

**Petawawa Predators Swim Club
Executive Meeting
Date 8 Apr 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 Vitsentzos – Swim Meet Manager / Officials Coordinator
 Dave Fetterly – Secretary
 Debra Merrick – Fundraising Coordinator
 Lisa McCann – Equipment Manager


Regrets: Jasmine Teahen – Volunteer Coordinator
 Chela Breckon – Head Coach


Item	Discussion	Action
I	Meeting called to order at 2000hrs via MS Teams.	Info
II	<p><u>Previous Business (Action Items from Mar):</u></p> <p>Action Item – Chela Breckon to send a list of Skills Competition Category titles, with age ranges to Lisa McCann to facilitate award engraving. Note: Complete</p> <p>Action Item – Lisa McCann to confirm updated Swim Cap pricing, requesting different options for material/colours and provide report for presentation. Note: Ongoing. Awaiting return from Vendor.</p>	<p>Chela Breckon</p> <p>Lisa McCann</p>
III	<p><u>Opening Remarks:</u></p> <p>a. Jesse Knockleby welcomed all Executive members and commenced the meeting by highlighted the Club’s success in the OYO event participated in over the past weekend. He then summarized items to be discussed at the night’s meeting and outstanding requirements as:</p> <ul style="list-style-type: none"> • ROCs Expression of Interest; • May the 4th Meet Planning; • Markham Meet attendance/discussions.; and • Review of calendar and confirmation of key dates. 	Info
IV	<p><u>Coaching Update:</u></p> <p>a. Head Coach was not in attendance, however it was briefed that there have been Fundies ‘A’ members attending Fundies ‘B’</p>	Info

	<p>practices since the start of the second session. With the members attending the wrong sessions, Fundies A has 18 swimmers whereas Fundies B has 24. The additional Swimmers in the second group is depleting Coaching resources. Coaching staff have addressed the issue with the impacted Swim families, requesting them to attend their designated timings and will monitor for compliance going forward.</p>	
V	<p><u>Financial Update:</u></p> <p>a. We currently have \$75,000 in the bank with Coaching invoices pending for both March and Eastern Nationals attendance. We should have approximately \$62,000 remaining at the end of month. Factoring in the Swimathon revenue of \$15,000, this should leave \$35,000 remaining at the end of the year after all planned expenses are paid. A 35k surplus is higher than the average end-year balance.</p> <p>b. We are expecting our Lifeguard rates to go up for next season. If so, we may need to raise fees. The budget submitted, also did not include funding for coaching support to Provincials. If it's decided to fund Provincials, this will affect the bottom line, but the club does have a health ^{healthy} cash reserve.</p>	<p>Info</p> <p>Info</p>
VI	<p><u>Meet Planning:</u></p> <p>a. During the 4 March Exec meeting, a \$350 budget was approved for the May the 4th Swim Meet to fund food, beverages and supplies to feed the officials. Sarah Voisin noted that we will also be required to secure a venue and refreshments for the end of season award presentation and indicated interest in purchasing all event-related items with one pre-paid credit card.</p> <p>b. Sarah Voisin initiated a <u>motion</u> to increase the previously approved May the 4th Refreshments Budget from \$400 to \$1500 to fund Official's refreshments, decorations for May the 4th as well as all associated costs for the end of season awards presentation banquet and the AGM. The motion was <u>seconded</u> by Julianna Vitsentzatos and unanimously passed.</p> <p>c. At the 4 March Executive Meeting a budget of \$400 was approved to fund the purchasing of all medals. Lisa McCann, noted the prices of some awards have increased, and that we are ordering an additional 11 Spirit awards and multiple small plaques that weren't included in the \$400 estimate.</p> <p>d. Sarah Voisin initiated a <u>motion</u> to increase the Awards budget from \$400 to \$800. The motion was <u>seconded</u> by Debra Merrick and unanimously passed.</p>	<p>Info</p> <p><u>Vote</u></p> <p>Info</p> <p><u>Vote</u></p>

