**October 2023 CRKW Board Meeting Agenda**

7:00pm, Tuesday, October 3, 2023

Pinecrest Room, Strathcona Gardens

**In Attendance**

Mercedes Hayduk, Kelly Bignell, Billie Vose, Nycky-jay Vanjecek, Cheri Millns, Kili Enger, Shannon Haugen, Margie Weeks, Lesleyann Komljenovic

1. **Call to Order**

Meeting called to order at 7:03pm

1. **Accept Minutes from Last Meeting**

Kelly moves to accept the minutes from the last meeting. Kili seconds. All in favour.

1. **Accept Agenda**

Billie moves to accept the agenda. Nycky-jay seconds. All in favour.

1. **Business Arising From Minutes**

Team Travel – ongoing

1. **Reports and Discussion Items**
	1. **President**

Welcome to the first meeting of our 2023-2024 Board.  I want to thank all of you for your time and commitment to the Killer Whales.

Already this year is off to a very successful start with record registrations and some new coaching staff for support.  We know our competitive and pre-competitive swimmers are in excellent hands with Head Coach Richard and Head development Coach, Cheri Millns.

Throughout this meeting we will go over the areas of responsibility as we go through the agenda and report on our areas of responsibility.

This is a collaborative group who works together and supports one another as needed.  We know the learning can take some time and we invite you to ask questions at any time.

I am looking forward to another great year working with you all.

* 1. **Head Coach**

No report

* 1. **Development Coach**

Lessons start next week – there are 137 swimmers registered (101 are returning swimmers)

We have lots of new coaches starting.

* 1. **Treasurer**

Accounts

General: $123,000.61

Gaming: $37547.34

We have had a smooth transition to the year in regards to registration and payments. Thank you to Kili and Brian for making the registration side of things run so well. It truly makes my job so much easier!

We have 14 hourly paid coaches now! Shala has proposed we get 3-part laser printed payroll cheques for Sage 50, so that she can print all the cheques out with the paystubs attached. The cheques will still require the two signatures, but this would be very helpful. I have emailed our business rep at HSBC to see if this is possible.

All invoices are current and paid.

Still awaiting a receipt from Team Aquatics regarding our down payment for the electronics. Shala will need to account for this for the September statement.

Please look out for the Expense reimbursement form that I will be sending your way. Please make sure if you are sending in for reimbursement that you code your items appropriately. If you are unsure, please let me know and I can look the code up. Attach all receipts.

All reimbursements must be submitted within 30 days.

Discussion:

We need to create contingency account and restricted reserve capital projects fund. Mercedes has a letter for signing and will submit.

* 1. **Fundraising Coordinator**

No report

* 1. **Sponsorship Coordinator**

No report

* 1. **Registrar**

Discussion about policy for swimmers quitting shortly after the season starts – should we have a trial period. Mercedes will look through policy and review if changes are needed regarding a “grace period”.

* 1. **Meet Manager**

Sara met with Steph and Chris to review job description and past practice.

* 1. **VPS Coordinator**

Sarah sent spreadsheet to Margie. Margie will need to create a new list of swimmers – Kili to send Margie list of swimmers to update VPS spreadsheet.

Margie will reach out to committee heads to determine what parents are volunteering and need to receive points.

Margie plans to send out quarterly updates.

* 1. **Apparel Coordinator**

Lesleyann met with Amy-Lynn re: apparel head roles.

T-shirts and caps have arrived. Lesleyann will email dates of when pick up will be.

To Do: orders for hoodies, caps with names and boxing robes

* 1. **Social Coordinator**

An orca parent is needed to help.

Plans will start for a Christmas gathering – a possible change in venue (Sports Plex, Community Centre, Dogwood Room…)

* 1. **Communications/Social Media Coordinator**

Nycky-jay plans to take photos at home meet.

Nycky-jay plans to make posts about the new coaches.

Question/Discussion: Do we post for birthdays, STAT holidays? Next year we will post about Truth and Reconciliation Day.

* 1. **Officials Coordinator**

Chris sent out Timer training sessions (see email)

We need more Stroke/Turn judges.

* 1. **Website Coordinator**

No report

* 1. **Travel Coordinator**

Three trips will be planned for this season.

To Do: designate chaperones, book flights

1. **New Business**

1. **Upcoming Meeting(s)**

Monthly Board Meetings –November 7, December 5, January 9, February 6, March 5, April 2, May 7 and June 4 at 7pm (Pinecrest Room)

1. **Adjourn**

Meeting adjourned at 8:12pm