

**BOARD OF DIRECTORS
MEETING # 8 (2017-2018)
April 27, 2018
In Person Meeting**

H. Dwinnell – **Recording Secretary**

Present:

D. Thompson
C. Atkinson
T. Barker
M. Brown
D. Leckie
P. Legault
B. Seawright

Staff:

J. Vadeika
H. Dwinnell

Guests:

R. Ades
K. Osborne
A. Richie

ITEM	ACTION
<p>8-2018:01.1 CALL TO ORDER D. Thompson called the meeting to order at 6:52 pm. D. Thompson welcomed everyone to the meeting.</p>	
<p>8-2018:02.1 MASTERS SWIMMING It was agreed to move Masters Swimming agenda item prior to approval of agenda. D. Thompson welcomed and introduced Masters committee members Ralph Ades (President of MSC), Katie Osborne and Andie Richie to the meeting and thanked them for their hard work in this transition year. D. Thompson distributed a report prior to the meeting and provided a summary of various items from the report with the Board. Discussion occurred.</p>	
<p>8-2018:02.2 MOTION: B. Seawright/M. Brown For the 2018/2019 season that the new Swim Ontario Masters Club (SOMC) application cost for both MSO recognized clubs and New Masters Clubs be waived for all new applications within the deadline of March 31st 2019 and that these clubs will not have to wait until the Swim Ontario New Club review committee meetings in April for approval.</p>	CARRIED
<p>8-2018:02.3 MOTION: B. Seawright/M. Brown For the 2018/2019 season the club fee for Swim Ontario Masters Clubs will change to \$5.00 a swimmer with a \$45.00 minimum to a maximum of \$400.00. Age group clubs with Masters programs will stay the same.</p>	CARRIED
<p>8-2018:02.4 MOTION: D. Thompson For the 2018/19 season the one year grace period requirement NCCP Level 1 Coaching Certification for masters clubs be extended.</p>	DEFERRED

- 8-2018:02.5 **MOTION:** B. Seawright/D. Leckie
For the 2018/19 season the SOMC Club Coaching fee of \$100.00 will be waived for all “MASTERS ONLY clubs”.
CARRIED
- 8-2018:02.6 **MOTION:** D. Leckie/B. Seawright
For the 2018/19 season the Master’s program will continue to draw upon the \$50,000 Masters reserve that was established in the 2018-19 budget year and draw on this fund to develop a marketing/activation budget of \$15,000 to enhance the growth of the SO Master’s program in Ontario.
CARRIED
- 8-2018:03.1 **APPROVAL OF AGENDA**
MOTION: P. Legault
To approve the agenda as distributed.
CARRIED
- 8-2018:04.1 **APPROVAL OF MARCH 13, 2018 BOARD MINUTES**
MOTION: P. Legault/M. Brown
To approve the March 13, 2018 Board of Director minutes.
CARRIED
- 8-2018:04.2 **MOTION:** P. Legault/T. Barker
To approve the April 18, 2018 Electronic Vote minutes.
CARRIED
- 8-2018:05.1 **BOARD REPORTS**
President’s Report
D. Thompson thanked everyone for attending the weekend meeting and stressed the importance of the meeting. He reported that there is now an “Action List” of all tasks to be completed and would be updated after each meeting and distributed to the Board.
- 8-2018:05.2 **Board Administration**
Nothing to report.
- 8-2018:05.3 **Program Policy Committee**
M. Brown reported the following:
- Board Orientation package was distributed to the Board and would be reviewed after the Governance workshop.
 - Update on the meeting regarding the AGM Motion – Voting Privileges receiving clarification from the movers on the desired outcome.
 - A follow up meeting is scheduled for May 15th, following that meeting a recommendation will be sent to Finance for vetting.
 - New SC Facility rules update – J. Vadeika will provide the applicable committees with staff input
 - Ministry requirement of more detailed procedures for Doping and Social Media. J. Vadeika is researching further and D. Thompson

