



January 12, 2018 Meeting; Start time 7:34PM

Attendance

Mark Griffin
Shannon Pike
Joanne Caravan
Nicole Dobson
Joe Grimes
Kim McDonald-Wilkes
Lynette Powell
Wendy Power

Approval of Minutes

-Move to Adapt by Mark Griffin; seconded by Nicole Dobson; passed

Approval of Agenda

No additions

Mark Griffin moving, Nicole Dobson second

Action Items from Minutes

-Login for Swim Canada Registration; Awaiting on Coralee for login information

-Business Number; In good standing; Next filing at end of January will reflect updated board

Action: Mark needs address for team for Not for Profit paperwork

76543 is our business number

-Deferred Action: From other meeting Send Constitution to Board

-Deferred Action: email policy

-Joe Grimes has opened up bank account at Scotiabank

-Deferred Action: P.O. Box to be set up and Wendy and Kim to go to bank to complete set up of account

Action: Need to get login for hitek and find out what upgrade will cost and how to be used to full capacity (eg printing swim cards, etc)

Swim 101;

Action (Kim): Find out when next Making Ethical Decisions NCCP

Course is being held in Gander - Coralee has not expensed for course yet

Administration

-Photo/video release form approved; To be signed at registration

-Code of Conduct; Everyone involved in team signs it; athletes, coaches, volunteers, parents

-Consider Placing Code of Conduct in YMCA on bulletin board

Action: Kim; Drugs and alcohol line combine into one point

- Policy on Process of what we do with positive police check on code of conduct;
Action : Mark will look at code of conduct and bring back to next meeting

Financials

- One Outstanding Invoice left for awards from last season; Invoice to Alteen's
- Money needs to be transferred between accounts
- Recycling Money; Account called GFW Gators; need to get the money out of account
Action: Ask Coralee to go to recycling to get money from account. At present, her name is the only one on account; we do not have the PIN number. Kim will email her.

- Need to complete a budget for next season; Will not know about student grants until May
-February 1, 2018 at 7:30 Budget Meeting only

Action: Kim to discuss with SwimNL re coaching ratios and numbers for pool swims

- Grants: CSJ (Feb 2 deadline post secondary eligible) 35 hours per week for 6 weeks
Others are not out yet

Discussion around Team Manager versus Head Coach

Below are points discussed. These will be formatted into job descriptions for Head Coach and Team Manager

- Presented ASA (American Swim Association) Swim Manager Position
- Team manager should be involved in other roles/? fundraising
From Compiled document from executive;
- Assist coaches if needed in various capacities
- Registering swimmers for competitions as per request of head coach
- Deal with the YMCA with regards to rental and scheduling
- Scheduling of training sessions in conjunction with head coach
- Team Manager is not a coaching role. It is an administrative role
- Other related duties consistent with this job description as requested by executive

Head Coach

- Head coach is responsible for sport development. This may include but is not limited to developing practice plans, assigning swimmers to strokes and relay teams, day to day coaching, delegating coaching duties to assistant coaches as appropriate.
- Communication and coordination around practices
- Will report to executive as requested
- Will adhere to all SwimNL guidelines
- Other related duties consistent with this job description as requested by executive

Meeting Adjourned 9:30. Next meeting Feb 1, 2018 at 7:30

