

**BOARD OF DIRECTORS
MEETING # 2 (2018-2019)
October 19, 2018
Teleconference**

H. Dwinnell – **Recording Secretary**

Present:

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

Staff:

D. Muma
H. Dwinnell

ITEM	ACTION
<p>2-2018:01.1 CALL TO ORDER D. Thompson called the meeting to order at 12:03 pm.</p>	
<p>2-2018:02.1 APPROVAL OF AGENDA MOTION: A. Bell/P. Legault To approve the agenda with the following additions under New Business: Drop Box, Skype, Calendar updates, Consent Agenda and for future meetings to add as regular agenda item – Board Performance.</p> <p style="text-align: right;">CARRIED</p>	
<p>2-2018:03.1 APPROVAL OF SEPTEMBER 21, 2018 BOARD MINUTES MOTION: C. Salvador/T. Barker To approve the September 21, 2018 Board of Director minutes.</p> <p style="text-align: right;">CARRIED</p>	
<p>2-2018:03.2 APPROVAL OF SEPTEMBER 23, 2018 MINUTES MOTION: P. Legault/J. Gerrard To approve the September 23, 2018 Board of Directors minutes.</p> <p style="text-align: right;">CARRIED</p>	
<p>2-2018:04.1 BOARD REPORTS President D. Thompson passed on complaint he received to management. He also reported that he discussed J. Vadeika's potential LTD requirements with Sterling Capital and that applicable paperwork would be forthcoming.</p>	
<p>2-2018:04.2 Policy and Procedure Anne Bell summarized her involvement on last year's committee and presented her proposal for 2018-19 committee members. C. Sayao and J. Gerrard accepted the invitation to participate. A. Bell highlighted areas of the Work Plan and reported that a copy of the Committee's draft Work Plan is in</p>	

the Board Drop Box. After the first meeting the committee will present to the Board any updates to the work plan.

2-2018:04.3	Finance and Audit T. Barker presented his recommendations for committee members. P. Legault accepted invitation to participate on the committee. D. Thompson requested a more structured reporting document be presented to the Board and as well asked the committee to create a Work Plan for presentation to the Board at the next meeting.	T. Barker
2-2018:04.4	ED Report D. Muma distributed his written report prior to the meeting which included the 2018-19 ED Committees. J. Gerrard asked whether there was an equity representation policy. D. Muma confirmed that province wide representation as well as skill basis was considered when selecting members to committees. The Committees are formed to assist the ED to deliver the programs and can be updated as required. C. Yaremczuk will replace D. Muma on the New Club Application Committee this year. The Board discussed 2019 Coaching Conference delivery options as received from the Coaches Committee. D. Muma will further discuss with Coaches Committee and Finance Committee to develop a plan for presentation to the Board.	D. Muma
2:2018:04.5	Masters Committee B. Seawright is chair and will increase the committee by 2 new members.	
2:2018:04.6	Nominations C. Sayao and P. Legault will consult prior to the next meeting and prepare a recommendation for members to the committee.	C. Sayao P. Legault
2:2018:05.1	NEW BUSINESS Calendar Invites It was decided that 2 calendar invites would be sent out November 23 and January 18. At each meeting additional dates would be scheduled.	
2:2018:05.2	Drop Box Board documents will be posted in a meeting folder on Drop Box for each meeting.	
2:2018:05.3	Video Conferencing Management will research options and cost for Skype and Zoom.	D. Muma H. Dwinnell
2:2018:05.4	Consent Agenda J. Gerrard will work with H. Dwinnell to initiate a Consent Agenda for the next meeting.	J. Gerrard H. Dwinnell
2:2018:06.1	In-Camera session (1:25pm) The Board had an In-Camera session with D. Muma followed by a Board Only session.	
2:2018:07.1	Next Meeting	

2:2018:08.1

Adjournment

MOTION: J. Gerrard

To adjourn.

The meeting ended at 2:10pm.

Swim Ontario ED - Operations Report – October 19, 2018

I. Business Operations & Procedures

A. September Financials

- September entries will be processed once registration slows down
- High volume of revenue
- Audit Booked: May 2019

B. Registration

- We are experiencing a number of pending registrations
- An interim report should be available near the end of November

C. Insurance

- Working with Swimming Canada, Provincial Partners and BFL to establish renewal rates/coverage for 2018.

