



# Edmonton Keyano Swim Club

Setting a new standard for swimming in Canada

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## **Board of Directors Meeting**

Date: September 6, 2023

Time: 7:00pm - 8:30pm

Presiding: Ian Boreyko

Location: Via Google Meet

Recorder: Kristi Williams

**Attendance:** Ian Boreyko, Cian O'Kelly, Ryan Mo, Shannon Loughran, Chris Nelson, Paul Birmingham, Sara Pretzlaff, Cathy Shepherd-Finlin, Erica Solomon, Jill Edwards, and Kristi Williams  
Tom Bonar of VKO was also present to present the audited financial statements to the Board.

**Regrets:** N/A

### **1. Welcome and Call to Order**

Ian Boreyko introduced and welcomed Thomas Bonar and the Board members. The meeting was called to order at 7:02 pm.

### **2. Approval of Agenda**

A motion was made by Shannon Loughran that the agenda be approved as circulated. The motion was seconded by Ryan Mo. All in favour.

**MOTION CARRIED**

### **3. Approval of Minutes from Previous Meetings**

#### **3.1 Approval of Minutes from July 31, 2023**

A motion was made by Sara Pretzlaff that the minutes for July 31, 2023 be approved. The motion was seconded by Shannon Loughran. All in favour.

**MOTION CARRIED**

## 4. New Business

### 4.1 2021-2022 Audited Financial Statements (Presented by Thomas Bonar of VKO)

- Thomas Bonar introduced himself and began the presentation of the Independent Auditor Report for the year ending August 31, 2022.
- The Statement of Revenue and Expenses has been consolidated into a single page income statement which makes reading it much easier.
- Specifically, "Member Fees" is more comprehensive and includes apparel, meets fees, and camps.
- Thomas went through the Balance Sheet, including Accounts Payable, Deferred Income, Deferred Contributions, and Long Term Debt.
- There is nothing untoward within the financial statements; he did however remind the club that the CIBA loan must be repaid by December 31, of this year.
- Overall, the Statment is more clear than last year and there has been improvement in the timely manner of accounting.
- Thomas encouraged Keyano to be more comprehensive with some accounting matters. Chris Nelson will discuss this with him in order to improve this for next year.
- Chris Nelson and Ryan Mo will sign off on the Financial Statements on behalf of the Keyano Board of Directors.

Ian Boreyko put forward a motion to approve the 2022 Year End Financial Statment as presented by Thomas Bonar of VKO. Cian O'Kelly seconded the motion.

All in favour.

**MOTION CARRIED**

### 4.2 2023 AGM

- Ian Boreyko has shared the planning document, similar to the one we used last year.
- Members agreed upon Wednesday, November 1 as the date for the 2023 AGM.
- There will not be a "New Member Orientation" this year as Chris Nelson would rather set a time specifically dedicated for member orientation.
- There are two positions up for re-election; Cathy Shepherd-Finlin and Shannon Loughran. Shannon has stated that she will not be putting her name forward for re-election.

### **4.3 Bids for Swim Canada Competitions 2024-2027**

- On the calendar are: April: Canada Open, Trials: Edmonton will not host, August: Short Course Champs
- Paul has suggested that we should offer to host the Canada Open every year; Explore Edmonton would give “kickback” to Swim Canada (which other cities would not), there are benefits to having the same club host the meet (organization, infrastructure etc.).
- If we do not host every year, then the Edmonton Open meet will not draw as many swimmers.

### **4.4 Swim Alberta Conference**

- The meeting is September 22-24 in Canmore.
- There is no need for Board participation as there is nothing at the governance level on the agenda.
- EKSC has rooms booked and some coaches will attend.
- Linda Bowie has been nominated for a volunteer award.

## **5. Ongoing Business**

### **5.1 AB Commonwealth Games Bid**

- The province has pulled their bid for the games due to expenses.

### **5.2 By-Law Communication**

- Shannon Loughran drafted an email outlining all the by-law amendments, which could be distributed to members.
- Ian Boreyko had edited that email last September and he will re-edit it for distribution along with the notice of AGM.

### **5.3 Standing Reports**

#### **5.3.1 Head Coach Report - Paul Birmingham**

- We currently have 449 registered members.
- There are several pool closures (scheduled maintenance), which is making it difficult to schedule swim times for all groups. After October 9, it should be back to normal. Paul Birmingham will send out a notice to members explaining the pool shutdowns and how swimmers will be accommodated.
- Our new coach, Roger Hanna will take on some of the varsity team administration duties.

### **5.3.2 General Manager Report - Chris Nelson**

- Chris Nelson reviewed the Balance Sheet and the Profit and Loss Statement.
- Chris Nelson and Jie are working on the financials for the year ending August 2023 and the goal is to have them to the auditor before the end of December.
- There have still been issues completing bank transfers; we will defer this discussion for the next meeting.
- All overdue Bingos have been “billed out”.
- There was some discussion regarding how best to “encourage” members to complete participation points (incentives versus penalties). We had a 90% success rate for parents fulfilling their commitments last season. The most difficult swim meet to staff is EKI. We would like to encourage other local small clubs to participate as they do not have the opportunity to host meets. The Competitions Committee is meeting next week and will discuss this further.

### **6. Upcoming Meetings**

- Our next meeting will be scheduled for Tuesday, October 3, 7:00pm - 8:30pm.

### **7. Roundtable**

- Cathy Finlin-Shepherd brought forward a concern regarding the office phone number and the recorded message on the answering machine. Chirs Nelson will look into it and along with Ian Boreyko, will work on a call forwarding system, such that different office staff could field incoming calls.

### **8. Adjournment**

- Kristi Williams motioned to adjourn the meeting. All in favour.

**Meeting adjourned at 9:04 pm.**