	<p>e. Lisa McCann noted that the Club is running short on ribbons and suggested ordering a sufficient quantity to ensure we will have enough to last well into the 24-25 season.</p> <p>f. Lisa McCann initiated a <u>motion</u> to budget \$500 for the purchase of ribbons. The motion was <u>seconded</u> by Odessa Sicord and unanimously passed.</p> <p>g. Jesse Knockleby mentioned the May the 4th Meet is progressing well. We are still anticipating 140-150 Swimmers with participants from PPSC, Amprior and Carleton Place booked to attend. The Sign-up Genius is out to recruit Officials and most vacancies are filling up though we still have a significant shortage of Timekeepers.</p>	<p>Info</p> <p><u>Vote</u> *</p> <p>Info</p>
VII	<p><u>Other Business / Routine Updates:</u></p> <p>a. Fundraising Coordinator – Reminder of the Silent Auction and the need for donations to support this fundraising event during the next Swim Meet (May the 4th). Marketing Rep encouraged all to anticipate multiple social media posts over next two weeks featuring pictures and descriptions of all donations for the Silent Auction</p> <p>b. Equipment Manager – We have received 30 new sets of fins, 20 of them are out on the deck already with the additional 10 in storage.</p> <p>c. Co-VP (Admin) / Treasurer – We have three potential volunteers for Executive positions; FUNdies parent Amanda Burrows, as well as Pre-Comp parents; Alana Robinson, and Lindsey Donahue. Amanda Burrows volunteered for Marketing. Alana Robinson expressed interest in both Marketing and Communications (but could also be a good fit for Secretary), and Lindsey Donahue was interested in any position. Lindsay works at the Officer's Mess and is familiar with NPF / NPP policies, so she may be a good fit as a Treasurer. More volunteers may step forward for positions in advance of the 8 June AGM and current members of the executive also need to confirm if they are interested in staying on the executive or would like to try a different role.</p> <p>d. Vo-VP (Admin) - After the May the 4th Meet, we will commence calculating Volunteer points and generating invoices for amounts owing. We plan to provide opportunities to obtain points by volunteering time in the May the 4th Meet, donating to the Silent auction, contributing food items or simply</p>	<p>Info ***</p> <p>Info</p> <p>Info ***</p> <p>Info</p>

	<p>attending to the awards ceremony / AGM ect. The AGM will be the final opportunity to obtain points and families will be made aware of their current point deficit.</p> <p>e. Action Item – Victoria Kloos to work with PSP to confirm the ability to generate invoices immediately following May the 4th, enabling members to still achieve points at the Awards Ceremony scheduled for 10 May and the AGM / Open Swim scheduled for 8 Jun.</p> <p>f. Registrar – We have a new Coach named Sky going through the Registration process. The idea of having Volunteer Parent-Coaches was discussed (i.e. having Parents complete the necessary training to be able to support the club on an as-required basis); but this would need to be discussed with the Head Coach in the context of how it would work with the current coaching contract.</p>	<p>Victoria Kloos ****</p> <p>Info</p>
VIII	<u>Next Meeting:</u> Will be scheduled for 6 May at 2000 hrs.	Info
IX	<u>Adjournment:</u> Meeting adjourned by PSPC President, Jesse Knockleby at 2110 hrs.	Info


 Jesse Knockleby
 Club President
 Date: 29 Apr 2024


 Dave Fetterly
 Club Secretary
 Date: 29 Apr 2024

- * to be re-voted based on quota calculations as discussed with Brian
- ** to review the inclusion of AA in this process
- *** discussed the vote and election process with VP for multiple interested parties

COMMENTS: ~~****~~ no discussion has taken place to date on this point



Bailey Hartnell
Club Liaison Community Recreation Coordinator
COMMENTS:

Date May 1, 2024



Brendan Cunliffe
Manager Community Recreation
RECOMMENDED/NOT RECOMMENDED

Date 2 May 2024

Nathan Lane
Senior Manager PSP
APPROVED/NOT APPROVED

Date

L.Col R. Balkaran
DComd 4CDSG

Date