- 8-2018:05.4 **Finance and Audit Committee**
B. Seawright presented the following motions:
- Finance Committee approved a motion to exceed “Provincial Conference” expense budget for period ending March 31, 2018. A motion by the Board not required in accordance with the Financial Controls Procedure.
- 8-2018:05.4a **MOTION:** M. Brown/P. Legault
The Finance Committee recommends to the Board to approve exceeding budget expense line item “Meet Materials” for the period ending March 31, 2018.
- CARRIED**
- 8-2018:05.4b **MOTION:** P. Legault/T. Barker
The Finance Committee recommends to the Board to approve the unbudgeted expense line item of “Performance Events” for the period ending March 31, 2018.
- CARRIED**
- The Finance Committee with authorization from Swimming Canada approved a motion to accrue the remaining balance of “SNC-Academy Centre Grant IST” budgeted expense line item for the period ending March 31, 2018.
- 8-2018:05.4c **MOTION:** P. Legault/M. Brown
The Finance Committee recommends to the Board to approve exceeding the budget expense line item “Nevada Expenses” for the period ending March 31, 2018.
- CARRIED**
- The Finance Committee approved the draft unaudited March 31, 2018 Financial Statements.
- 8-2018:05.4d **MOTION:** P. Legault/T. Barker
To approve in principle the 2018-19 Swim Ontario Budget. The final draft budget to be presented to Board at next meeting.
- CARRIED**
- 8-2018:05.5 **Nominations Committee**
The Nominations Committee Terms of Reference will be presented after the Governance Workshop on Saturday April 28, 2018.
- 8-2018:05.6 **Move Us Forward Project**
R. Mercier will be conducting the Governance Workshop and providing a Move Us Forward Project update.

J. Vadeika

Executive Director Report

J. Vadeika distributed a written report prior to the meeting and was available for questions.

- Ontario Health Act – Public Pools regulation amendments, J. Vadeika is in contact with Ministry of Health & Long Term Care for clarification
- New Club applications – confirmation that the 2 rejected applications were notified of reasons and informed they may re-apply next year. B Seawright is on the committee and confirmed that applicants were informed
- RTR enhancement – J. Vadeika confirmed hardware upgrades were being done this weekend and review would be done at the ED Council meetings May 7 – 9th.

8-2018:05.8

Executive Session with Staff

Not required.

8-2018:05.9

Executive Session Board Only

This session will follow the Governance Workshop and Move Us Forward Update on Saturday April 28, 2018.

8-2018:06.1

NEW BUSINESS

Health Regulation Public Pools regulations amendments – reported and discussed in ED report.

8-2018:07.1

NEXT MEETING

Tuesday June 5, 2018 (tentative)

8-2018:08.1

MOTION: P. Legault
To adjourn the meeting.

8-2018:08.2

The meeting adjourned at 8:51pm.

ED Report to the BOD – April 27, 2018

Operations Notes

1. AGM -

- i. The Swimming Ontario AGM is tentatively booked for September 21-23, 2018 however we recently received notification that they won't have hotel room space available. We will review this with the hotel in the coming week and trouble shoot this item.

2. Finance

- i. March financials in draft and distributed – pending auditors adjustments
- ii. Finance Committee will provide recommendations or approvals as needed
- iii. We have yet to finalize a template for comparative financials however we did provide a comparative tool for the development of the budget and year end draft financials
- iv. Operational surplus is projected based on increased revenue through unbudgeted/unexpected restricted grant and under expensed in several areas. Finance committee will provide review and recommendations.
- v. Draft Budget has been created and distributed pending Finance committee deliberations and recommendations to the BOD.

