

**Petawawa Predators Swim Club**  
**Executive Meeting**  
**Date 5 Feb 2024**  
**(Virtual meeting via MS Teams)**

Attendance: Jesse Knockleby – President  
Sarah Voisin – Co-VP (Admin) / Treasurer  
Odessa Sicord – Co-VP (Operations) / Marketing Representative  
Victoria Kloos – Registrar  
Natasha Collins – Communications Coordinator  
Julianna Vitsentzatos – Swim Meet Manager / Officials Coordinator  
Dave Fetterly – Secretary  
Debra Merrick – Fundraising Coordinator  
Jasmine Teahen – Volunteer Coordinator  
Chela Breckon – Head Coach

Regrets: Lisa McCann – Equipment Manager

Item	Discussion	Action
I	Meeting called to order at 2000hrs via MS Teams.	Info
II	<p><u>Previous Business (Action Items from January):</u></p> <p><b>Action Item</b> – Jesse Knockleby to follow up with Mitsubishi regarding potential sponsorship and Sarah Voisin to confirm CNL has been sent an invoice for \$250 for administrative sponsorship purposes. ✖  Note: Ongoing.</p> <p><b>Action Item</b> – Julianna Vitsentzatos to confirm info package was sent to all clubs interested in attending Cabin Fever.  Note: Complete.</p>	<p>Jesse Knockleby  Sarah Voisin</p> <p>Julianna  Vitsentzatos</p>
III	<p><u>Opening Remarks:</u></p> <p>a. Jesse Knockleby welcomed all Executive members and initiated the meeting by outlining the night’s agenda, key topics were described as follows:</p> <ul style="list-style-type: none"> <li>• Annual Budget for executive approval/vote;</li> <li>• Volunteer Program Invoices; and</li> <li>• Planning for the May the 4<sup>th</sup> Swim Meet.</li> </ul>	Info
IV	<p><u>Coaching Update:</u></p> <p>a. Chela Breckon reviewed results from Regionals, stated Swimmers had achieved personal bests, the Club had overall great results and thanked parents for their support and helping to make the event a success.</p> <p>b. Cabin Fever Entry List and Instructions email is out. Families are</p>	<p>Info</p> <p>Info</p>



	<p>unanimously passed.</p> <p>j. <b>Action Item</b> – Chela Breckon to develop an Activation Clinic description and forward to Natasha Collins for membership distribution.</p> <p>k. <b>Action Item</b> – Odessa Sicord to develop healthy Snack idea and info Session regarding healthy eating. Odessa Sicord or Sarah Voisin to secure the Wooden Gym and Classroom (or alternative venue) from 1100-1330 on 24 Feb 2024</p>	<p>Chela Breckon Natasha Collins</p> <p>Odessa Sicord Sarah Voisin</p>
V	<p><u>Financial Update:</u></p> <p>a. Sarah Voisin reviewed the Annual Budget and described nuances line by line (attached) to the executive. She also explained that NPF had reduced the number of GL accounts and that these accounts had been condensed into 4 Revenue line items, and 5 Expenditure line items.</p> <p>b. Based upon this rough estimate, once all revenues are collected and expenses paid, we should have approximately \$12,000 remaining in account at the end of the season. Club is in a good financial position.</p> <p>c. Funding required for Provincials commencing post-June 2024 has not been included in this budget. The Budget for fundraising has been made from a conservative standpoint, so it easily could be increased to cover these costs if required.</p> <p>d. Julianna Vitsentzatos initiated a <u>motion</u> to approve the attached budget with the amended/added Coaching Retainer Fee. The motion was <u>seconded</u> by Natasha Collins and unanimously passed.</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p><u>Vote</u></p>
VI	<p><u>Invoices for Volunteers:</u></p> <p>a. Executive reviewed the Family Volunteer Point Spreadsheet, highlighting the families that had not accumulated the points agreed upon in the initial contact (signed at the beginning of the the 1<sup>st</sup> Session) and who had elected not to sign up for the 2<sup>nd</sup> Session. The option whether to invoice the families was debated. Consensus was that current difficulties in getting families to volunteer to support Swim Meets and other Club initiatives would be exacerbated if families were aware that there weren't repercussions for not meeting volunteer point targets.</p> <p>b. Sarah Voisin initiated a <u>motion</u> to invoice families for the prorated amounts detailed in the attached spreadsheet. The motion was <u>seconded</u> by Julianna Vitsentzatos and unanimously passed.</p>	<p>Info</p> <p><u>Vote</u></p>

