

**BOARD OF DIRECTORS
MEETING # 4 (2018-2019)
January 18, 2019
Teleconference**

H. Dwinnell – **Recording Secretary**

Present:

D. Thompson
T. Barker
A. Bell
J. Gerrard
P. Legault
C. Sayao
C. Salvador

Staff:

D. Boles
D. Muma
H. Dwinnell

ITEM	ACTION
<p>4-2019:01.1 CALL TO ORDER D. Thompson called the meeting to order at 11:04am and wished everyone a Happy New Year. He officially welcomed Dean Boles to his new position as Chief Executive/Chief Technical Officer.</p>	
<p>4-2019:02.1 APPROVAL OF AGENDA MOTION: A. Bell/P. Legault To approve the agenda.</p>	CARRIED
<p>4-2019:03.1 APPROVAL OF NOVEMBER 23 , 2018 BOARD MINUTES MOTION: C. Sayao/C. Salvador To approve the November 23, 2018 Board of Director minutes, removing C. Salvador as in attendance.</p>	CARRIED
<p>4-2019:04.1 BOARD REPORTS Board Administration Police Record Checks/Offence Declarations - 2 are outstanding Location/Date 2019 Conference – defer to Operating Report Dates of next meeting – February 22 and March 29 – teleconferences May 10 - in Person meeting. Regional Directors to be invited.</p>	J. Gerrard C. Sayao
<p>4-2019:04.2 President (Written Report) D. Thompson requested all committee chairs to submit written reports prior to each meeting. The 2020-2024 Strategic Plan is a priority. The timeline and process were discussed. Board was requested to submit potential names for committee members to D. Thompson.</p> <p>MOTION:A. Bell/P. Legault To approve the 2020- 2024 TOR with updates.</p>	CARRIED

D. Thompson informed the Board that a staff retreat will be held on January 31st to begin the process of developing the Strategic Plan using recommendations from the Move Us Forward Project.

The Board agreed that it was D. Boles decision regarding employee benefit status.

4-2019:04.3 **Program Policy** (Written Report)

Anne Bell reported:

- TOR title updated to the title in the By-Laws.
- Risk Registry – SNC has asked PSOs to create a risk registry identifying potential risks. D. Muma recommends a committee of the CEO be established
- Consent agenda – will be used for the next meeting. Board members were asked to submit items for the consent agenda to D. Thompson

4-2019:04.4 **Finance and Audit**

T. Barker provided a summary financial statement just prior to the meeting and summarized the following

- OHPSI – invoice issued for ¾ of funding, the last ¼ to be received once reporting is completed in March
- Last quarter of fiscal is typically when majority of club and athlete funding is finalized. As well expenses for 2 tour teams will be received in the last quarter. January – March has high financial activity.
- Committee will be submitting suggestions for improvements to the presentation of the financial statements
- Budget process beginning soon, expect to have new draft budget by end of February and final budget by end of fiscal. D. Thompson requested clear rationale to budget amounts.
- New strategic plan would be costed in 2020-2024 budget.

4-2019:04.5 **CEO/COO Report** (Written Report)

Darin – updated a few items from his written report and reported the following

- AGM/Conference – date Sept. 13-15/19 – may not be able to take it out of GTA until 2021. Staff will continue with 2019 planning.
- D. Thompson requested an Executive Summary to the Operating Report including items that required Board attention
- There was a discussion regarding communication improving how to communicate so membership will read it.
- D. Thompson questioned whether Regional Project spending had improved and suggested the Strategic Plan deal with this.

D. Boles thanked the Board and staff for welcoming him and providing the opportunity of the CEO position. He provided a summary of his first week and half in the position. He commended D. Muma for keeping him in the loop.

4:2019:04.6

Nominations

No report.

4:2019:04.7

Executive Session with Staff remaining

Not required

NEW BUSINESS

4:2019:05.1

Operational Clarification of Comprehensive Facility Rules Compliance

J. Gerrard summarized his club's experience and stated that the club would be writing an appeal to Swim Ontario. He requested that when communicating items such as this new procedure that terminology be better. D. Muma will review the documentation and discuss issues with meet management.

4:2019:05.2

Operational Clarification of Board Relationship with Regional Directors

There was a discussion regarding expectations of regions. D. Muma informed the board of the regular regional meetings and agreed that Regional Directors be invited to participate at the in person board meeting weekend – May 10th.

4:2019:05.3

Requirement for signed By-Laws on our site

By-Laws to be sent to President and Secretary for signatures and then will be reposted on website.

4:2019:06.1

BOARD PERFORMANCE REVIEW

All were in agreement that performance was well done.

4:2019:07.1

Next Meeting

Friday February 22, 2019 – Noon teleconference

4:2019:08.1

Adjournment

MOTION: J. Gerrard

To adjourn.

The meeting ended at 12:40pm.

4:2019:09.1

Executive Session BOD only

Not required