3. Human Resources

- i. Staff Professional Development – Staff training is being implemented

4. Swim-a-thon -

- i. Clubs have begun registering for 2018 Swim-a-thon
- ii. There were 52 clubs participating last year
- iii. Have received 3 invoices from Raising Spirits for website set up

5. Registration

Please see report and stats info. Note that history of registration chart and a comparison table & charts of registration March 2017 to March 2018 provided. Registration is Sept 1 to Aug 31 annually.

6. Ministry of Tourism culture and sport Updates/Impacts

- i. Compliance requirements of recognized sports (Swim Ontario) for sport policy update with P&P committee. As noted previously, we are considered compliant however they have requested some additional clarification from our current procedures to create separate policies on the following; Anti-doping – DRAFT submitted; Screening – DRAFT submitted; and Social Media. DRAFTS of the first two policies have been submitted to the for consideration of the committee.
- ii. The impact of the upcoming election is certainly at the centre of the Ministries activity and we will eventually know more in the coming 4-6 months.
- iii. In addition as previously reported “Rowan’s Law” became law (Concussions) and while there are minimal impacts at the moment we will be in contact and consultation with our MTCS regarding the direction of the law and the recommendations that have been provided by the Ministerial committee. I will be participating in a ministry webinar on April 30th to find out more about the Ministry direction. I do believe that pending the direction of the MTCS there could be significant impact on both Swim Ontario and our community.
- iv. Further, we recently have received two inquiries from clubs regarding the interpretation of the Ontario Health Act and some recent wording/conditions changes and how it may impact our Swim Ontario community. We have asked for clarification from our Ministry as well as the Ministry of Health responsible for the act.

7. Masters Status Update

- i. 32 Masters clubs are affiliated – 24 integrated and 8 Masters only
- ii. Independent Masters Swimmer category approved – operational challenges with category registration and deadline for masters championship competition
- iii. Final competition package has been published and sanctioned and swim meet is the weekend of May 4,5,6.
- iv. Created pdf fillable form for registration of SO-M swimmers (ongoing).
- v. Heather is managing registration to date

Masters Provincials meet package - completed and sanctioned with Google Online form for registration.

- Registration procedure
 - o Swimmer completes online form
 - o Entries document sent to swimmer and SO
 - o SO checks swimmer registration
 - o Once properly registered, they are contacted with fees and payment options
 - o Lindsay is entering the information into Hy-Tek once registration confirmed
 - o Swimmers check their status at <https://docs.google.com/spreadsheets/d/13HCdzL6oyoVZcAWwbxEqi-fpsMPuZonMzvMprXuaEPY/edit?usp=sharing>
- 202 confirmed registered swimmers for the competition

8. Club Affiliation Status

- i. ROCS Swimming – significant change (new owners) was approved with requirement to submit proof of dissolution of old entity by November 1 – proof has not been received yet.
- ii. the Kingston Y Penguins Aquatic club (KYPAC) request for a change from their recognized name to “Kingston Y Penguins Swimming” and call letters “KYPAC” to “KYPS”, representing the term “Kingston Y Penguins Swimming” has been approved for September 2018.
- iii. We received 2 club (Age Group) applications in March which were reviewed by the New Club Panel. They determined that the applications were non-compliant and insufficient and were rejected.
- iv. Amendments to the Club Application deadline and fee for Masters only clubs for March 2018 has been passed by the BOD and will be communicated publicly.

9. Office Lease Negotiations Update

- i. We and CBRE West representatives reviewed the Artis proposal. The review led to an agreement to sign back to Artis with new terms and rates.
- ii. Our representatives received approval from all three sports to distribute our offer to the landlord. We are waiting for an update.
- iii. The proposed new terms and rates were summarized and distributed to the chair of Finance.
- iv. The current DRAFT budget accounts for the proposal but does not account for a final agreement.

