

**BOARD OF DIRECTORS  
MEETING # 7 (2017-2018)  
May 10, 2019  
In Person**

**H. Dwinnell – Recording Secretary**

**Present:**

D. Thompson  
T. Barker  
A. Bell  
P. Legault  
C. Salvatore  
C. Sayao

**Staff:**

D. Boles  
H. Dwinnell

**Guests:** L. Barton

C. Breckon  
R. Campbell  
J. Maerten-Sanders  
D. Taylor

ITEM	ACTION
<p>7-2019:01.1     <b>CALL TO ORDER</b> D. Thompson called the meeting to order at 1:40pm.</p>	
<p>7-2019:02.1     <b>APPROVAL OF AGENDA</b> <b>MOTION:</b> A. Bell/C. Salvador To approve the agenda.</p> <p align="right"><b>CARRIED</b></p>	
<p>7-2019:03.1     <b>APPROVAL OF CONSENT AGENDA</b> <b>MOTION:</b> C. Sayao/T. Barker To approve consent agenda including:</p> <ul style="list-style-type: none"> <li>• Approval of March 29, 2019 minutes</li> <li>• President Report</li> <li>• <b>MOTION:</b> Approval of Revised Complaint, Discipline and Appeal policy</li> <li>• <b>MOTION:</b> Approval of Revised Coach Registration policy.</li> </ul> <p align="right"><b>CARRIED</b></p> <p>D. Thompson thanked the committee for their work on the revised policies.</p>	
<p>7-2019:04.1     <b>BOARD REPORTS</b> D. Thompson informed the Board that a notice of resignation from John Gerrard had been received. C. Sayao will lead the process for replacing John Gerrard. C. Salvador volunteered to be Secretary. <b>MOTION:</b> A. Bell/P. Legault To appoint Chris Salvador as Secretary.</p> <p align="right"><b>CARRIED</b></p>	

7-2019:04.2

### **Board Administration**

- Next meeting noon on June 21, 2019 - teleconference.
- Potential in Person meeting to be scheduled in August prior to the September 14, 2019 AGM.

7-2019:04.3

### **CEO/COO Report**

D. Boles distributed his report to Board members prior to the meeting and summarized his report for the benefit of the guests in attendance

- Canadian Swimming Trials April 3 – 7 had successful results with 47 Ontario swimmers selected to represent Canada this summer. Swim Ontario staff, officials and volunteers contributed to a successful event
- March 31, 2019 year end shows an unaudited surplus of approx. \$77,000.00
- 2020-2028 Strategic Plan update – presentation during in person meeting
- ARENA/TAS sponsorship and Swimming Canada branding guidelines were discussed
- Clarification letter to a member club
- Membership Fee increase notification - necessary as a result of Move Us Forward initiatives, Safe Sport and Government funding cutbacks.
- Conference – focus is Safe Sport. It is very important that clubs attend, regional directors were asked to encourage clubs to attend.
- Provincial program – open water last week very successful, youth camp next week, and tour going to Santa Clara.
- Christy gave summary on hosting and facility procedures for booking space.
- Communication-trying to spread good news – congratulations to Cobra Swim Club for receiving a community award

7-2019:04.4

### **Program Policy Committee**

Anne Bell circulated a report prior to the meeting and summarized the following:

- New Board evaluation tool which will be sent to Board members after each meeting as well as an annual evaluation.
- By-law changes for presentation at the AGM is being reviewed by D. Muma and B. Ward (ie .Changing ED to CEO) and asked anyone with updates to submit to her.
- Governance Policy slide deck was distributed to Board, feedback was requested, policy to include – Roles of CEO and Board member positions, CEO evaluation timeline, Action item to address membership once per year to determine if their needs were being met
- Motion will be presented at AGM to change the terms of office for Board members
- Policy needed on how often policies are reviewed
- Need for on-going governance education

7:2019:04.5	<p><b>Finance and Audit Committee</b></p> <p>T. Barker circulated a report prior to the meeting and summarized the following:</p> <ul style="list-style-type: none"> <li>- approximate surplus - \$77,000 for 2018-19</li> <li>- Audit is scheduled for beginning of June</li> <li>- Risk Management Report received from D. Muma and B. Ward</li> <li>- Committee approved a motion regarding Financial Controls requiring Board approval</li> </ul> <p><b>MOTION:</b> T. Barker/P. Legault</p> <p>To give authority for all financial management including bank accounts and investments to CEO and COO which ED currently had.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7-2019:04.6	<p><b>Nominations Committee</b></p> <p>C. Sayao distributed his report prior to the meeting and summarized the following:</p> <ul style="list-style-type: none"> <li>- Carlos had reached out to 5-6 people as potential members and has 2 names to propose as members of the committee</li> <li>- Timeline leading up to election was presented</li> <li>- Call for nominations will be distributed June 1 with (potential) revised terms of office</li> </ul> <p><b>MOTION:</b> C. Sayao/C. Salvadore</p> <p>To approve Tracy Bennett and Jen Button as members of the Nominations Committee.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7-2019:05.1	<p><b>NEW BUSINESS</b></p> <p>Board discussed the very informative presentation by Brian Edey and were very appreciative. The message was passed on to B. Edey regarding the inadequacies of the Officials Registration system.</p> <p>There was a discussion regarding Military participation in Masters meets and D. Thompson would like to proceed with research into applicable membership category.</p>
7-2019:06.1	<p><b>EXECUTIVE SESSION WITH STAFF REMAINING</b></p> <p>Not required</p>
7-2019:07.1	<p><b>BOARD EVALUATION</b></p> <p>Anne Bell reported that this agenda item will not be required in future as the evaluation will be in the form of an electronic questionnaire.</p> <p>The Regional Reps in attendance stated that they found it very valuable and informative and it was agreed that Regions need to be more involved as a source for clubs to reach out to. It was suggested that Regional reps be included in the 2 in person board meetings per year. D. Boles was in agreement and stated that he and the Board should think about how better to engage members.</p>
7-2019:08.1	<p><b>NEXT MEETING</b></p> <p>June 21, 2019 noon - teleconference</p>
7:2019:09.1	<p><b>ADJOURNMENT</b></p>

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

7:2019:09.2      The meeting adjourned at 3:20pm

7:2019:10.1      **EXECUTIVE SESSION BOD ONLY**  
Not required.