



November 17, 2017

Start time 7:32

#### Attendance

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

#### Approval of Agenda with additions

-Moved to adopt by Mark Griffin, seconded by Nicole Dobson; passed

#### Approval of Minutes

-No previous minutes to approve. This is the first meeting of this seasons executive.

### **Administration**

#### **1. Updates**

##### Swim101

- Coralee Mitchell has completed Phase 1 of Swim 101 course
- Evaluation can be completed by a parent/local individual with knowledge of swimming
- Consider approaching Jerry Smith or Robin Fowler to consider the evaluation piece
- She needs to complete Making Ethical Decisions an NCCP course before she can proceed
- expenses to be paid for Swim101 course by club \$350.00 plus travel and accomodations

#### **2. Roles and Responsibilities**

-*Vice-President*; As defined in constitution; inclusion of vulnerable sector check recording

-*Registrar*; Timelines; software, computer; insurances

Kim has been in touch with Corina Hartley, Executive Director of SwimNL; we have link to Hyteck meet manager currently

Action: (Kim); Login's for Hyteck and clarify with SwimNL how we use this software

-*Treasurer*; Defined at present

-*Secretary*; Defined at Present

*Members at Large*; Year end banquet, fundraising, social media, Potential to start a fundraising committee; We are trying to get an answer as to whether we can fundraise while not in swim season. Summer clubs can not start training but fundraising is not specified.

### **3. Constitution**

Final copy available on Dropbox

Action: Mark; to look up business number and to look at the Not for Profit incorporation that has been filed and update as appropriate to the constitution

Action: Lynette and Kim; Send constitution first to committee and then it will be posted on website with link to our facebook page

### **4. Communications**

-Email set up as [gfwgatorsswim@gmail.com](mailto:gfwgatorsswim@gmail.com); Lynette and Kim have access at present. Access to Email accounts to be given to Wendy as well

-Set up a second email account for coaching [?gfwgatorscoach@gmail.com](mailto:gfwgatorscoach@gmail.com) to be set up. Action: Lynette Set up a policy around use of the email accounts to be presented at the next meeting

### **5. Team Manager/ Head Coach/ Associate Coach Positions**

-When to appoint team manager? Have meeting to determine position description/roles and responsibilities prior to appointing.

-Head Coach position to be paid position

-Application process for head coach and associate coaches; selection committee to be appointed for the hiring of positions

-prior "helpers" will be called associate coaches

-Team manager role, Head Coach Role, and associate coach roles need to be further defined

Action: Each Individual Executive member to compile ideas and send to Gators email.

Action: Priority is need to define roles clearly up front before appointments occur.

### **6. Policies and Procedures**

-Photo/Video release Form with amendment to add "I agree" or "I do not agree"

-Code of Conduct Policy; Standard policies; Action: To be reviewed for next meeting

-Volunteer Screening Policy; Action: To be reviewed for next meeting.

## **Financials**

-President, VP, Treasurer to be signing officers and any two signatures will be required to sign checks

Motion: Mark Griffin Seconded by Lynette Powell; Passed with no discussion

-Action: Joe Open new account to start this season at Treasurers discretion;

-Action: Kim rent a P.O Box at post office

-For registry will use the YMCA address as the home address for registration only

-No outstanding invoices or payments currently

-Need to get Recycling money; Will transfer all money to Account when new account set up

-Set up Per Diem for volunteers; will follow Provincial Government rates Motion Mark, seconded by Joanne and passed

-This will be paid to Sport Lead/Team Manager and Head Coach for Each Swim Meet

## **Grants**

-Three Grants for summer staff

-CSJ for December (federal grant)

-SWASP; Post secondary (tuition voucher)

-Level 1,11,11 (highschool)

-35 hours (fundraising, paper work, dry land training, weekend tournaments)

**Meeting Adjourned** 9:37pm

Next Meeting: Early January