D. Affiliation & Issues:

- ROCS Swimming is under NEW ownership. We are waiting for Proof of dissolution of the old corporation for the club to be in compliance.
- U of Ottawa is affiliating in Quebec
- New Masters' swim club: Team Atomica

E. Office Lease

- The final lease agreement is still with the landlord's legal team
- Updated draft lease should arrive very soon
- S.O. lawyers from Sport Law will review the document again before we sign it.

F. Partner Funding

- Meeting with Swimming Canada, OTP and CSIO partners: October 17, 2018
- A letter dated September 28th was sent to The Hon. Sylvia Jones, Minister for Tourism, Culture and Sport inquiring about the status of our OHPSI grant money.
✓ To date, there has been no direct reply.

G. Complaints & Disputes

- We have 3 ongoing matters involving the SO Dispute Resolution Officer

II. Operational Committees of the Executive Director

A. Please find the attachment, Appendix A, (page 8) for a complete description of my thoughts for the possible selection criteria for the ED operational committees.

B. Appendix B (page 10) is a list of the people who represented the various ED Operational committees in 2017-18.

III. Human Resources

A. Over-flow Staffing

- Stu McLean and Karen Wilson (former Whitby President and Volunteer SO Team Manager) - total 1.0 FTE - have joined the staff to assist with meeting overflow.

B. Staff Employment Agreements

- New staff Employment Agreements compliant with Bill 148 and the Ontario Employment Standards Act have been received and will be distributed to the staff very soon.
- I have a few questions for Ms. Standryk to clarify some detailed concerns before addressing the new EA's with the staff.

IV. Technical Operations/Programming

A. Ontario Swim Academy

- We currently have 7 full-time and 10 part-time swimmers inside the OSA program with 3 frequent out-of-province visitors as part of the OTP Next-Gen Program
 - ✓ Accepting out-of-province visitors is part of our NextGen funding responsibilities
- In 2017-18... **73 athletes from 27 clubs** came for at least one visit.
 - ✓ Over 386 daily visitations from those athletes who came back more than once.

B. Performance Pathway Programming (Youth Team Camps)

- Boys Youth Camp: Sept 28-29, 2018 at TPASC
 - ✓ 28 boys (aged 13-15) and 7 coaches attended
- Girls Youth Camp: Oct 12-13, 2018 at TPASC(Scheduled)
 - ✓ 31 athletes (aged 12-14) are confirmed as attending
 - ✓ Guest Coaches are Linda Kiefer and Janet Hyslop
 - ✓ Female mentorship themed camp

C. Open Water Swimming Programming

- Open Water Camp: October 27-28, 2018(Scheduled)
- 8 Swimmers are invited.
- National Open Water Coach Mark Perry will be in attendance
- Swimmers by invitation only

D. Para Swimming Programming

- Para OSA Programming: October 1st, 2018 to June 25th, 2019(ongoing)
- Para Outlier Camp: Nov 9-10th, 2018 at TPASC(Scheduled)
- Para swimmers by invitation

E. Swim Ontario Regional Programming

- Regional camp planning and approval process is ongoing with a number of Regions currently engaging Swim Ontario staff to finalize details of their camp plans for the early part of this season.
- Staff has and will continue to be in touch with the Regional Directors to confirm remaining budgets for the 2018-19 fiscal.
- All camp plans will be sent to new Regional Programs Coordinator for approval.
- Swim Ontario staff will coordinate the first Regional Meeting in early November and will be in touch with each Region prior to that Conference Call to firm up the schedule for these meetings.

F. Officials & Officials' Development

- An Evaluator training session was held by SOOC on September 22nd, 2018 during the S.O. Conference.
- A travel subsidy was available to those who attended
- National (Swimming Canada) OCRC Officials' Symposium: Oct 27-28th, 2018 in Toronto. Four SOOC members will attend the symposium to represent Ontario concerns.
- Registered Officials: 1997 including 136 below level 1.
- Swimming Canada has updated all of its on-line clinics based on recent PSO feedback
- Swimming Canada IT enhancements to both the RTR (Registration) site as well as the Education site have caused some service delays and SNAFUs for our membership and registrants.

