

Petawawa Predators Swim Club
Executive Meeting
Date 4 Mar 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 Vitsenzatos – Swim Meet Manager / Officials Coordinator
Dave Fetterly – Secretary
Debra Merrick – Fundraising Coordinator
Chela Breckon – Head Coach
Lisa McCann – Equipment Manager

Regrets: Jasmine Teahen – Volunteer Coordinator

Item	Discussion	Action
I	Meeting called to order at 2000hrs via MS Teams.	Info
II	<p><u>Previous Business (Action Items from Feb):</u></p> <p>Action Item – Sarah Voisin to confirm the invoicing of families that have failed to acquire the requisite Volunteer points has been actioned. Note: Complete</p> <p>Action Item – Debra Merrick & Lisa McCann to perform a Swimathon budget estimate for presentation at this meeting. Note: Complete.</p>	<p>Sarah Voisin</p> <p>Debra Merrick Lisa McCann</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"> • Date for the next Training Camp (Dry Land Activation); • Details for Swimathon taking place 23 March; • Confirmation of the schedule of upcoming away Meets (OYO LC Invitational (7 Apr), / ROCS Pentathlon (12-13 Apr). • Confirming format for the PPSC Meet on May the 4th. 	Info
IV	<p><u>Coaching Update:</u></p> <p>a. We received great results at the OIJ Swim Meet. A huge congratulation to Swimmer/Coach Kris Pebbles for going from third in his seed to gold (from preliminaries to finals). This is a provincial medal, which means he’s one of the top Backstrokers in the province for his age group and qualification!</p>	Info


	<p>b. The coaching invoice has been submitted for the month of February as well as the season startup invoice in two separate documents (as requested).</p> <p>c. Coach Chela will be meeting with Sarah Voisin on 6 March to distribute the proceeds from Cabin Fever.</p> <p>d. Kris Pebbles has also qualified in one swim for Eastern Nationals, in the Open category of 14 & Over. His swim is scheduled for 22 March, (21 & 23 March as travel days). As a club to sponsor this event we would be incurring mileage from Pembroke to Ottawa, a train ticket from Ottawa to Quebec City, two nights stay in Quebec City and per diems for 1 x Coach. Full estimate is approximately \$1500. Coach Chela presented the Executive with the following 3 funding options:</p> <ul style="list-style-type: none"> • PPSC funds the full amount of \$1500. • PPSC funds half the cost at \$750 and Coach Chela incurs the additional expense. • Coach Chela coordinates a guest-coach already attending the event to coach Swimmer Kris Pebbles <p>e. Jesse Knockleby noted based upon budget estimates, the Club should have sufficient funds to fund the full expenses and categorized the other two proposed options as also viable.</p> <p>f. Coach Chela noted in previous years, Swimmers who have qualified have attended and that their attendance has been funded at the Club's expense. She also cautioned that on occasion this action has driven Club expenses into the red.</p> <p>g. Debra Merrick initiated a <u>motion</u> sponsor the full amount of \$1500. The motion was <u>seconded</u> by Lisa McCann and unanimously passed.</p> <p>h. Coach Mackenzie will be returning from Leave as of 5 March.</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p> <p><u>Vote</u></p> <p>Info</p>
V	<p><u>Training Camp Date Selection:</u></p> <p>a. The training calendar was reviewed, and it was determined that running a camp on the evening of 18 March from 6:00PM to 8:00PM would be best option to deconflict with March break. The nightly practice will be reduced in duration and the Training Camp will be run during the latter portion of the practice.</p> <p>b. Action Item – Odessa Sicord to book the classroom from 6:00PM-8:00PM and prepare snacks for the event using surplus funds from the last approved Training Camp Budget.</p>	<p>Info</p> <p>Odessa Sicord</p>


VI	<p><u>Financial Update:</u></p> <p>a. Sarah Voisin noted an inaccuracy with our budget reports. According to our recent spreadsheet, it appears we are in the red by \$2,000. This figure is reported as likely inaccurate, as we actually have \$58,000 in the account (Approx \$40, 000 post-payment of pending invoices). Overall the Club is financially healthy.</p> <p>b. Sarah also noted a discrepancy between our GL line for January and the spreadsheet and stated she planned to follow up with PSP and NPF to ensure that all Club memberships were accounted for.</p> <p>c. Due to the strike, there have been delays in PSP and NPF paying some Club invoices, most notably the post-meet invoice for Cabin Fever is still outstanding. We will not obtain Sanction from Swim Canada for the May the 4th Meet until that invoice is paid in full. Sarah Voisin will be monitoring the Treasurer account and will action the Sanction request ASAP upon payment confirmation.</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>*</p>
VII	<p><u>Away Meet Schedule:</u></p> <p>a. The date for OYO is remains unchanged, currently scheduled for 2 x Sessions running on Sunday, 7 April, and the event has already obtained Sanction.</p> <p>b. ROCS however was originally scheduled for 2 days, with 2 separate Sessions running 19 & 20 April. They have since altered their dates to 12 & 13 April with sanction pending.</p> <p>c. The proximity of the two dates poses a conflict for both families and coaches with the two events only separated by 4 days. Coach Chela confirmed she would not be available to attend the ROCS event as she is unavailable 12-13 April. She did however state that Coach Janice's availability is yet to be confirmed if the Club desires to attend for the Long Course event running 12 Apr.</p> <p>d. Action Item – Sarah Voisin to contact OYO to confirm interest of PPSC to attend the event with approximately 30 Swimmers.</p> <p>e. The Clubs attendance at ROCS (likely for 12 Apr only) will be determined at the next Executive meeting, assuming the event receives sanction.</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Sarah Voisin</p> <p>Info</p>
VII	<p><u>Meet Planning - May the 4th:</u></p> <p>a. We need to confirm the format for our Meet package. Session one is currently planned for:</p> <ul style="list-style-type: none"> • 400 IM • 200 Fly 	<p>Info</p>

