

CCSC Monthly Board Meeting Minutes

July 17th, 2019 – 7:00pm

Fawcett Funeral Home, 82 Pine Street, Collingwood

The meeting was called to order by Chris Rhodes at 7:04pm.

In attendance; Naomi Paterson, Ian Paterson, Jan Abbott, Christina Schroeder, Melanie Crawford, Barb Black, Cheryl Bedard, Susan Knight, Shane Downey, Andrew Fawcett, Wade Mitchell, Chris Rhodes

Absent; None

Approval of Minutes; Minutes from Monthly Board Meeting on May 15th.

First: Wade

Second: Christina

In Favour: All

Approval of Agenda;

First: Barb

Second: Wade

In Favour: All

Welcome New Board Members/Constitution/Policies and Procedures

Board Members have been provided with the location of the CCSC Constitution and Policies & Procedures.

Robert's Rules – Cheat Sheet/Rules of Order

Board Members have been provided with a "cheat sheet" from Chris regarding Robert's Rules of Order. The board has agreed to continue to use Robert's Rules as a guideline for meetings.

Coach's Report

32 Swimmers in July Swimming.

We have swimmers attending Canadian Junior Champs and the TYR Championships.

Swim Camp is the third week in August. Board agrees to continue to advertise the camp to ensure full participation.

Treasurer

YTD Financial Update

Profit & Loss Statement shows a negative of approximately \$7,000 for the 2018-2019 season.

This loss was planned for by the board in the previous season as a means of "giving back" to the membership. All Coaching Travel and Meal expenses were covered by the Club for swim meets up to, and including, Regionals in the 2018-2019 season.

June Meet – Financial Report

Net profit from June Meet was approximately \$26,000. The monies raised from the June Meet will be used for ongoing CCSC operational costs in order to keep Membership Dues low.

Accounts charged for Bond Fees

We charged 13 Accounts for Bond Fees at the end of the 2018-2019 season totalling \$1,950.

Membership Fees 2019 – 2020

Ian Paterson has put together a Fee Schedule for the 2019-2020 season. The Fees for Bronze 2 were increased by \$25 annually (there is an increase of 1 Hour Per Week of practice time). With the regular season now continuing until July 31st for Bronze, Silver and Gold, the July Swimming fees for the 18/19 season have been added into the Annual Fees for 19/20.

The Board discussed the decision previously made to extend the season to July 31st for Gold, Silver, and Bronze. A question was brought up regarding those families who are not available in July or take summer vacations in July. Hence, there are swimmers who may not be able to attend July practices even though the family is paying for it. It may also impact families whose swimmers require more of a “break” over the summer months. Coach shared that July will be treated the same as other months; vacations are expected throughout the season and swimmer attendance records will not be negatively impacted due to family vacations/holidays. Coach also indicated that there are still some Swim Meets happening in July and August.

Addition of July to the regular season (75% of recurring monthly charge):

Gold increase - \$156.27

Silver increase - \$131.27

Bronze 1 increase - \$110.44

Bronze 2 - \$102.10

	Annual			
FINAL	19/20 Dues	Fee	Monthly Payment	# of Payments
	Gold (Senior)	2031.47	\$ 203.15	10
	Silver (AG1)	1706.47	\$ 170.65	10
	Bronze 1	1435.64	\$ 143.56	10
	Bronze 2	1327.30	\$ 132.73	10
	Purple (AG3)	1200.20	\$ 133.36	9
	JC	850.20	\$ 94.47	9

MOTION made by Andrew Fawcett: The CCSC board of directors to approve the proposed Membership Dues/Fee Schedule for the 2019-2020 season.

In Favour – 8

Against – 1

Motion passed.

Coaching Travel/Meals Expense 2019-2020

Last year the board agreed that the Club would cover all Coaching Travel and Meals expenses as a means of “giving back” to the membership using the profit from the 17/18 season. The board discussed reverting to the original method of charging Swimmer Families for the Coaching Travel/Meals expenses.

MOTION made by Ian Paterson. All expenses for Coaching Travel and Meals will be distributed amongst the swimmer families attending the applicable Swim Meet(s) up to, and including, Regionals.

First: Ian

Second: Wade

In Favour: All

Motion passed.

Budget Updates for 2019-2020 Season

2019-2020 Budget has been updated based on year-end results and the June Invitational. The budget was originally approved at the February Planning Meeting but will need to be re-approved based on the updated information. The updated budget was reviewed with the Board and detailed line items were discussed.

