anti-Doping Rules:

On a motion duly moved, and seconded, it was unanimously that the Cayman Islands Amateur Swimming Association adopt the Anti-doping Rules of the Cayman Islands Olympic Committee and the corresponding International WADA code in whatever form they may be from time to time, and hereby appoints a regulatory committee of the board of directors to consist of members determined by the board of directors from time to time to ensure that the regulations are complied with by the athletes.

CIOC

Michael informed the meeting that CIASA needs one of the board members to be on the CIOC. Ian Lambert was the CIASA representative last year. Michael suggests that we reappoint Ian as CIASA representative on CIOC for the upcoming season.

On a motion duly moved, and seconded, it was unanimously resolved to re-appoint Ian Lambert as the CIOC representative for 2017/18.

Website

Nothing to report.

CAYMAN BRAC

Sea swim is set for the 22 April, 2017. Michael is planning to attend, as is CJ Moore.

SPECIAL OLYMPICS

Michael attended the St Kitts and Nevis swim, where Cayman swimmers Kanza Bodden and Alec Cox were in attendance. They each had to swim 4.1Km. It was noted that Kanza and Alec were two out of ten swimmers from America participating in the swim. Michael informed the meeting that the swim was a positive experience for both of the Cayman swimmers.

ANY OTHER BUSINESS

Ex officio left 9.50pm


The Board further discussed and expanded on some of the topics of discussion earlier at the meeting.

DATE OF NEXT MEETING

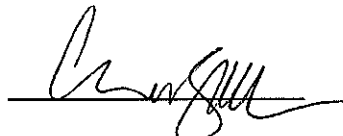
It was noted that the next meeting would take place on Wednesday 10 May 2017 at 6pm.

ADJOURNMENT

The meeting adjourned at 11.00pm



Michael Lockwood
Chairman of Meeting



Chilian Wong-Ellison
Secretary of Meeting