F. 2018 Summer Provincial Championship Meets – Financial Summary

2018- Summer Provincial Champs – Financial Summary			
Meet	Revenue	Expense	Profit (loss)
June Festival Champs	\$ 62,464.61	-\$ 39,511.21	\$ 22,953.40
AA Prov. Champs	\$ 50,400.01	-\$ 31,676.37	\$ 18,723.64
Summer Prov. Champs	\$ 62,387.51	-\$ 40,943.24	\$ 21,444.27

G. 2018-2019 Provincial Competition Hosts - Update

- **Ontario Festival Champs (Winter) 2019:**
Host: Mississauga Aquatic Club (MSSAC)
Location: Etobicoke Olympium
 - Hosting MOU signed
 - Tech package ready for December delivery to Meet Mgmnt
- **Ontario Swimming Champs (Spring) 2019:**
Host: Etobicoke Swimming (ESWIM)
Location: Etobicoke Olympium
 - Hosting MOU pending
 - Tech package ready for December delivery to Meet Mgmnt
- **Ontario Youth-Junior Champs (Spring) 2019:**
Host: Richmond Hill Aquatic Club (RHAC)
Location: Markham Pan Am
 - Hosting MOU pending
 - Tech package ready for December delivery to Meet Mgmnt
- **Swim Ontario Masters' Provincial Championships (Spring) 2019:**
Host: EOMAC
Location: Etobicoke Olympium
 - Hosting MOU signed
 - Tech package in development
- **Ontario Festival Champs (Summer) 2019:**
Host: Markham Aquatic Club (MAC)
Location: Markham Pan Am
 - Hosting MOU signed
 - Tech package ready for late 2018 delivery
- **Ontario Swimming Champs (Summer) 2019:**
Host: Whitby Dolphins (WD)
Location: Toronto Pan Am Sports Centre
 - Hosting MOU in discussion - pending
 - Tech package ready for late 2018 delivery
- **Ontario Swimming Champs (Summer) 2019:**
Host: Brantford Aquatic Club (BRANT)
Location: Wayne Gretzky Sportsplex
 - Hosting MOU pending
 - Facility agreement pending
 - Tech package ready for late 2018 delivery

H. Swim Ontario Conference

We are still waiting for a few expenses to be submitted. We should be able to produce a project report in November.

I. Coaching Professional Development

- 15 NCCP courses are underway
- Coach Compliance is always an ongoing challenge and delicate balance of implementation, enforcement, communication, and patience.
- We currently have 12 registered coaches who have not yet met their PD requirements for a January 2019 deadline. Reminders and suggestions for PD opportunities have been sent directly to them.
- Swimming Canada has launched a new Education site that is currently providing a number of technical challenges. As we communicate daily with the developers and SC staff, things are slowly improving. The new enhancements and the lack of consistent functionality are very frustrating for both staff and registrants, alike.

J. Masters' Swimming

- We are planning a Masters' Swim Clinic for Sunday Dec 16th, 2018, pending confirmation with the Masters' Swimming Committee.

K. Competition Sanctioning

- Clubs are anxious for their meets to be approved and sanctioned for the season, however there are some hurdles slowing down the process:
 - ✓ Dive Start Surveys: Staff have are working diligently with the clubs to get these completed.
 - ✓ Sanction Payment: A lot of declined credit card issues
 - ✓ Coach Registration – Coaches slow to complete the process to be in compliance (VSC, CSCTA, etc.).
- There are 223 meets at various stages of approval in the system so far for the season.
- It is relatively common to have some issues with clubs applying for sanction early in the season and not being ready to move forward.
- We have **70** of 93 pools approved for competition across Ontario.

V. Local Organizing Committee**A. 2018 OJI**

- OJI: Dec 14-16th 2018
- Countries sending at least One (1) Athlete: Japan, UK, New Zealand and Switzerland
- Attendance confirmations have been received from clubs in Alberta and Quebec club as well as Provincial Teams.
- We are currently waiting on FINA competition approval (to be eligible for World Jr. Records)

B. 2019 Canadian Swimming (World/Pan Am) Trials

- We have a signed LOU with Swimming Canada
- Swim Ontario will receive a hosting grant in the 2019 fiscal
- Trials Date: April 3-7, 2019

- Nicole Parent (SO staff) has been appointed the National Meet Director for by Swimming Canada, for the 2019 Trials.
 - ✓ This is a prestigious honour for S.O. and a testament to her hard work and dedication to past S.C. events as the LOC Meet Manager.

