***Board of Directors Meeting Minutes***

Date: Wednesday, February 20, 2019

Time: 4:30 pm - 6:30 pm Location: Kinsmen Sports Centre, Boardroom

Presiding: Jill Edwards Recorder: Kristi Williams

**Attendance**: Jill Edwards, Clare Hickson, Larry Liang, Jane Forest, Kristi Williams, Chris Nelson, Paul Birmingham

**Via Teleconference:** N/A

**Regrets:** Cian O’Kelly, Troy Long, Rob Cole, Eugene Chomey

1. **Welcome and Call to Order**

The meeting was called to order at 4:35 pm by Jill Edwards.

1. **Approval of Agenda**

A motion was brought forward by Clare Hickson and seconded by Jane Forest that the agenda be approved with the addition of item 5.3 “File Sharing”. **CARRIED**

1. **Approval of Minutes from Previous Meeting**

A motion was brought forward by Jane Forest and seconded by Larry Liang to approve the minutes from January 23, 2019 with changes as discussed. **CARRIED**

1. **In Camera Session**

No *in camera* session required.

1. **Ongoing Business**

**5.1 Approval of Committee Membership**

5.1.1 Competitions Committee

* Jill is formalizing the membership of the Competitions Committee.

5.1.2 Team Travel Committee

* Jennifer Flowers (Chair), Cathy Sheperd-Finlin, Sohie Kidd, Jill Edwards, Michelle Blair

A motion was brought forward by Clare Hickson and seconded by Jill Edwards to approve the above members on the Team Travel Committee.

**CARRIED**

**5.2 University of Alberta MOU**

* To be discussed with the Head Coach Report (7.1)

**5.3 File Sharing**

* There is an issue with some email addresses not allowing the sharing of Google Drive files
* Larry assured the members that the architecture of our digital infrastructure is good.
* Chris and Larry will continue to try to work through this issue. If this is not successful, they will look into the implementation of an EKSC Drop Box. There would be an additional cost for this but it would be a worthwhile cost as it would allow access to Swim Alberta and Swim Canada resources. Chris and Larry will ensure that security and oversight of EKSC files remain in place.
* Action: Chris and Larry will define why we use Google Suites, why we use Drop Box and will formalize in a policy our best option. They will report back to the members on which option would work best and why for out users going forward.

1. **New Business**
   1. **Complaint and Discipline Policy**

* EKSC requires a formalized process for resolution of complaints.
* The “Dare to Care” campaign guidelines have been used by Swim Alberta and Swim Canada to guide their policies. Swim Alberta has encouraged swim clubs to use “Dare to Care” to guide their own policy development.
* EKSC wants to be pro-active and adopt a principle that could also be aligned with “Dare to Care” as it is general and all encompassing but could be a guideline for our policy.
* We want a policy that is specific to athlete, coach and member, with a specific “Line of Communication” for each.
* Chris, Paul, Clare and Jill will work with the HR and Legal Committee to align policies.
* At the next board meeting, members will read through, give feedback, and discuss a draft of the policy.

1. **Standing Reports**

**7.1 Head Coach Report**

* Current focus of training is Spring Champs
* Bear Cubs - next race will include all strokes/ All other groups will do kick test set
* U of A partership: Paul emphasized that the Keyano Head Coach will not be the Head Coach of the U of A swim team. There was agreement regarding the direction and continued development of the relationship between Keyano and the U of A.
* Paul continues to work with Paul Sadler and Keyano may provide an information booth at their 1km and 3km swim test.

**7.2 GM Report**

* Profit/Loss: some grant money was received that will offset some expenses
* Recovery of travel expenses has been better with pre-billing of hotel and airfare/bus
* Club Insurance: Swim Alberta only covers non-members from September 1-14, so Legal Committee is looking into coverage for tryouts and summer camps
* Chris completed an AGLC information course
* Confederation Pool will not have a shutdown, they will delay fixing some issues until summer

**7.3 Head of Development Report**

* Chris discussed the new RGC Agreeement: there is never a cost to Keyano, we make a profit for fees collected over and above the Glenora membership fees. The agreement would be ongoing pending an annual review. H/R and Legal Committee has reviewed the contract and is comfortable with the agreeement.
* The Board is aware of the agreement, discussed its parameters, and agreed in principle to its terms.

**7.4 Financial/Treasurer Report**

* Jane will look into cost of using credit cards for the grocery card fundraiser and then Fundraising Committee will discuss profitablility
* Balance Sheet: the audit is almost complete and is with management to sign off; once complete we will set up a town hall meeting to present it to members
* Chuck-a Puck event and 50/50 with Oil Kings game would be profitable; Chris is in contact with Oil Kings
* Club Insurance: Swim Alberta only covers non-members from September 1-14, so Legal Committee is looking into coverage for tryouts and summer camps

1. **Committee Reports**

**8.1 HR & Legal Committee Report**

* The Branding and Logo changes have been documented
* The process for a performance reiew for the GM and Head Coach is just beginning
* Keyano, as an employer, will be audited by Service Canada regarding Paul’s immigration; Clare does not foresee any issues.

**8.2 Bingo Committee Report**

* Nothing to report.

**8.3 Competition Committee**

* Nothing to report.

**8.4 Fundraising Committee**

* Chris would like to see “piggyback” fundraising with a charity. People who donate would get tax credit for the portion going to the charity.
* We need a policy regarding raffles.
* Kristi will try to organize a committee meeting prior to Swim-a-thon

**9. Future Agenda Items**

**9.1 Strategic Planning**

* Members would like to plan for a meeting on a day at the end of April with the Board members, coaches, potential committee members, chairs, and anyone who could contribute to such a meeting.
* Member communication: output of strategic planning would be presented at AGM or Town Hall meeting along with the general principles of the Financial Strategy.

**10. Future Meetings**

* Next Board Meeting is scheduled for Tuesday March 19 - location TBD.

**11. Adjournment**

A motion was brought forward by Clare Hickson to adjourn the meeting.

**Meeting adjourned by 6:42 pm**