10. Swimming Canada Updates

- **Facility Infrastructure Impacts - Working Group** – Facilities Rules (FR) Implementation for September 2018
 - SC implemented a FR working group in response to concerns raised by the ED council of the impacts on PSO P&P, and facility infrastructure use in both competition and training.
 - Swimming Canada will be releasing communication, FAQ, and final Facilities Rules documents to be in effect for September 1st 2018. – Late April.
 - While significant negative impacts have been minimized, some negative impacts will be applied that will strain some of the club competition and provincial competition hosting environment.
 - Staff will be reviewing the impact of compliance requirements with respect to our annual club affiliation, certificate of insurance issuing, pool depth certificate and sanctioning procedures and identify any pertinent areas that the P&P committee would need to be aware of.
- **SC Registration P&P document**
 - Swimming Canada has submitted a DRAFT version of the SC Registration P&P document to all of the PSOs. Staff and I are reviewing it for additional feedback. Once it is closer to a final product and we know potential impacts, I will inform the committee of any items of relevance or impact to our Bylaws, P&P. The EDs are meeting in Ottawa May 7-9 with Swimming Canada for extensive review.

11. RTR enhancement

- Many enhancements submitted since the launch. Some nominal progress with requests submitted.
- Officials RTR enhancement testing underway with “Mass Officials Addition” and “Clinic and On-Deck evaluation” updates as well as Deck Log option for officials to complete.
- The SOOC chair and the ED convened a meeting with Swimming Canada to review ongoing concerns with the RTR site and its IT infrastructure. SC acknowledged that some challenges are becoming more prevalent and that they are going to have to research, examine and determine what priorities can be actioned based on organizational resources, staff, time, and financial capacity.
- We received the following memo on April 24, which we will inform our community.

Dear Provincial Executive Directors and Provincial Registrars,

Swimming Canada recognizes that the responsiveness and processing time of the Registration, Tracking and Results system (RTR) is an issue and that this is a source of frustration and inconvenience for users. Improving the system responsiveness is a priority for Swimming Canada.

