



## **NOTICE OF THE ANNUAL GENERAL MEETING OF DUNCAN SWIM TEAM SOCIETY**

The 2020 Annual General Meeting of the Duncan Swim Team Society will be held on Wednesday, November 18, 2020 at 6:30 pm via Zoom.

<https://us02web.zoom.us/j/89501665755?pwd=d3VqQk93WkpZNTAzVTdGaTVQSlczQT09>

Meeting ID: 895 0166 5755

Passcode: 058354

REGISTRATION: 6:30 to 6:45 pm

Voting membership commences on the date of the Annual General Meeting and is valid until the next Annual General Meeting.

### **AGENDA**

1. Minutes of the Last Annual General Meeting
2. Business Arising from the Minutes
3. 2019-2020 Financial Statements
4. Annual Reports of Officers and Directors
5. Annual Reports of Team Manager and Head Coach
6. Other business
  - a. Special Resolution: To Adopt
7. Election of Directors and Officers
8. Adjournment

## MINUTES OF THE 2019 AGM

### Duncan Swim Team Society Annual General Meeting

**Best Western Cowichan Valley Inn, 6457 Norcross Rd October 2 2019**

Called to order at 5:22pm by Amber Battie

#### Board Members in Attendance:

Amber Battie  
Danielle Burton  
Joey Dahlstrom  
Regrets: Margaret P, Kerri D, Steve H

#### Member families in attendance: 34

Acceptance of the Agenda for 2019 DST AGM as written: **moved** by Danielle, **seconded** by David V **CARRIED**

1. Minutes of the last Annual General Meeting adopted as written: **moved** by David V, **seconded** by Janice **CARRIED**
2. Business arising from the 2018 minutes: discussion last year regarding the new volunteer and officiating bonds and requirements – team will be continuing the same program for both. Cheques due Nov 1 2019 dated for Mar 1 2020
3. Financial statements and proposed budget for next ensuing year: reviewed the draft year-end financial statements (posted online at duncanswimteam.com) Leanne clarified the appearance of not balancing but really just a timing issue with respect to the purchase of the starting blocks in 2017/18 and borrowing money from 2018/19 followed by the facility purchasing over a 4 year term. Budget was updated from last year but follows the same revenue and expenditure streams. Notes from Bookkeeper on the Annual Report:
  - Accounts Receivable is estimated outstanding fees from FY 2018-2019
  - Does there remain a need to hold \$10K "equipment purchase reserve", on paper, for fixed asset purchases? This was originally intended for scoreboard enhancements and blocks.
  - 2018 Grant Receivable \$18K was received October 2018 from BC Games Society
  - Restricted Gaming Funds is exactly what is on hand at August 31 2019 in the Gaming account.

- Gaming Revenue recognized on the income statement for FY 2018-2019 is lower than amount received June 2018 as \$15K of the \$32K for 2018-2019 was consumed in FY 2017-2018

- Cash Flow report included

- Surplus prior year, deficit current year appears to be due to multiple factors, decline in monthly fees and related revenue and timing of expenses, particularly pool cost expenses.

Motion to accept: **moved** by Natalie M, **seconded** by Joelle B **CARRIED** 4.

#### Annual reports of the Officers and Directors

i. President: thank you to coaches, swimmers and parents – a fantastic season with lots of learning and successes. Plan to run the exec and club differently this year to delegate more of the duties – more subcommittees reporting back to president which should encourage more involvement from more people.

Motion to accept President’s report: **moved** by Joelle, **seconded** by Natalie **CARRIED**

ii. Vice-president: no report

iii. Treasurer: no report

iv. Registrar: 111 swimmers registered, staff member Jody is helping get swimmers registered. Reminder that the emails from Swimming Canada need to be confirmed to complete the registration.

Motion to accept Registrar’s report: **moved** Jennifer Y and **seconded** by David V. **CARRIED**

5. Annual report of the Head Coach: introductions of current coaches – “best staff in the world!” - thank yous to all. Thank yous also to all board members both voting and non-voting for great work behind the scenes. Leanne has limited hours for office administration – please be aware. Facility shut down planned for May/June will not be known until end of January/early February. As soon as she knows, the membership will be informed and a plan for training will be devised. Review of the performance of the swimmers this past year – percentage wise was the highest performing group ever. Congratulations swimmers!

