



**BOARD OF DIRECTORS
MEETING # 10 (2017-2018)
June 5, 2018
Conference Call**

H. Dwinnell – **Recording Secretary**

Present:

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

Staff:

J. Vadeika
H. Dwinnell

Absent:

M. Brown

ITEM	ACTION
10-2018:01.1 CALL TO ORDER D. Thompson called the meeting to order at 12:05 pm. D. Thompson welcomed everyone to the meeting.	
10-2018:02.1 APPROVAL OF AGENDA MOTION: B. Seawright/P. Legault To approve the agenda as distributed.	
10-2018:03.1 APPROVAL OF APRIL 27, 2018 BOARD MINUTES MOTION: P. Legault/B. Seawright To approve the April 27, 2018 Board of Director minutes.	
D. Thompson requested an update on the deferred motion from April 27 meeting regarding Masters Coach certification. J. Vadeika provided a summary from the SNC meeting and stated that he would keep the Board updated as information is received from Swimming Canada. The most recent draft SC Registration Policy document is under review by PSO's and final feedback will be received by June 11. We expect the final version soon after. The present draft recognizes Masters coaches as registering as a D category with a minimum level of training with a master's module.	
10-2018:03.2 APPROVAL OF JUNE 1, 2018 ELECTRONIC VOTE MOTION: C. Atkinson/B. Seawright To approve the June 1, 2018 Electronic Vote minutes.	
10-2018:03.3 REVIEW ACTIONS ARISING ELEMENTS	

1. File Sharing – D. Thompson and J. Vadeika will discuss and if contacts are required C. Atkinson can provide input
2. VSC Research – D. Thompson would like a committee of M. Brown, P. Legault, J. Vadeika be formed to continue research. He suggested a meeting with COA, Chuck Walker with Sterling Backcheck and Boy Scouts of Canada. J. Vadeika reported that he had provided Policy and Procedure Committee with information from the SNC meetings regarding Safe Sporting Environment and that a SC Working Group was formed to work on a nationalized screening procedure to be presented to PSOs by October 2018 for September 2019 implementation.
3. Items 3 – 6 are complete and can be removed from the chart
4. D. Thompson and J. Vadeika will work on Dashboard
5. Other items to be presented within reports.

BOARD REPORTS

10-2018:04.1

President's Report

D. Thompson gave a brief summary of the status of the Move Us Forward Project and Masters Swimming. He will also have a report under New Business.

10-2018:04.2

Board Administration

Nothing to report.

10-2018:04.3

Policy and Procedure Committee

M. Brown distributed his report to the Board prior to the meeting. T. Barker summarized the meeting with C. Carroll and O. Macel regarding an AGM Motion, where 2 options were agreed upon for presentation to the Board (has been vetted by Finance Committee). It was noted that affiliation fees had not been increased since 2003 and clarification was made that Masters Affiliation fees would not change. T. Barker will provide a draft communication to the BOD for distribution to the membership.

T. Barker

MOTION: P. Legault/T. Barker

To approve Option #2 – Club Affiliation fees for 2018-19 be calculated on Competitive Swimmers Only with an increase of \$1.00 per swimmer (from \$5.00 to \$6.00) with a maximum of \$1,500.00 per club (from maximum of \$1,000.00).

CARRIED

C. Atkinson registered a possible conflict because she is from club who presented the motion.

M. Brown will be requested to send out motions to the Board regarding Anti-

M. Brown

doping and Screening procedures for an electronic vote.

10-2018:04.4 **Finance and Audit Committee**

B. Seawright confirmed Board was sent a copy of the updated budget, and that requested new line items had been added. B. Seawright answered questions from the Board. D. Thompson requested that in future a Budget be available prior to new fiscal April each year. Timelines for preparation should be adjusted by Finance Committee to reach this goal.

MOTION: P. Legault/B. Seawright
To approve the 2018/19 budget as presented.