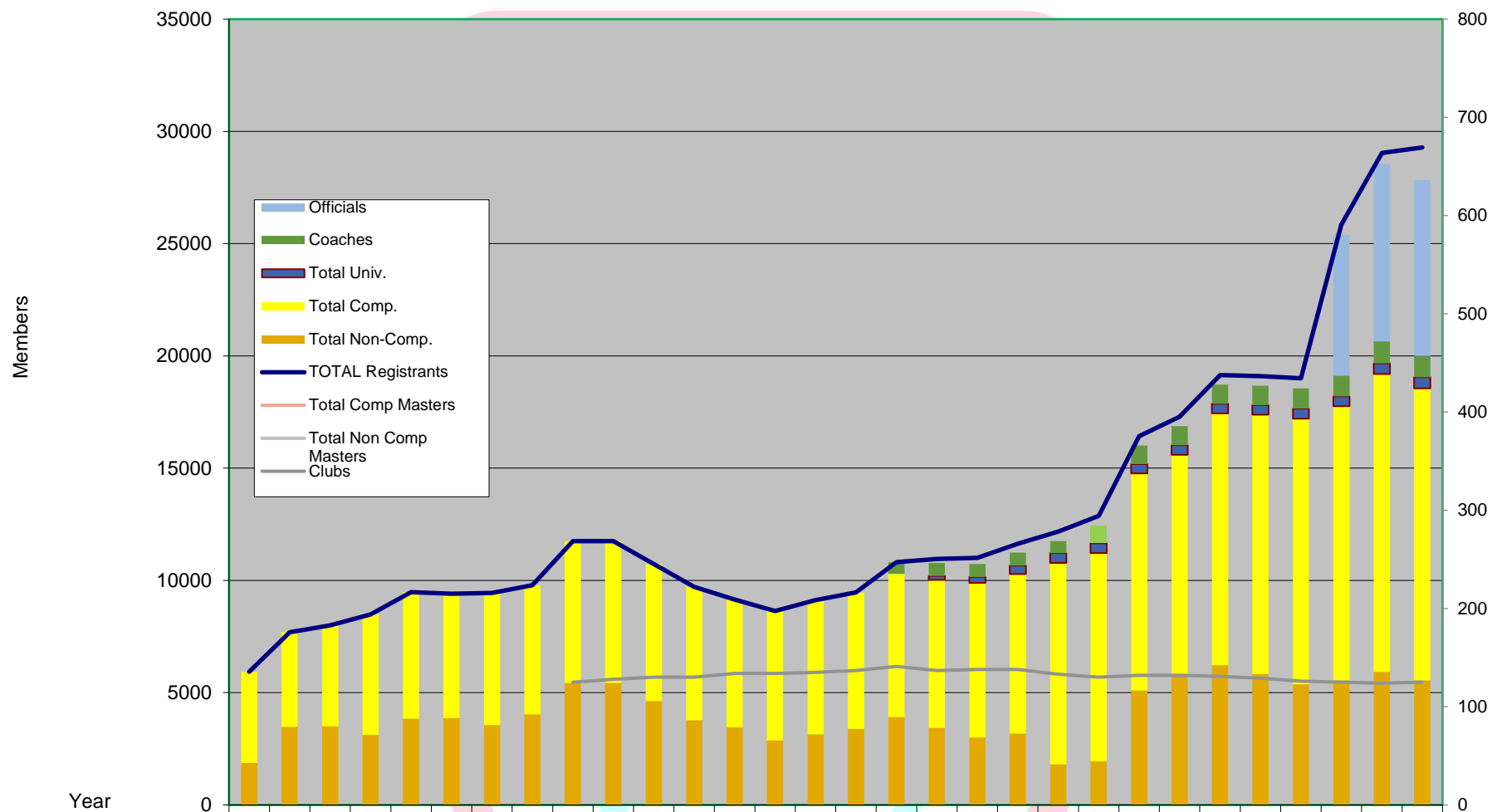
In partnership with our service provider, we have created a plan that we anticipate will address this issue. In the short term our plan is to complete an upgrade to the server (both hardware and software) that hosts the RTR. This will allow for more capacity and processing power. This migration is scheduled to occur from April 28th 10 p.m. ET to April 29th 6 a.m. ET. Please note that during this migration period, the RTR may be unavailable to users. We will post a message on the RTR homepage to alert users of the shutdown.

Following the server upgrade, Swimming Canada will be actively monitoring the RTR and report back to the provincial sections with a status update.

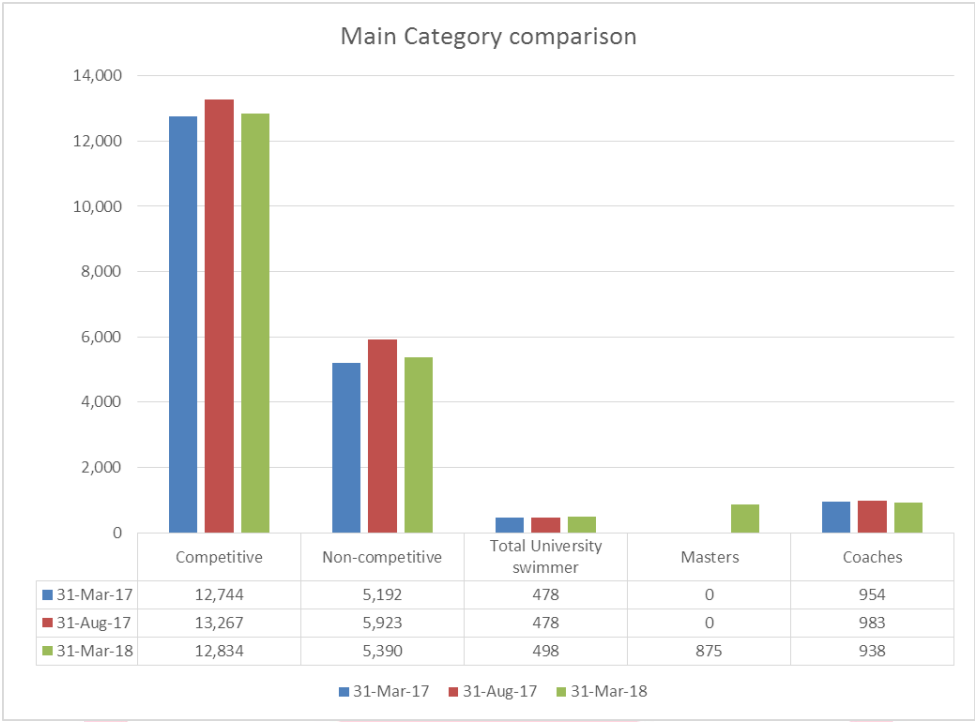
Details on the subsequent steps in our plan will be discussed at the upcoming ED Council Meeting

