



RED DEER CATALINA SWIM CLUB
Board of Directors In Camera Policy



IN CAMERA POLICY

An in camera meeting is closed to the non-Board members, unless specifically invited by the Board Chair. The Board Chair determines, in accordance with this policy, whether any non-Board members may be present. In most instances, the Head Coach may be present except when the purpose of the in camera meeting is to discuss the compensation or performance of employees.

Purpose of In Camera Meetings

Board meetings generally are open to club members and the proceedings of a board meeting are transparent and available to the membership. The Board may meet in camera if the subject matter deals with:

1. confidential matters related to risk management or negotiations being undertaken by the Red Deer Catalina Swim Club;
2. sensitive matters about an identifiable individual that require Board discussion;
3. legal or compliance issues, or the integrity of the Club's financial condition;
4. advice that is subject to solicitor-client privilege, including communication necessary for that purpose;
5. performance or remuneration of the Head Coach or other employees.

Process for In Camera Meetings

Any Board Member may make a request to the Board Chair for an in camera meeting. Requests may be made prior to the Chair setting the Board meeting agenda, at the beginning of a Board meeting when the agenda is put forward for Board approval, or during a Board meeting in exceptional circumstances.

Prior to any in camera meeting taking place, the Chair will determine whether the topic proposed for the in camera meeting fits within one of the five topics listed above. If it does, the Chair will call for a motion to go in camera.

Minutes of In Camera Meetings

Maintaining accurate minutes of all Board and Committee meetings, and in camera sessions is required. They are the formal record of the Board's discussion and serve as evidence that the Board has exercised an appropriate level of due diligence. The Secretary is the person responsible for the distribution of Board meeting agendas and information packages, and maintaining the minutes of Board meetings. For confidentiality purposes, the minutes of all in camera sessions are maintained in a separate file by the President and are not made available to the general membership. The in camera minutes will be reviewed at the next Board meeting for approval prior to filing.