

**Petawawa Predators Swim Club
Executive Meeting
Date 6 May 2024
(Virtual meeting via MS Teams)**

Attendance: Jesse Knockleby – President
 Sarah Voisin – Co-VP (Admin) / Treasurer
 Odessa Sicord – Co-VP (Operations) / Marketing Representative
 Julianna Vitsentzatos – Officials Coordinator
 Dave Fetterly – Secretary
 Debra Merrick – Fundraising Coordinator
 Lisa McCann – Equipment Manager
 Jasmine Teahen – Volunteer Coordinator
 Roman Nahachewsky – Swim Meet Manager

Regrts: Natasha Collins – Communications Coordinator
 Chela Breckon – Head Coach
 Victoria Kloos – Registrar

Item	Discussion	Action
I	Meeting called to order at 2000hrs via MS Teams.	Info
II	<p><u>Previous Business (Action Items from Apr):</u></p> <p>Action Item – Victoria Kloos to confirm the ability to generate and alter invoices with PSP. Note: Qngoing</p> <p>Action Item – Sarah Voisin to follow up with volunteers to discuss open Executive positions. Note: Ongoing. Several volunteers have confirmed interest in specific vacant positions. Sarah Voisin to capture all and present nominees at the AGM for Executive vote.</p> <p>Action Item – Jesse Knockleby to follow-up with Coach Chela regarding the plan for next year regarding anticipated staff shortages (junior coaches heading off to college/university). Note: Ongoing. A coaching update is on the Agenda and is also a potential AGM topic.</p>	<p>Victoria Kloos</p> <p>Sarah Voisin</p> <p>Jesse Knockleby</p>
III	<p><u>Opening Remarks:</u></p> <p>a. Jesse Knockleby initiated the meeting by introducing Roman Nahachewsky as a volunteer and potential candidate for the Meet Manager position.</p>	Info

	<p>b. Sarah Voisin initiated a <u>motion</u> to vote Roman Nahachewsky in as the new Meet Manager. The motion was <u>seconded</u> by Odessa Sicord and unanimously passed.</p> <p>c. Key Items for discussion were outlined as follows:</p> <ul style="list-style-type: none"> • Reviewing the agenda for the Awards night (10 May) and the AGM (8 June); • Discussing the 24 May Swim Meet in Marham; and • Reviewing potential equipment procurement requests. 	<p><u>Vote</u></p> <p>Info</p>
IV	<p><u>Coaching Update:</u></p> <p>a. Head Coach was not in attendance but provided the following update by email:</p> <ul style="list-style-type: none"> • she intends to bring the Meet Fees for distribution to the Treasurer at the Awards Event; • we have received positive Expressions of Interest for 8 Swimmers for the Markham Meet (24 May); • a Swimmer's family was interested in their athlete attending Markham and are seeking a ride from any family that would be attending the event; and • Head Coach also confirmed the event should be a 'Go' and indicated she'd be making the final changes to entries to ensure all is submitted prior to the entry deadline of 7 May. 	<p>Info</p>
V	<p><u>Financial Update:</u></p> <p>a. Treasurer noted the Club has just received several invoices, but that they were all anticipated. In some cases, there were differences between estimated vs actual Swim Meet expenses. Treasurer noted that these inaccuracies would be minimized if the Coaching staff would provide an updated Swim Meet cost estimate immediately following Expressions of Interest submissions, (once quantity of Swimmers and Coaching staff attending is confirmed).</p> <p>b. At the end of April, we had approximately \$49,000 in the Club account. Once invoices are paid it is estimated there will be roughly \$45,000 remaining at the end of May, (including the approximate \$8,200 revenue from May the 4th fundraising and Meet fees, less \$1,500 in related expenses). Overall, roughly \$6,700 in profit resulted from the May the 4th Swim Meet.</p> <p>c. Financially all is on track. We should have a healthy balance when heading off for the summer break. Although there's an anticipated modest increase in Lifeguard Fees for the upcoming season, it's estimated that Swim Fees for next year should remain relatively unchanged, even though swim sessions may be longer in duration.</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p>