CARRIED

10-2018:04.5 **Nominations Committee**

The Nominations Committee Terms of Reference was circulated. P. Legault asked for consideration of change of deadline date to August 1st since interviews would not be necessary. The date will be changed to August 1 and then the list would be distributed to the Board by August 15. P. Legault requested that the 4 Board members whose terms are expiring to email him with their intentions for running again.

10-2018:04.6 **Executive Director Report – As submitted and verbal**

J. Vadeika will work with Financial Chair to move up the timeline of budget development in the future. He reported the following:

1. Audit has begun and we can anticipate a draft audit for the Finance committee by July.
2. Office lease - on-going negotiations are not finalized. We have gone through the process of RFP and counter offer for our current space and RFP requests from other properties. JV continues to keep the finance chair up to date with this. Optimistic that will come to agreement with current location but it will be at increased cost. Other RFP sites would also incur both increased rent costs as well as capital investment in renovations. The net strategy is to work towards remaining in the current space.
3. SNC meetings – Safe Sporting Environment – SC is working on the development of their Safe Sporting Environment which includes asking PSO's to consider signing on internally to the Responsible coaching movement protocols, Respect in sport, respect in the workplace modules as well as researching proposing a national complaint dispute and resolution process. More information will follow.
4. Conference/AGM – planning occurred March – May with committee feedback. The draft schedule is historically delivered at the Provincials, but understands from the SO president that coaches at the Round table discussion have asked that the draft be made available earlier and will endeavor to have it earlier in the future. The program topics will target coaches who coach athletes 11 – 16 years of age; Administration topics to include Compliance with new Facility rules and guidelines, Employment law, Inclusion and Diversity education. More information/clarity on managing fluid genders is

J. Vadeika
Seawright

required from SNC.

Officials – program TBD – committee is developing

D. Thompson suggested Swim Ontario consider delivering a very targeted Coaching Conference aimed at age group coaches focused on 11 to 16 year olds potentially every two years and consider how that would interface with Swimming Canada and CSCTA.

10-2018:05.1

OTHER BUSINESS

Move Us Forward Project

D. Thompson reported that 14 coaches attended the Round Table Meeting with very good conversation. S. Norris to provide technical recommendations by June 25th and R. Mercier has 2 more Round Table meetings one to review what we have been learned and one to develop recommendations and a call to T. Cowan to determine if a Round Table meeting with Officials is to be scheduled. R. Mercier will complete final report in first week of July and suggested an In person Board meeting be scheduled for Friday July 13th. D. Thompson will confirm these dates with R. Mercier. Survey results will be part of the final report and Board will then prepare membership communication.

10-2018:05.2

Conference and AGM Plans

Reported on in ED Report.

10-2018:05.3

SNC Code of Ethics – how are far into clubs do we need to go with clubs.

C. Atkinson initiated a discussion regarding providing club education for best practices, keeping pace with legislation requirements, human rights, risk management and to provide tools for clubs to ensure they are operating legally, efficiently and effectively. The Board agreed that club education and resources are important. The Policy and Procedure Committee will be tasked to provide input to develop a plan to implement and feedback on what resources and education are required.

10-2018:05.4

Conflict of interest

D. Thompson reported to the Board that he had been hired as CEO of Myrtha Pools Canada a company that sells competitive pools to municipalities. The Board discussed if there was a conflict of interest and determined there was no immediate concern but should a reason arise D. Thompson would recuse himself from discussion. D. Thompson will monitor the situation and decide at a later date how best to deal with this situation.

10-2018:06.1

EXECUTIVE SESSION WITH STAFF REMAINING

The president requested an update on the ED's vacation planning, professional development executive coach proposal, and employment agreement. A plan and proposal was distributed.

10-2018:7.1

EXECUTIVE SESSION BOARD ONLY

The Board went into camera at 1:40 pm.

- 10:2018:08.1 **NEXT MEETING**
In Person – Friday July 13, 2018.
- 10:2018:09.1 **ADJOURNMENT**
MOTION: B. Seawright
To adjourn the meeting.
- 10:2018:09.2 The meeting adjourned 2pm.