	<p>c. <b>Action Item</b> – Sarah Voisin to work with PSP to ensure families are invoiced and to send out a reminder to the membership regarding volunteer points requirements.</p>	Sarah Voisin
VII	<p><u>Meet Planning - May the 4th:</u></p> <p>a. Coach Chela confirmed the Clubs interested in attending the May the 4<sup>th</sup> Meet as follows: Perth (25-30 Swimmers), Arnprior (43 Swimmers), Capital Wave (30-35 Swimmers) and Carleton Place (10-20 Swimmers). The event is intended to be a closed invitational and the aforementioned Clubs invited and with ROCs as a backup invitee.</p> <p>b. The Meet is intended to be highly developmental with 2 Sessions. Option discussed was Session 1 featuring; 400 IM, 200 Fly, 200 IM, 100 IM, 200 Freestyle and a 400 Freestyle. Session 2 will feature; 25m and 50m races offered in all strokes, along with a Medley Relay. Event details will need to be discussed and confirmed with Coaches and Meet Referee.</p> <p>c. The event is scheduled for May 4<sup>th</sup>. Running the Meet similar to the Deep Rvier Blackfly Meet was discussed. The two Sessions could be separated by approximately a 2 hours break where a skills competition will be incorporated featuring as 25m Timed Kick (w/ board) and a streamline glide. A BBQ / prepared food and an outdoor beach mixer with trophies /ribbons for all events was discussed. Due to volunteer requirements, the organizers will focus on a skills competition for this meet only.</p> <p>d. Odessa Sicord noted Perth has already indicated interest in helping with Officiating to ensure their Club gains some requisite Officiating experience to signify readiness to run their own events. There should therefore be additional volunteers available if we decide to run a canteen for this event. A budget and program for the meet will be discussed at next Monthly meeting.</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p>
VIII	<p><u>Other Business / Routine Updates:</u></p> <p>a. Fundraising Coord – Swimathon is set for 23 March and planning is ongoing. Debra Merrick will be working with families for the donation of items for a May the 4<sup>th</sup> ‘Silent Auction’ in support of the May the 4th Swim Meet.</p> <p>b. <b>Action Item</b> – Debra Merrick to liaise with Lisa McCann to develop a Swimathon budget estimate for review at the next Executive Meeting.</p> <p>c. Communications Coordinator – Emails have been quiet since the</p>	<p>Info</p> <p>Debra Merrick</p> <p>Info</p>

	close of second Session registration.	
	d. Co-VP Operations/Marketing – We will start marketing Swimathon immediately following Cabin Fever. We recently had two parents cancel that had previously volunteered to assist with children marshalling for Cabin Fever and are seeking replacements for those two positions.	Info
	e. Registrar – Noted she’s still in the process of trying to obtain completed registration packages from the 7 new families.	Info
	f. Co-VP (Admin) / Treasurer – Stated she will be preparing the Sanctioning Package for the May the 4 <sup>th</sup> Meet.	Info
	g. Head Coach – Eastern Regionals will also be held on 23 March. As a result, Chela Breckon will not be in attendance for Swimathon. Accommodations in the form of an additional date will be made for Swimmers interested in participating that won’t be in the area for 23 March. There is a Level 2 coach moving into the area and she has shown interested in coaching.	Info
IX	a. <u>Next Meeting</u> : Will be scheduled for 4 March at 2000 hrs.	
X	<u>Adjournment</u> : Meeting adjourned by PSPC President, Jesse Knockleby at 2110 hrs.	Info



Jesse Knockleby  
Club President  
Date: 21 Feb 2024



Dave Fetterly  
Club Secretary  
Date: 21 Feb 2024

\* No invoice has been issued, CNL sponsorship plan has not transpired.

Mitsubishi sponsorship early discussion no commitment or agreement.

\*\* New coaches will be High Five trained upon the next offered course

\*\*\* Early stages of planning paper work will be submitted next confirmed and agreed in the executive



Bailey Hartnell

Date: Mar 6, 2024

Club Liaison Community Recreation Coordinator

COMMENTS: Confirmed wording "sponsorship" would be in the form of donation per NPP terminology.  
Item II - "invoice" refers to receipt/confirmation of donation to CWL but that hasn't transpired.



Brendan Cunliffe

Date: 6 March 2024

Manager Community Recreation

COMMENTS:

---

Nathan Lane

Date:

Senior Manager PSP

RECOMMENDED/NOT RECOMMENDED

---

LCol R. Balkaran

Date:

DComd 4 CDSG

APPROVED/NOT APPROVED