Motion to accept Head Coaches report **moved** by Joelle, **seconded** by Shawn H **CARRIED**

6. Other business: subgroups for managing work required for running the team and swim meets. E.g. Meet manager will meet with hospitality lead and officials’ coordinator independent of the board and then report back to the president/board. Fundraising lead is Heather R with Michelle B and Melissa T. Hospitality lead volunteer Natalie M with

Nadine B. Volunteer work done outside of a swim meet will count towards “sessions” thereby making the program accessible for those potentially working or away during a meet. Reminder that it takes 55 volunteers to run the meet day of. Lastly, Orange and Black meets count towards the session requirements with the expectation that those more experienced officials will mentor those just learning.

7. Election of Directors and/or Officers:

President – Amber staying on for another term

Vice President – Danielle stepping down, nominates **Colleen Mullin**, Kendra Stiwich seconds, **CARRIED**

Treasurer – Steve Hall stepping down, Shawn Hales nominates **Joelle Boudreault**, Janice Gerbrandt seconds, **CARRIED**

Secretary – Joey Dahlstrom stepping down as acting secretary, nominates **Leanne Shultz**, Joelle Boudreault seconds, **CARRIED**

Directors at Large – Joey Dahlstrom staying on for another term Danielle nominates **Kendra Stiwich**, Heather Roach seconds, **CARRIED**

8. Adjournment: Natalie moves to adjourn 2019 AGM at 6:04pm, Joelle seconds **CARRIED**



Amber Battie  
DST Volunteer President  
2019/2020



**Duncan Swim Team Society**

Financial Statements Year Ended August 31, 2020

(Unaudited - See Notice To Reader)

## **NOTICE TO READER**

On the basis of information provided by the society management, we have compiled the balance sheet of Duncan Swim Team Society. As at August 31, 2020 and the statement of operations and retained earnings for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

**Shoebox Bookkeeping Ltd.**  
**Victoria, BC**  
**November 12, 2020**

**Duncan Swim Team Society**  
**INCOME STATEMENT**  
**FOR THE YEAR ENDING AUGUST 31 2020**

*(Unaudited - See Notice to Reader)*

<b>ACCOUNTS</b>	<b>2020</b>	<b>2019</b>
<b>INCOME</b>		
4001 Swim Fees	90,832	271,929
4008 SNC-SwimBC Fee	11,609	--
4100 Swimmers Meet Fees Collected	39,612	1,048
4300 Swim Equip & Apparel	5,690	--
4400 BC Gaming Funds	43,720	19,901
4600 Fundraising Required	2,807	--
4610 Fundraising Excess	9,227	656
4800 Other/Misc Revenue	10	22
4900 Bingo Dividends	6,000	--
Corporate Sponsorship	--	2,000
<b>TOTAL INCOME</b>	<b>209,507</b>	<b>295,556</b>
<b>GROSS PROFIT</b>	<b>209,507</b>	<b>295,556</b>
<b>EXPENSES</b>		
5000 SNC-SwimBC Fees	16,175	19,580
5100 Rental - Facility	446	602
5101 Rental - Pool	39,987	36,417
5200 Payroll Expenses	1,634	109,135
5201 Head Coach	58,998	23,839
5204 Assistant Coaches Salary	64,854	32,858
5206 Dryland Training	16,363	--
5301 Coach General	2,768	2,750
5302 Coach Meets	11,124	28,803
5310 Swimmer General	232	26
5312 Swimmer Meets	7,620	18,605
5400 Swim Apparel/Equip Fees	5,665	5,572
5500 Apparel/Equip Team Issue	778	460
5600 Swimmers Meet Fees & Relays	10,394	23,578
5701 Accounting	4,644	3,196
5702 Advertising	2,868	709
5704 QuickBooks Payments Fees	485	--
5708 Office Supplies	1,382	2,003
5714 Operating Supplies	185	3,495
5720 Social Events	987	476
5728 Awards/Recognition	2,621	3,044
5732 Utilities	2,355	2,706
5734 Website Maintenance	1,218	5,181
5736 Other Expense	1,463	4,806
5737 Fundraising Expense	1,976	--
Amortization	1,299	1,603
<b>TOTAL EXPENSES</b>	<b>258,521</b>	<b>329,443</b>
<b>OTHER INCOME</b>		
CEWS-75% Wage Subsidy	23,064	--
Donation of Blocks	--	21,604
<b>TOTAL OTHER INCOME</b>	<b>23,064</b>	<b>21,604</b>
<b>PROFIT</b>	<b>-25,950</b>	<b>-12,284</b>