ED Report to the BOD – June 5, 2018

Operations Notes

1. Finance Commentary

2017-18 Financials

The unaudited 2017-18 financials have been reviewed and accepted by the Finance Committee.

They reflect a year end revenue of \$2.17 million (2.2% or \$47,000 more revenue than budgeted). The primary result for this increase was an unexpected restricted grant for para targeted projects.

Swim Ontario was below budgeted expenses by approximately 5.9% or \$125,000. The core areas of under expenditures were reported to Finance Committee at the committee meetings on February 27, March 21 and April 27. The main under expensed areas were:

- Regional budget allocations
- Officials Development Project
- Coaching Committee Projects

The auditor will prepare final audited statements post audit. The audit begins June 4, 2018, with in office work until June 6 and out of office for about another week. It usually takes 4 -6 weeks to receive the audited final statement.

Audit fees, depreciation and accruals for Swimming Canada Academy grant IST will be recorded by the auditor and will then give us approximately a year ending surplus of \$140,000.

2018-19 Budget

Budget Planning for the fiscal year 2018-19 began in January/February with commencement of OHPSI grant review. Staff co-ordinated the first steps of budget planning with operation committee feedback for changes, adjustments and modernization to programming. Staff developed a first draft of the budget which was reviewed in person with Chair of Finance Committee prior to the April Board of Directors meeting.

A subsequent budget review had the Finance committee review in detail all line items. Finance Committee identified that some additional revenue and expense line items needed to be created for the purpose of clarification of competition delivery and financial impact to the organization. Swim Ontario is well positioned to manage any particular pressures that may occur and the Finance Committee meets monthly to address any pressures. Core areas discussed for the 18/19 budget was addressing the regional project expenses, Masters projects, officials projects and coaches projects allocations to ensure those funds would be accessed in the future. While the committee is satisfied that the renewal of the office lease, AA and OJI competition deliveries and provincial conference weekend projects are on track, they are identified as possible pressures in the next fiscal. In summary, Finance and Audit Committee are committed to monitoring the finances and have provided a motion to support the 2018/19 budget as presented and projecting a deficit of \$50,650.00.

2. Registration

Please see report and stats info.

Central Region Competitive – 6,129; non-competitive – 2,367

Eastern Region Competitive – 1,707; non-competitive – 1010

Huronian Region Competitive – 1030; non-competitive – 480

Northeast Region Competitive – 728; non-competitive – 165

Northwest Region Competitive – 324; non-competitive – 237

Western Region Competitive – 3,030; non-competitive – 1,255

3. 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 Masters Club Application deadline and Affiliation fees for Masters only clubs has been passed by the BOD and will be communicated publicly.
- v. The DUCKS Swimming Club Inc., has requested a change for the recognized name to “Aurora Ducks Swimming Club Inc.”. This request is being reviewed.

4. AGM & Conference -

- 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 have negotiated hotel space at the hotel immediately beside the Marriott.
- ii. Historically we are on track with the preliminary planning of the coaching portion of the conference and typically plan on advertising at provincial championships at the end of June.
- iii. A draft is supplied but is not for public distribution at this time. See attached.

5. Office Lease Negotiations Update

- i. We and CBRE West representatives have reviewed several Artis proposals. The review has led to several sign backs 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.

6. Swimming Canada Updates

- o **Facility Infrastructure Impacts - Working Group** – Facilities Rules (FR) Implementation for September 2018
 - 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.

- **SC Safe Sporting Environment**

- SC is continuing to develop its policies in this area and recently presented to the ED council that they would like PSO's to consider adopting or signing on to the Responsible Coaching Movement and Safe Sporting Environment training modules for internal PSO activities for September 2018. This would include PSO BOD members, staff and applicable technical staff and contractors. The P&P committee will review and provide feedback on this topic at another meeting.

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