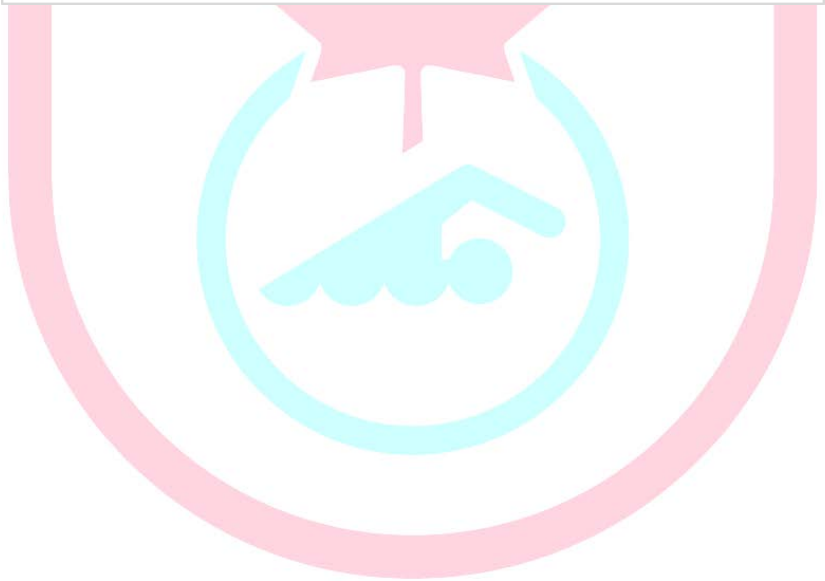
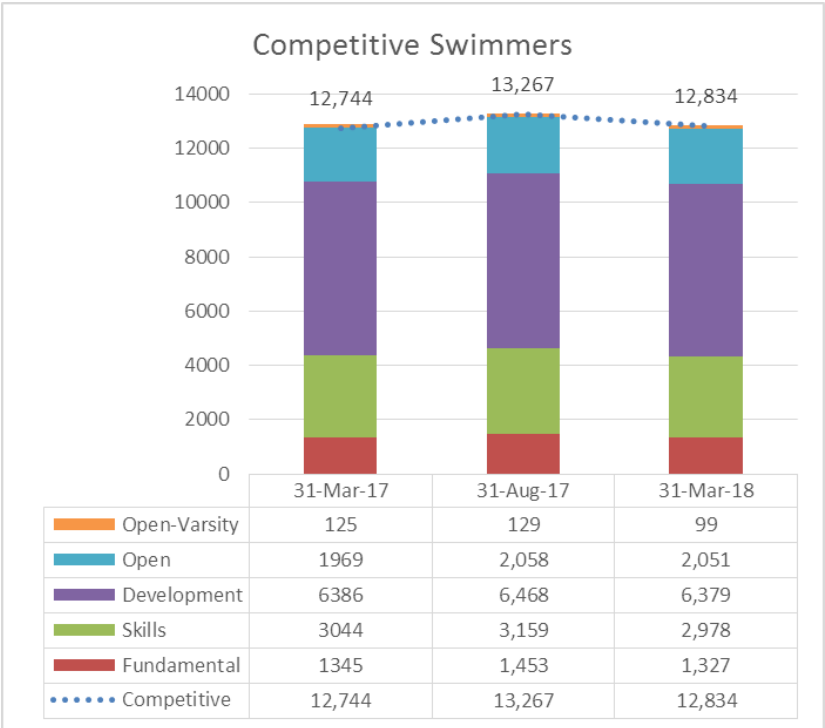
Thank you,

