

Guelph Synchronized Swim Club Executive Meeting
6:30pm – 9:00pm Tuesday August 20th, 2019

Present

Kelli, Mairghread, Beth, Bethany, Karen, Jill, Amanda, Katharine

Regrets

Conni

Minutes

1. Welcome

- Discussion on adopting WhatsApp as a means of communication
- ACTION: Kelli will invite everyone to the group

2. Executive Administration

- Omnibus Resolution Sign Off
 - ACTION: directors from previous year to sign this.
 - ACTION: Kelli to scan electronic copy
 - ACTION: Kelli to deliver to Jill once signed by everyone
- Bylaws Sign Off
 - ACTION: Bethany and Kelli to sign
 - ACTION: Kelli to scan and post on the website
 - ACTION: Kelli to give hard copy to Jill to put in our minute book
- Confidentiality/Conflict of Interest
 - ACTION: Moved to next meeting
- Police Checks
 - Reminder that all Directors and Coaches over the age of 18 have to complete a vulnerable sector police check
 - These can be done online
 - ACTION: Kelli to print off letter for those who require Police Checks
- Form 1 Notice of Change to be done
 - ACTION: Beth to provide Jill with the Director's/Officer's names and addresses
 - ACTION: Jill to complete and file the Form

3. Finance Update

- Account Update
 - TD bank updated (\$900 in lottery account; \$2,400 in chequing)
 - RBC not fully updated (\$10,352 in chequing)
 - Amanda will complete the 2018-19 Financial Statements and Tax returns by September 1st
 - Some concerns over inventory. We do not fully know what we have in stock

- ACTION: Kelli to provide an inventory list to Amanda
- There are some accounts that have not been closed (people still owing from previous years)
 - Motion by Mairghread write off the bad debt
 - Seconded by Karen
 - Motion passed
- ACTION: Kelli and Mairghread to facilitate moving Amanda onto financial accounts and as a signing officer
- ACTION: Amanda to look into a new bank manager to better suit the needs of the club
- Further discussion on how payments are going to work need to be done
 - E-transfers
 - Automatic debits



4. Registration Update

- There is now an online google form!
- We need to convince people to register online now
 - This will be a push at the Try Synchro and Assessment Days

5. Coaching Update

- Competitive
 - 10U Adele
 - 11-12 Tonya & Katherine
 - 13-15 Katherine
- Novice
 - 8U Erin or Mari
 - 10U Tonya
 - 11-12 Erin
- Recreation
 - Kirsten (Thursday Little Mermaids)
 - Mari (Mermaids II)
 - Allison (Novice Masters and Ninjas/Little Mermaids on Saturdays)
 - Cora TBD
- Extra Routine (Thursdays)
 - Adele
 - Katherine
 - Someone Else?
- ACTION: Kelli to look into when the Assistant AquaGO course will be offered
- ACTION: we will continue to cover costs for coaches to take courses with the commitment that they coach for us

- Coach Renumeration

[REDACTED]

- Motion to accept these payments by Beth
- Second by Mairghread
- Motion passed
- ACTION: Kelli to draft the contracts in preparation for coaches meeting

6. Annual Training Plan

- Katharine explained how the training plan was designed and what it entails
- ACTION: Katharine to put together a word document outlining the training plan that describes the monthly activities.
- Choreography dates will be confirmed this week
- Club Recognition Plan developed
 - ACTION: Executive to hand this out to swimmers at the GGSC Day

7. GSSC Day Plan

- Proposed that we bring in Athletix Academy to do conditioning, training, nutrition, mental health, control, etc.
 - Cost estimated at \$350
 - Motion by Beth to hire Athletix for 3 hours
 - Second by Karen
 - Motion passed
- Adjust the pool time from 2 hours to 1 hour
- ACTION: Kelli to request the change in pool time
- Concussion training over the break
- Team builders
 - ACTION: Bethany to send document to Katharine
 - ACTION: Bethany, Karen and Katharine to plan the activities
- Discussion to use \$100 Longo's gift cards to purchase healthy snacks for the day
 - Motion by Bethany
 - Second by Karen
 - Motion Passed
- ACTION: Bethany and Karen to work with Katharine to organize logistics

8. Fundraising Plan

- Decided to forego pasta dinner as we have other events happening over the season
- ACTION: Amanda, Kelli, Mairghread to find volunteers for Guelph Storm 50/50 draw

- Discussion on how volunteering and fundraising credits will work with the Competition this year
 - Tabled to a later date as the executive did not have a clear understanding of how this will work
- There are some fundraising dates that correspond with competitions
 - ACTION: to have the fundraising team review the dates and distribution once all the competition, extra practices and planned events are released
- We need to develop a means of tracking volunteer hours better and holding members accountable
 - Last season almost all volunteer credits were accounted for, but not recorded fully

9. Sponsorship Package

- Conni has updated the package
- ACTION: Kelli will send it out shortly to the executive
- Instead of a jacket sponsor we will have an apparel sponsor to give us more choice over what we have sponsored
- We will develop a 30-45 second video thanking sponsors so they can post it on social media
- ACTION: Conni to develop the plaques for sponsors
- ACTION: We will print a banner with all the swimmers and the sponsor logos for the season as a way to recognize swimmers

10. Clothing Update

- Looking to have a sponsored T-shirt to give to every swimmer
- Designing a look without sponsorship logos for out of town meets
- ACTION: Jill to order in sizing kits for the spacing suits, can we use one sizing kit and order a different suit?
- If we order suits from team aquatics we get 25% off through our Team account
- ACTION: Jill to order in sample caps, goggles, nose plugs, parkas, backpacks and mesh bags for us to see

11. Trillium Meet

- The Delta Hotel has been confirmed for our banquet venue
- Menu has been drafted and within budget
- Swimmer swag bags and have local and provincial businesses contribute items
- Further planning to come