**Duncan Swim Team Society**  
**BALANCE SHEET**  
**AS AT AUGUST 31 2020**

*(Unaudited - See Notice to Reader)*

<b>ACCOUNTS</b>	<b>2020</b>	<b>2019</b>
<b>Assets</b>		
<b>Current Assets</b>		
1001 Coast Capital - General Account	1,623	947
1002 Coast Capital - Gaming Account	1,774	45,501
Cash - Operating	0	-9,378
Equipment Purchase Reserve	0	10,000
1101 *Accounts Receivable	3,282	--
1200 Accounts Receivable	0	14,000
1410 CEWS Receivable (Wage Subsidy)	23,064	0
Prepaid Expenses	0	5,186
Sponsorship Receivable	15,000	20,000
<b>TOTAL Current Assets</b>	<b>44,743</b>	<b>86,256</b>
<b>Non-current Assets</b>		
1500 Office Equipment - Cost	1,068	1,068
1501 Office Equipment - Dep'n	-998	-912
1510 Operating Equipment - Cost	52,262	52,262
1520 Operating Equipment - Dep'n	-43,625	-42,412
<b>TOTAL Non-current Assets</b>	<b>8,707</b>	<b>10,006</b>
<b>TOTAL Assets</b>	<b>53,450</b>	<b>96,262</b>
<b>Liabilities and Equity</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
2000 Accounts Payable	16,678	30,071
2150 Restricted Gaming Funds	1,774	45,494
2200 Accrued Liabilities	1,000	800
<b>TOTAL Current Liabilities</b>	<b>19,453</b>	<b>76,365</b>
<b>Non-current Liabilities</b>		
Federal Government Loan CEBA	40,000	--
<b>TOTAL Non-current Liabilities</b>	<b>40,000</b>	<b>0</b>
<b>TOTAL Liabilities</b>	<b>59,453</b>	<b>76,365</b>
<b>Equity</b>		
3050 Reserve Equity	0	10,000
3100 Society Equity	11,239	12,175
Invested in Fixed Assets	8,708	10,006
Profit for the year	-25,950	-12,284
<b>TOTAL Equity</b>	<b>-6,003</b>	<b>19,897</b>
<b>TOTAL Liabilities and Equity</b>	<b>53,450</b>	<b>96,262</b>



# Notes to Financials Duncan Swim Team Society

Year ended August 31 2020

- Revenue generation and pool rentals terminated March 19 2020
- BC Gaming Grants should be averaged between the 2019 and 2020 year
- CEWS 75% Wage Subsidy is a federal government program for Covid-19 relief
- These funds were receivable at year end August 31 and received in September
- Sponsorship receivable is the four year program with the Pool assuming ownership of the blocks. Each of the four years, there is a \$5,000 reduction to pool rental fees recorded.
- Federal Government Loan CEBA \$40,000 is the federal government no interest loan as part of the COvid-19 relief measures. Loan repayment will begin January 2021. The balance owing at Dec 31<sup>st</sup> 2020 will determine the amount forgiven, up to a maximum of 25% or \$10,000.

