

**BOARD OF DIRECTORS  
MEETING # 5 (2018-2019)  
February 22, 2019  
Teleconference**

H. Dwinnell – **Recording Secretary**

**Present:**

D. Thompson  
T. Barker  
A. Bell  
P. Legault  
C. Salvador

**Staff:**

D. Boles  
D. Muma  
H. Dwinnell

**Absent:**

J. Gerrard  
C. Sayao

ITEM	ACTION
5-2019:01.1 <b>CALL TO ORDER</b> D. Thompson called the meeting to order at 12:02pm.	
5-2019:02.1 <b>APPROVAL OF AGENDA</b> <b>MOTION:</b> A. Bell/P. Legault To approve the agenda.	
5-2019:03.1 <b>APPROVAL OF CONSENT AGENDA</b> <b>MOTION:</b> A. Bell/C. Salvador To approve the Consent agenda item.	
5-2019:04.1 <b>OPERATING REPORT</b> <b>Strategic Planning Process/Timelines</b> D. Boles distributed documents prior to meeting. D. Boles and D. Thompson have met with the facilitator and provided an overview of the Move Us Forward process. Board reporting process will be done through the Operations Report at each board meeting. The committee is well represented and interviewing outside of the committee may occur with staff and key stakeholders to fill in the gaps.	
5-2019:04.2 <b>AGM Dates and format</b> Thursday September 12 <sup>th</sup> – Saturday September 14 <sup>th</sup> at the Novotel Mississauga. Feedback regarding conference content has been received from stakeholders and a working group will be developing the itinerary, with the Hall of Fame and Awards banquet on Friday evening and AGM on Saturday afternoon.	
5-2019:04.3 <b>2019-2020 SO Board Budget Process</b> D. Muma and D. Boles have begun the 2019-2020 budget process, which will be presented to the Finance Committee at the Feb. 26 <sup>th</sup> meeting.	

5-2019:04.4	<p><b>Other</b></p> <p>D. Boles reported that as an initiative from the Staff retreat an information flyer has been produced to be distributed to membership demonstrating impressive numbers telling the impressive story of Ontario swimming.</p> <p>D. Boles also reported that the division of roles and responsibilities for the CEO and COO has been done taking into consideration each person's expertise. It is a work in process and will be communicated to membership.</p>	
5-2019:05.1	<p><b>BOARD ADMINISTRATION</b></p> <p><b>Board Police Record Checks</b></p> <p>1 outstanding PRC</p>	J. Gerrard
5-2019:05.2	<p><b>Location/date 2019 Conference</b></p> <p>September 12 – 14, 2019 Novotel Mississauga</p>	
5-2019:05.3	<p><b>Tentative next meetings</b></p> <p>March 29 – teleconference</p> <p>May 10 – in person at Swim Ontario office</p> <p>June 21 – teleconference</p> <p>August 16 – teleconference</p> <p>September 13 – in person at Conference</p>	
5-2019:06.1	<p><b>PRESIDENT REPORT (Written Report)</b></p> <p>D. Thompson distributed his report prior to the meeting. He reported on his meeting with City of Mississauga and potential conflict of interest. There was a discussion regarding new pool venues and staff should be the contact for these meetings.</p> <p>SOOC correspondence was discussed and D. Boles will ensure there is regional representation on the committee.</p>	D. Boles
5:2019:07.1	<p><b>PROGRAM POLICY REPORT (written report)</b></p> <p>Anne Bell reported that the committee is working on a draft motion regarding length of terms for Board of Directors. A. Bell asked for board feedback to take back to the committee to vet.</p>	
5:2019:08.1	<p><b>FINANCE AND AUDIT REPORT (Written Report)</b></p> <p>T. Barker reported on improvements to the Financial Statement layouts had been initiated. There was a discussion regarding investments and it was decided that in addition to J. Vadeika, D. Muma would be added as person authorized for access to investment information. The board also discussed external and internal restricted funds and confirmation made that Internal Restricted Funds are controlled by Board motions. D. Muma will provide a summary of all restricted funds. T. Barker also reported that he had contacted the auditor to familiarize himself with the process. D. Muma will also be providing a variance report each month for better monitoring that we are on track.</p> <p>The Risk Registry was discussed and T. Barker felt that the insurance policy should be reviewed regarding a few grey areas.</p>	D. Muma

Various labour laws were discussed and how they could potentially affect clubs. D. Muma indicated a toolbox for clubs on how sport groups manage labour law minutia will be developed with assistance from Leanne Standzyk. T. Barker reported that he would be meeting with staff to finalize a draft budget for presentation at the February 26th Finance meeting with the goal to have a final budget approved by the committee for the next board meeting.

5:2019:09.1 **NOMINATIONS COMMITTEE REPORT**

No report

5:2019:10.1 **NEW BUSINESS**

T. Barker suggested the CEO of Swimming Canada be invited to participating in the next Board meeting. Discussion followed and it was recommended that the board provide D. Boles with a clear list of topics that need to be addressed with Swimming Canada.

5:2019:11.1 **EXECUTIVE SESSION WITH STAFF REMAINING**

Not required

5:2019:12.1 **BOARD PERFORMANCE REVIEW**

Meeting was conducted on time. Consent agenda will be a learning exercise and board members were requested to provide feedback for items to the consent agenda. D. Boles indicated the value in having his one on one board member discussions prior to each meeting.

5:2019:13.1 **NEXT MEETING**

Friday March 29, 2019 – Noon teleconference

5:2019:14.1 **ADJOURNMENT**

**MOTION:** P. Legault  
To adjourn.

The meeting ended at 1:25pm.

5:2019:15.1 **EXECUTIVE SESSION BOD ONLY**

Not required