VI. 2019 Coaches Conference Ideas

The Swim Ontario Coaches Committee met to discuss ideas surrounding future Swim Ontario Coaches Conferences. Their proposal centers around hosting a highly attractive age group focused learning opportunity that also contributes to collaboration among Ontario coaches while leveraging both local and extra-Ontario talent to provide an exceptional experience.

A. Dates

- Proposal for **September 12-15, 2019** – seems to be “clear” from other conf. dates.
- SOCC is proposing a Thursday through Sunday event schedule.

B. Reach

- Goal is to Reach 300 Ontario Coaches & 150 Administrators @ \$300.00 registration

C. Proposed Locations (prefer outside GTA)

- Hunstville (Deerhurst or similar)
- Muskoka (Marriott on Lake Rosseau)
- Collingwood (Blue Mountain)
- Niagara Falls (Wine Country)
- Prince Edward County (Wine Country)

D. Format

- Include a menu of one or two FUN social activities for registrants – (separate cost from Conf. Registration?)
- Schedule “networking time” between talks
- Sunday key-note Speaker either before/after the AGM

E. Administrators

- Learning sessions are offered in a similar fashion to the coaches’ conference sessions
- Possible topics such as:
 - ✓ Managing a Club (roles and responsibilities)
 - ✓ Multi-year plans and planning for success,
 - ✓ Small and Large club dynamics and sustainability,
 - ✓ Coach-centric club models vs board-centric models

F. Proposed Guest Speaker Options

- Kevin Thorburn – “World Class Age Group Swim Program”
- Pam Swander – U of SC Assistant Coach (former head coach 2 years S.C. Swim Club Mt Pleasant. 6 years 2010-2016 Regional manager Swim Mac Carolina) “What you really need to focus on to create the club you want”
- Kendra Papple – “Long Term Program Strategy for Boys aged 8-18”
- Dean Henze – “True North Strong and Free” (through age group and injury to Jr Pan Pacific Champs and Jr Olympic Games)
- Fred Arzaga – CREST “Small Club with Long Term Success”
- Steve Hauler – American Swim Coaches Association
 - ✓ One of the Finest Age Group Swim Coaches on the Planet.

G. Expense Budget

- SOCC is proposing an expense budget of \$55,000 to \$75,000

VII. Communication:

- Our *MailChimp* email lists have been reset for the new season and we are currently updating them as registration data comes through.
- The average stats from last year were:
 - ✓ Delivery rate – 98% success
 - ✓ Open rate – 61% (not-for-profit industry average is 19%)
 - ✓ The open rates tend to be much higher (72%) when doing specifically targeted mailings (coaches, officials, etc.)

Appendix A – Proposed Operational Committees of the Executive Director

Sport Management Committee (7) – Over-arching Technical Committee

- Chief Technical Officer or Designate (Chair)
- SOOC designate (Daryl Martin – FINA)
- PCC designate
- SOAGCC Chair or Designate
- Policy and Planning Designate (BoD)
- Coach Member at Large
- SO Staff member (Operational/Financial issues)

Performance Coaches' Committee (up to 9) – New Expanded Proposal

- Chief Technical Officer (Chair)
- HPC-Ontario Head Coach or Designate
- OSA Head Coach or Designate
- Coach of Record of Highest Performing Male Swimmer: FINA World Rank
- Coach of Record Highest Performing Female Swimmer: FINA World Rank
- Coach of Record Highest Performing Junior Swimmer: FINA World Rank
- Coach of Record Highest Performing Para Swimmer: WPS World Rank
- Up to 2 Coaches not already captured above with Olympic Swimmers in top 50 WR

SO Age Group Coaches' Committee (9) – Formerly SOCC – New Proposal

- Elected/Appointed Coaches (Chair – Chela Breckon)
- Elected/Appointed member at Large (1)
- 6 Regional Coaches
- Chief Technical Officer or Designate

Swim Ontario Officials' Committee (5-11)

- Regional Officials Representatives (ROR) are often invited to attend meetings in an advisory role.
- The SOOC also has a sub-committee for Education/Development which is composed of SOOC and RORs which provide recommendations to the SOOC.
- As outlined in the current ToR, any Swim Ontario Board member or other Swim Ontario Committee member(s) may be invited to meetings at the discretion of the Chairs.

