



## EXECUTIVE MEETING MINUTES

Thursday April 19<sup>th</sup>, 2018 7:30PM Location: Kim McDonald-Wilkes Residence

**Present:** Kim McDonald-Wilkes, Nicole Dobson, Joanne Caravan, Joe Grimes, Mark Griffin, Wendy Power and Shannon Pike (via Facetime)

**Absent:** Lynette Powell

**Meeting Commences:** President Kim McDonald-Wilkes opened the meeting at 7:36PM

**Business Arising:** There was no business arising from the previous minutes

**Approval of Minutes:** March 27<sup>th</sup>, 2018 Meeting The minutes were circulated via email prior to the meeting and reviewed again during the meeting. Joanne Motioned to adopt the minutes as they were presented and Mark Seconded. Motion Carried: 7-0

**Approval of Agenda:** The agenda was approved with the following additions under **New Business;**

Team Clothing

Pool Schedule and Maintenance

Correspondence to Membership moving forward

Year End Awards from 2017 Season

### Updates

#### **Fundraising Committee**

- Town Grant Application/Community Living Grant Application
  - The town grant was submitted to Keith Antle via email from Kim McDonald-Wilkes. Kim is working on Community Living Grant and this should be finalized and submitted prior to next executive meeting.
- Plan/Timeline
  - The fundraising committee are in process of meeting again. They will lay out the complete fundraising plan for the 2018 season and report back to the executive during the next meeting.

#### **Administration**

- 2<sup>nd</sup> Meeting Update with CL Mitchell
  - The position of Head Coach (Attached) was officially offered to CL Mitchell. She respectfully declined the offer via email on April 12<sup>th</sup>, 2018
- Social Media Policy
  - The Social Media Policy was drafted and shared via email prior to the meeting and was reviewed during the meeting. Mark made a motion to accept the Governing Policy regarding Social Media and Email (as attached), Nicole Seconded. Motion Carried: 7-0
- Swim NL AGM
  - Kim reached out to Karen Lily (President, Summer Swim Club Exec) regarding the date for the AGM. The AGM typically is held in May each year, via teleconference. No date has yet been set. Kim will follow up



again. One (1) representative from each summer club is invited to attend the AGM. Which ever board member is available to attend once the date has been set will be present via teleconference. The dates for the Summer Swim meets are typically announced and set during the AGM as well.

## Financials

- Bank Accounts
  - Joe reported that as of Jan 2018 the balance is \$4867.16, this account will not be closed out and the full remaining balance be transferred to the new GFW Gators Account.
  - Recycling Account Current Balance \$545.00
- Reports
  - Joanne passed in \$184.05 Cash and \$455.00 Checks from the Recycling Drive held last month. Nikki also submitted a check for \$200.00 (during March's exec meeting) to Joe for deposit.
  - Recycling Drive: Mark motioned to close existing Recycling account as of April 19<sup>th</sup>, 2018 and to open a new account under our team name. Joanne Seconded. Motion Carried: 7-0

## Registration

- Venue/Date/Time
  - Joe to follow up with IBEX Fuels regarding venue availability for Registration Night. Registration will open to current members on May 22<sup>nd</sup>, 2018 Tuesday and close on May 25<sup>th</sup>, 2018 Friday. The registration can be submitted via email to [gfwgatorsswim@gmail.com](mailto:gfwgatorsswim@gmail.com) and the in person registration will take place on Tuesday May 22<sup>nd</sup>, 2018 pending venue availability or May 23<sup>rd</sup>, 2018 back up date from 5-8PM.
  - Registration will be done as follows (tentative);
    - Table 1: Registration Forms/Code of Conduct/Video Media Release Form [Lead Shannon]
    - Table 2: General Table for individuals to complete paperwork
    - Table 3: Must have Clothing: Cap, T-Shirt, Bag [Lead TBD]
    - Table 4: Fundraising / any additional team information [Lead Joanne]
    - Table 5: Optional Clothing [Lead Heather?]
    - Table 6: Submit Payment for registration/clothing [Lead Joe]
  - Items to have prepared for Registration:
    - Registration Form / Code of Conduct / Photo Media Release / Newsletter with all up to date information / How to care for Swimsuit/Jammers Tip Sheet / Fundraising Information / Must Have clothing (w/samples) / Optional Clothing (w/samples if available) / fundraising information for season

**New Business: Team Clothing:** Lynette reached out to Heather Griffon who expressed interest in helping with Team Clothing. Heather would like to be involved this season regarding Team



Clothing. Follow up with Heather regarding her striking a small committee to assist with Team Clothing.

**Pool Schedule/Maintenance Schedule:** Kim has reached out to YMCA and all pool times as per the 2017 Season are on hold for the 2018 Season. Maintenance schedule has not yet been determined by YMCA. Kim will follow up again soon to confirm.

**Year End Awards from 2017 Season:** Kim will follow up with CL Mitchell to obtain the awards that have not yet been distributed from the 2017 season.

**Communication to Membership:** All communication will be send via email from the [gfwgatorsswim@gmail.com](mailto:gfwgatorsswim@gmail.com) email. Once the 2018 Season coaching staff has been determined then the coaching staff will have access to a separate coaches' email and executive will continue using the gators email.

*\*Mark Griffin self declared a conflict of interest regarding Coaching Staff and removed himself from the meeting\**

*\*Wendy Power self declared a conflict of interest regarding the Team Manager position and removed herself from the meeting for that portion of the discussion\**

### **Coaching Staff:**

The executive discussed the coaching staff for the upcoming 2018 season. Kim motioned to appoint Wendy Power to the position of Team Manager for the 2018 season. Joanne Seconded. Motion Carried: 5-0

--Wendy returned to the meeting and removed herself from the Vice President position. Kim motioned that the Vice President position be left vacant for the remainder of the 2018 season and will become available again during the next AGM. Nicole Seconded Motion Carries: 6-0

Kim Motioned to allow Wendy Power, now as Team Manager, which as per the constitution is a executive member to remain as one (1) of three (3) signing officers on the GFW Gators account for the 2018 season. Shannon Seconded. Motion Carried: 5-0

Kim Motioned to offer the position of Head Coach to Jerry Smith. Nicole Seconded Motion Carried: 6-0. Kim/Lynette will follow up with Jerry Smith regarding the official offer.

Kim Motioned to create a position of Assistant Head Coach, this position will have the same job description as Head Coach only this position can be filled by someone who is of post secondary age or above. This position would be the "on deck" coach for the 2018 season. The official job description will be circulated via email following the executive meeting. This position once circulated and approved by the executive will be shared with the membership and general public and a hiring committee of the Head Coach/Team Manager and One Board Member will then interview the candidates accordingly.

Once the Head Coach and Assistant Head Coach Position are filled, the positions of Associate Coaches will be shared with the membership and general public. The Head Coach. Assistant Coach and Team Manager will then determine the number needed (based on registered swimmers) and select accordingly.

**Next Meeting: TBD**

**Adjournment: 10:10pm**