MOTION made by Ian Paterson. The CCSC Board of Directors to approve the amended budget for 2019-2020.

First: Wade

Second: Christina

In Favour: All

Motion Passed.

Outstanding Accounts – Collection Agency

One account is currently outstanding and owes approximately \$1,200. The board discussed the use of a collection agency to attempt to retrieve some, or all, of the funds.

Ian Paterson will pursue the use of a collection agency if the family chooses not to pay off their account.

Member request for refund of fees

Letter retrieved from Black Box at Centennial Pool on June 4th, 2019. Letter was dropped off during the last week of May and dated May 25, 2019. The Parents of a CCSC swimmer have requested a refund for Membership Dues paid between February and June due to “eyelid dermatitis” (as described by the physician) that was aggravated by swimming and wearing swim goggles. The letter from the Physician was dated March 25, 2019. The swimmer decided to no longer attend swim practices during February.

MOTION made by Ian Paterson. CCSC to refund Membership Dues to the Member Account in question due to a medical condition. Refund to include March 1st – June 1st Membership Dues.

First: Ian

Second: Wade

In Favour: All

Motion Passed.

Bond Fees/Hours – Next Season and June Meet

13 Accounts were charged Bond Fees at the end of the season. The Board discussed how to increase Member participation at CCSC events. Some other Sports Clubs and Swim Teams have higher Bond Fees. Some are as much as \$1,000.

CCSC requires more Member participation at the June Invitational to ensure that the Meet is a success. Some Members worked multiple shifts at the June Invitational this year. With more participation, CCSC can ensure that the workload is distributed more evenly. The Board discussed an additional policy regarding the June invitational.

MOTION by Naomi Paterson. CCSC to increase the Bond Fee to \$300 annually. Members will avoid the fee by working 10 Bond Hours throughout the season. In addition to the annual Bond Fee/Hours, each family with a swimmer attending the June Invitational must work a minimum of 4 hours at the Meet in order to avoid paying full meet fees for the swimmer(s).

First: Cheryl

Second: Barb

In Favour: All

Equipment - Caps/T-Shirts for next season?

Andrew will reach out to Greg regarding t-shirt and cap inventory.

Shane will provide Andrew with information for other vendors who can assist with caps and suits. The board discussed potentially changing the colour and/or style of the cap. Andrew will share current inventory levels of the black caps and review other colour options with Shane and the board.

Fundraising/Sponsorship

Susan and Melanie are working on a Club Sponsorship worksheet with various “Tiers” or “levels” of support.

Swimathon will be a less “formal” affair this coming season. Swimathon will be completed during practice times or already allotted pool times.

Swimathon funds have to go towards operating expenses. This is mandated by Swim Ontario.

Other Business

Swim Ontario Conference

September – All three coaches will be attending. Wade will also attend. CCSC has 1 free registration available.

June Meet Date 2020

June 13/14 or June 27/28. The board agrees that the earlier date is more inclusive of other clubs and swimmers as students finish school at the end of June and may be going on vacations.

Pool Chemicals

Chemical imbalance issue still has not been addressed by the town. To be discussed again at the next meeting.

Colorado Timing System

Bracebridge Team is purchasing a new Timing System. CCSC may have an opportunity to purchase some used equipment. Chris will discuss with Bracebridge Coach and bring information to the next Board Meeting. Jan will forward information to Naomi regarding the needs and requirements for a new/used Timing System. Naomi will gather the info and send back out to the Board.

Communication with Membership

Naomi Paterson will put together a poster for the Bulletin Board with Board Member email addresses and "Who to Contact" for various questions.

Performance Meets

As described in the CCSC Policies and Procedures. The Board must annually review the level of financial support (for Coach Expenses) that the Club will offer to Swimmers attending High Level Performance Meets (Provincials/Nationals).

MOTION made by Barb O'Connor. In October the Board will discuss the percentage of coaching travel and meals that the club will cover for high performance meets.

First: Barb

Second: Andrew

In Favour: All

Motion passed.

Committees

The board has agreed to set up four committees to assist with workload over the course of the season. Each committee should include one or more Non-Board Members to help with planning events/programs.

Social – Cheryl Bedard

Fundraising – Susan and Melanie

Travel Meets – Barb

June Meet – Jan

Date of Next Board Meeting

Location: Fawcett Funeral Home

Date: Tuesday, August 20th. 6:30pm.

Meeting Adjourned:

Andrew Fawcett motioned to adjourn the meeting.

Meeting adjourned at 9:32pm.