The SOOC conducts meetings as follows:

- SOOC members
- SOOC-ROR members
- SOOC-ED members

<p><u>Current SOOC members</u></p> <p>Trevor Cowan Hytek & HSV Expert (Chair)</p> <p>Nicole Parent – (Co-Chair) Staff – Portfolio (SC Meet Director/Mgr)</p> <p>Paul Corkum (FINA) & OCRC</p> <p>Daryle Martin (FINA) & OCRC Education workgroup</p> <p>Rob Filion (FINA)</p>	<p><u>RORs</u></p> <p>YY Wong</p> <p>Charles Montpetit</p> <p>Mary Jane Smith</p> <p>Connie Zwarich</p> <p>Jim Cumming</p>
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Local Organizing Committee (7+)

- ED Designated Chair (SO Staff) – Christy is Chair
- Up to five (5) Expert Level 5 officials (FINA, IT, Meet Management, etc.)
- The Officials and Competitions Development Services Coordinator (SO Staff)
- Other Volunteers as needed (Hospitality, Doping, Awards/Protocol, Admissions, etc.)

Awards/Selection Committee (3)

- ED Designated Chair (SO Staff) Christy is Chair
- SMC member
- Designated Regional Director

Masters Swimming Committee (7)

- Bud Seawright (Chair)
- Lindsay Taylor (Staff Liaison)
- 5 Masters Swimmers “Members at Large” (ED appointed)

New Club Application Review Panel (4)

- Rick Hannah – Officiating/Plan Evaluation Expert (Chair)
- Brian Ward – Policy/Bylaw review expert
- Christy Yaremczuk - Coaching / Ops Planning review expert (Need a different ED appointment)
- Bud Seawright (TBC?)
- BoD members need to be available (unencumbered) for any appeals

Appendix B – 2017-18 Operational Committees of the Executive Director

<p><u>Sport Management</u> Paul Legault – Chair Kevin Thorburn Byron MacDonald Chela Breckon (SOCC Chair) Daryl Martin (SOOC Committee appointee) Vicki Keith Don Burton Darin Muma Christy Yaremczuk</p>	<p><u>Swim Ontario Coaches Committee Elected at 2018 AGM</u> Chela Breckon (Chair) Don Burton Brian Lyndsay (2018-19) Stu McLean (2017-18)</p> <p><u>Regional Coach Reps</u> Central: Steve Downs & Olivier Renaud Eastern: Heather Page-Fairly Huronian: Vacant in 17-18 Morgan Kierstead (2018-19) North Eastern: Dean Henze North Western: Stu McLean (2017-18) Casey Leslie (2018-19) Western: Liz Moskal</p>
<p><u>Swim Ontario Officials' Committee</u> Trevor Cowan (Co-Chair) Nicole Parent (Co-Chair) Daryl Martin Paul Corkum Rob Filion</p> <p><u>Regional Officials' Reps</u> Central: Y.Y. Wong Eastern: Charles Montpetit Huronian: Mary-Jane Smith North Eastern: Connie Zwarich North Western: Jim Cumming Western: Vacant</p>	<p><u>Awards Committee</u> Christ Yaremczuk (Chair) Nicole Parent Chela Breckon Joni Maerten-Sanders</p>
<p><u>Regional Directors' Committee</u> Christy Yaremczuk (Chair) Central: Louise Bull-Barton Eastern: Rachelle Campbell Huronian: Trevor Cowan (2018) North Eastern: Dan Taylor North Western: Janet Hyslop Western: Joni Maerten-Sanders</p>	<p><u>Local Organizing Committee (OJI / SC Meets)</u> Darin Muma (Chair) Christy Yaremczuk (Chair in 2018-19) Nicole Parent (Meet Manager) Paul Corkum Daryl Martin Rob Filion Trevor Cowan Rick Hannah</p>
<p><u>New Club Application Review Panel</u> Rick Hannah (Chair) Bud Seawright Darin Muma Brian Ward</p>	