	<ul style="list-style-type: none"> • 50 Free • 200 IM • 100 IM <p>b. Session two scheduled for:</p> <ul style="list-style-type: none"> • all four 25s • all four 50s • all four 100s • a 200 Free. <p>c. Session one will be open to swimmers competing in two events only ie; the 50 free and the 100 IM. It will also feature a 10 and under <u>only</u> registration for 50 free within Session one. The age restriction is intended to encourage older swimmers to enter one of the IMs or the 200 fly in the first Session.</p> <p>d. Pricing should reflect participation. ie; a price per event for Session one, a separate price per event for Session two and a discounted price for participating in both events. All prices are currently TBD.</p> <p>e. We will endeavour to cap Wave’s attendance at 60 swimmers for each Session. This is intended make the event large but manageable featuring roughly 140 swimmers; including Arnprior (40) and PPSC (40). Carleton Place participation TBC.</p> <p>f. Julianna Vitsenzatos initiated a <u>motion</u> to provide a budget of \$350 for food, beverages and supplies to support for the May the 4th Swim Meet. The motion was <u>seconded</u> by Odessa Sicord and unanimously passed.</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p> <p><u>Vote</u></p>
VIII	<p><u>Swimathon Planning:</u></p> <p>a. The cost for 81 medals to award the full membership a participation award is \$361.86. Lisa McCann initiated a <u>motion</u> for \$400 to fund Swimathon medals (including shipping and engraving). The motion was <u>seconded</u> by Debra Merrick and unanimously passed.</p> <p>b. Action Item – Chela Breckon to send a list of Skills Competition Category titles, with age ranges to Lisa McCann to facilitate award engraving.</p> <p>c. Odessa Sicord initiated a <u>motion</u> to dedicate \$180 to fund gift cards for presentation to the Top 3 Swimathon Fundraising Earners. The motion was <u>seconded</u> by Debra Merrick and unanimously passed.</p>	<p><u>Vote</u></p> <p>Chela Breckon</p> <p><u>Vote</u></p>

	<p>d. Total Swimathon fundraising is currently at \$4,318 and updates have been posted on social media.</p> <p>e. Due to the Strike and scheduling impacts, we are required to adjust the Swimathon schedule. All proposed timings will move 15m mins to the right.</p> <p>f. Up to 3 x morale building “Fun Challenge” rewards will be incorporated in the day’s events. The challenges will include the coaches doing something silly once a certain achievement is obtained or funding milestone is surpassed.</p>	<p>Info</p> <p>Info</p> <p>Info</p>
IX	<p><u>Other Business / Routine Updates:</u></p> <p>a. Swim Meet Manager / Officials Coordinator – We have a healthy roster of officials right now. After May the 4th, we'll have even more people with their Level 2 sign-offs complete!</p> <p>b. Co-VP (Admin) / Treasurer – OYO has already replied confirming our attendance at their 7 April Meet.</p> <p>c. Equipment Manager – Our quantity of Swim Caps is getting low. We're anticipating putting in an order soon to facilitate readiness for the start of next season. The budget for a quantity of 150 has been approximately \$1,500 in the past.</p> <p>d. Action Item – Lisa McCann to confirm updated Swim Cap pricing, requesting different options for material/colours and provide report for presentation at the next Executive meeting.</p> <p>e. Natasha Collins to inform Lisa McCann and Debra Merick of anyone that will not be attending Swimathon or who may require an accommodation to Swim the event on a different date.</p> <p>f. Registrar – Is still in the process of trying to obtain completed registration packages from 2 FUNdies Swim families.</p> <p>g. Head Coach – Requested clarification regarding dates that practices are canceled due to March Break. 16 March cancelled.</p> <p>h. Action Item – Natasha Collins to send reminder email to Club Membership regarding March Break practice cancelations from 11-15 March.</p>	<p>Info</p> <p>Info</p> <p>Info **</p> <p>Lisa McCann</p> <p>Info</p> <p>Info</p> <p>Info</p> <p>Natasha Collins</p>
X	<p>a. <u>Next Meeting:</u> Will be scheduled for 8 April at 2000 hrs.</p>	<p>Info</p>

XI	<u>Adjournment:</u> Meeting adjourned by PSPC President, Jesse Knockleby at 2104 hrs.	Info
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 Jesse Knockleby
 Club President
 Date: 12 Mar 2024


 Dave Fetterly
 Club Secretary
 Date: 12 Mar 2024

COMMENTS: * invoice has been paid.
 ** This request has not yet been submitted
 *** Minutes received late on April 29 after requested.


 Bailey Hartnell
 Club Liaison Community Recreation Coordinator

Date April 29, 2024

COMMENTS: VI. b. - Financial update discrepancy resolved.

 Brendan Cunliffe
 Manager Community Recreation
 Date

RECOMMENDED/NOT RECOMMENDED

 Nathan Lane
 Senior Manager PSP
 Date

 LCol R. Balkaran
 DComd 4CDSG
 Date _____

APPROVED/NOT APPROVED