Swim Ontario Registration 1989 - 2018

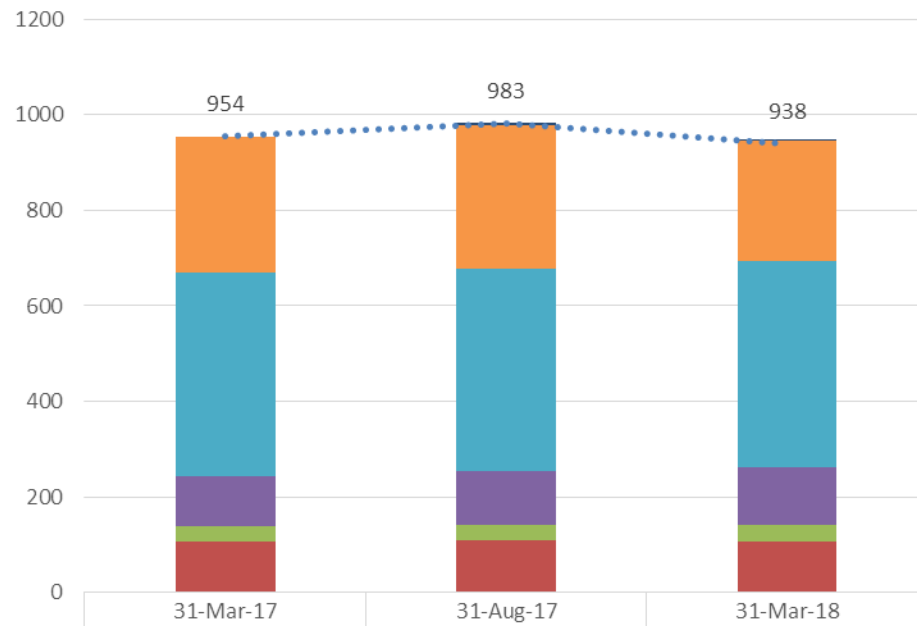
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Registration Comparison Statistics				
Type - Category	31-Mar-17	31-Aug-17	31-Mar-18	31-Aug-18
Competitive	12,744	13,267	12,834	
Fundamental	1345	1,453	1,327	
Skills	3044	3,159	2,978	
Development	6386	6,468	6,379	
Open	1969	2,058	2,051	
Open-Varsity	125	129	99	
Non-competitive	5,192	5,923	5,390	
Non-competitive	5,192	5,525	5,390	
Non-competitive Summer	0	398	0	
Total University swimmer	478	478	498	
Masters	0	0	875	
Competitive-MSC	0	0	643	
Non-competitive	0	0	232	
Coaches	954	983	938	
A-1 Head Coach (SNC meets)	108	110	108	
A-2 Head Coach (Prov meets)	32	31	33	
B - Assistant Coach (SNC meets)	103	113	121	
C - AG Assistant Coach (Prov meets)	426	423	432	
D - Non-competitive	285	302	252	
E - Associate	0	4	1	
Clubs & Teams	136	136	169	
Age Group Clubs	124	124	125	
University Teams	12	12	12	
Masters Clubs	0	0	32	





Coaches



E - Associate	0	4	1
D - Non-competitive	285	302	252
C - AG Assistant Coach (Prov meets)	426	423	432
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A-2 Head Coach (Prov meets)	32	31	33
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