	<p>d. The Markham Meet is estimated to cost the Club approximately \$2,500, though this figure may change as an updated Coaching estimate for the Meet based on the Expression of Interest results is still outstanding.</p> <p>e. Action Item – Jesse Knockleby to reach out to Coach Chela to confirm Markam Meet attendance numbers and obtain an updated Coaching Cost Estimate.</p>	Jesse Knockleby
VI	<p><u>Meet / Event Planning:</u></p> <p>a. Sarah Voisin reviewed the proposed Awards ceremony itinerary with the Executive. Lisa McCann confirmed all award plaques and Swimathon medallions were completed and ready for presentation.</p> <p>b. Action Item – Sarah Voisin to send Coach Chela the Awards Ceremony event itinerary and update the sign-up genius to reflect additional duties.</p> <p>c. We have 4 x Junior Swimmers and 4 x Senior Swimmers that have expressed interest in attending the Markam Swim Meer (Mac Rising Star Event). Planning for that event has commenced.</p> <p>d. Jesse Knockleby presented the draft AGM presentation for Executive review. It was noted that the location for the actual AGM is in the Classroom (within the gym), the AGM will run concurrent to an Open Swim for all club athletes during our regularly scheduled pool time.</p> <p>e. Action Item – Jesse Knockleby / Chela Breckon to confirm all coaches are in attendance to both supervise the Open Swim and participate in the “Pic the Coach” fundraising event.</p> <p>f. Action Item – Sarah Voisin to send out Club By-Law amendment suggestions and draft versions of position descriptions to the Executive for review.</p> <p>g. It was noted that the Club membership may have questions / suggestions that they wanted to raise for discussion at the AGM and perhaps a survey should be sent out to solicit opinions/feedback.</p> <p>h. Action Item – Sarah Voisin to generate Survey Monkey for membership distribution to capture all items individuals would like addressed or discussed at the AGM.</p>	<p>Info</p> <p>Sarah Voisin</p> <p>Info</p> <p>Info</p> <p>Jesse Knockleby / Chela Breckon</p> <p>Sarah Voisin</p> <p>Info</p> <p>Sarah Voisin</p>

	<p>i. Sarah Voisin reviewed the draft 2024-25 Meet schedule with the Executive and noted an anticipated shortage in Officials for the upcoming season due to posting season turnover.</p> <p>j. The volunteer program was discussed and confirming our ability to invoice members for not meeting volunteer requirements; or to invoice up-front and then reimburse members efficiently. The goal of the program is to encourage parent/guardian participation in the club, not to generate revenue.</p> <p>k. Action Item – Jesse Knockleby / Sarah Voisin to confirm specifics regarding the volunteer hours reimbursement program and different options to improve the program.</p>	<p>Info</p> <p>Info</p> <p>Jesse Knockleby /Sarah Voisin</p>
VII	<p><u>Equipment Procurement Requirements:</u></p> <p>a. Lisa McCann noted the previously approved budget of \$500 to purchase Ribbons was insufficient. She briefed the price for the 3,300 Ribbons required to adequately fulfill the seasons requirements is quoted at roughly \$1,450.00 from the current supplier, and that they could be delivered prior to the end of June if actioned promptly.</p> <p>b. Lisa McCann also mentioned that the stock of Swim Caps was completely depleted and noted the price of approximately \$1050.00 for x 100 caps required to start next season.</p> <p>c. Odessa Sicord initiated a <u>motion</u> for \$2,800.00 to fund the purchase of 3,300 Ribbons and 100 caps to start the season off (colour of Caps to be determined at the AGM). The motion was <u>seconded</u> by Roman Nahachewsky and unanimously passed.</p> <p>d. Lisa McCann noted the ability to customize Swim Caps with adding a Swimmers name or nickname at an additional expense, and indicated she intends to put the purchase-option out for returning Swimmer to place an order for customization, intended to ensure interested returning swimmers have customized caps prior to the start of next season. Price is anticipated to be \$10 per cap and an additional \$10 (\$20 total) for customization.</p>	<p>Info</p> <p>Info</p> <p><u>Vote</u></p> <p>Info</p>
VIII	<p><u>Other Business / Routine Updates:</u></p> <p>a. Action Item – Debra Merrick to send out thank you note to volunteer who assisted in modifying Trophies.</p>	<p>Debra Merrick</p>

IX	<u>Next Meeting:</u> Will be scheduled for 3 June at 2000 hrs.	Info
X	<u>Adjournment:</u> Meeting adjourned by PSPC President, Jesse Knockleby at 2122 hrs.	Info



Jesse Knockleby
 Club President
 Date: 22 May 2024



Dave Fetterly
 Club Secretary
 Date: 22 May 2024

COMMENTS:

*No resolution pertaining to volunteer invoices at this time
 Ribbon purchase to take place this week.*



Bailey Hartnell
 Club Liaison Community Recreation Coordinator

Date *May 23, 2024*

COMMENTS: *Item II Action Item #1 - "Alter invoices" referring to charging fee to participant parents who don't fulfill required volunteer responsibilities after fall and spring sessions. PSP facilitating in process to accept funds.*

Item VI e - Fundraising event paperwork outstanding and follow up taking place.



Brendan Cunliffe
 Manager Community Recreation
 RECOMMENDED/NOT RECOMMENDED

Date *27 May 2024*

Nathan Lane
 Senior Manager PSP

Date

LCol R. Balkaran
 DComd 4 CDSG

Date

APPROVED/NOT APPROVED