## SPECIAL RESOLUTION

### Background:

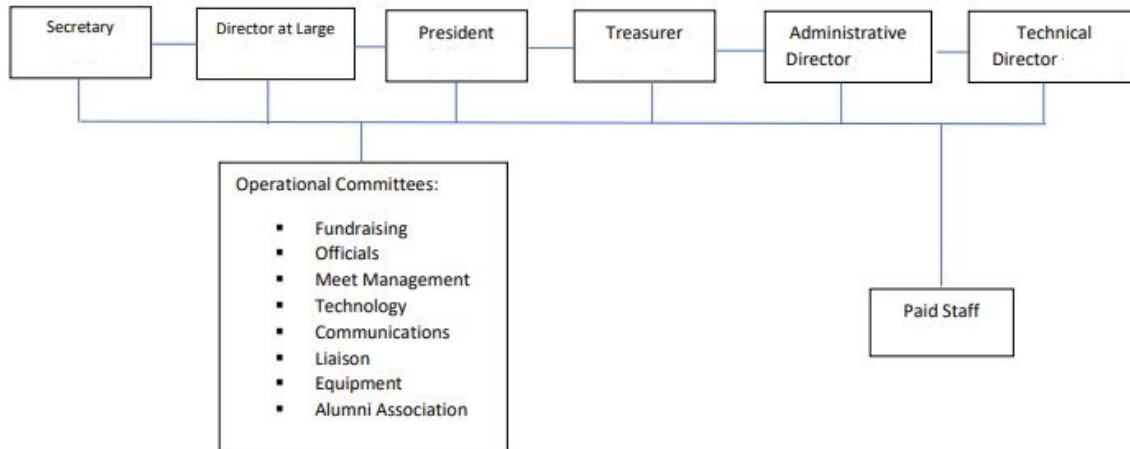
The Duncan Swim Team (DST) is evolving and changing. Our goal is to become a society with a “Policy Board” model of governance, with decision making by paid staff assisted by a volunteer Board. The Board will consist up to 6 members: the Executive Officers (President, Secretary and Treasurer) and Directors (Administrative Director, Technical Director, and Director at Large). The day-to-day operation and decision making will be made by paid staff as directed by the Administrative and Technical Directors using Board resolutions as a mandate and guideline. The Director at Large is intended to be a previous member or honorary member of the organization.

This model is intended to remove much of the decision making from volunteers and to increase the organization’s focus on long-term planning and success of the DST. The Board will allow the day-to-day operations of the Society/Swim Team to be run by the paid staff, both coaching and administrative components, and using paid staff and volunteer members, which will allow the Board to focus on policies to support the growth of the organization.

The Administrative Director and Technical Director positions will be filled by senior coaches.

The current and proposed bylaws were shared out with DST members in September. To review the current DST Society Bylaws and proposed new Bylaws in advance of this meeting and vote, please visit the [DST Events](#) page.

### *Proposed organizational structure:*



### **RESOLVED AS A SPECIAL RESOLUTION THAT:**

Pursuant to Part 12, Section 71, that the DST Society amend the DST Constitution and Bylaws of the Society as proposed.

## **ELECTION OF DIRECTORS and OFFICERS**

The Society is governed by a Board of volunteer directors.

### Candidates for 2020-21:

Current directors standing for re-election:

<b>NAME</b>	<b>POSITION</b>	<b>BACKGROUND INFORMATION</b>
Amber Battie	President	Amber is the parent of a current swimmer, and has been a member of the DST Board since 2017.
Leanne Schultz	Secretary- Treasurer <i>(positions can be combined)</i>	Leanne is the parent of a current swimmer, and has been a member of the DST Board since 2019.
Joey Dahlstrom	Director at Large	Joey has had three swimmers progress through the DST program. She is a past president of the DST, and has been a member of the DST Board since 2013.

There are two new candidates for the new positions of Administrative Director and Technical Director:

<b>NAME</b>	<b>POSITION</b>	<b>BACKGROUND INFORMATION</b>
Leanne Sirup	Administrative Director	Leanne is the Head Coach of the Duncan Stingrays.
Brent Forsyth	Technical Director	Brent is the Assistant Head Coach of the Duncan Stingrays

In accordance with the bylaws of the Society, the above individuals represent candidates put forward and recommended by the Nominating Committee.