

**Annual General Meeting  
Agenda/Minutes  
Friday, January 7, 2022  
Virtual ZOOM  
7:30pm-8:30pm**

Start of meeting: 7:35PM

**1. Welcome - Annaliisa Bennett**

- Welcome to the membership
- Meeting minutes will be circulated over the weekend

**2. Meeting Instructions & Quorum - Catherine Switzer**

- Thanks to Annaliisa and Christina for all the work you have put into preparing for this meeting.
- 18 voting members attending in attendance. Quorum has been met
- Explanation on how virtual meeting will be conducted
  - Everyone remains on mute please
  - As you log-in please make sure your name and team/teams are listed as well
  - Please use the “Raise Hand” feature if you wish to ask question. This can be found under the “reactions” button on the bottom tool bar.
  - Quorum must be established for this meeting.
  - Quorum by constitution definition – is 20 voting members or 25% of membership, whichever is less (1 vote for every swimmer enrolled in competitive programming. For example, if you have 2 swimmers, you count as 2 voting members)
  - **Membership for 2021-2022 season is 63**
  - Quorum for this meeting is 16 voting members for 2021-2022 season
  - Based on the attendance right now, has quorum been established YES, or NO?  
YES 16 voting members
  - Voting procedure...we have 5 voting points this evening plus 1 practice vote. All questions need to be answered for each vote.
  - The first question is answered either with a YES or NO by all. The second question gets answered YES or NO by those members with more than one swimmer. Or N/A if you are a single swimmer member

**3. Approval of AGM Minutes (January 8, 2021)**

- Motion presented by - Annaliisa Bennett
- Seconded by - Catherine Switzer

- Discussion if any – No discussion
- Launch of online vote, motion carried (YES/NO)  
YES. Motion is carried

#### 4. Head Coach Report - Holley Lundmark

- Swimmers and coaches were happy to get back into the pool at the beginning of the season
  - Students have been progressing well in the pool
  - Virtual programming due to current lockdown has been sent out to families
  - Anticipate that we will be back in the pool for a competition this season
  - OWG has been cancelled
  - Membership, please reach out to Holley or other coaches if you have questions
- Question from Member: Jen Cuddie — What is the feedback from OAS? —  
Response from Head coach — OAS continues to give information to the clubs as it becomes available.
  - Question from Member: Jen Cuddie - How can parents learn the information that Holley receives?  
Response from Head coach — Holley will pass on information that she receives to the membership.

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#### President Report - Annaliisa Bennett

- Thanks everyone for attending
- Important for club to continue operations to move forward
- Durham was one of the clubs in Ontario that was able to get active pool time during the pandemic
- Some competitions have been cancelled due to provincial lockdown (Lisa A and OWG)
- Durham Synchro is required to change their name to represent the sport Artistic Swimming
- The name change process is under way but comes with challenges during the pandemic (e.g., new processes, etc.)
- Durham Synchro has been approved by OAS to change its name to Durham Artistic Swimming
- Currently, we are waiting for lawyer to complete Title Searches
- Outgoing executive members thanks for their contribution
- Call for volunteers for Executive roles and help for the club
- Specific call out for Secretary

- Announcement Annaliisa will be stepping down from President at end of 2021/2022 season
- President role will be vacant
- Thank you for your time and for supporting your athlete

## **5. Executive Committee Candidacy - Annaliisa Bennett**

President — Annaliisa Bennett  
Vice President — Catherine Switzer  
Treasurer — Christina Baker Sutton  
Secretary (Acting) — Tricia Thomson  
Health and Safety — Jenn Camenzuli  
Equipment Manager — Chantal Bidal  
Fundraising Coordinator — Sue Millar  
Sponsorship Coordinator — Scott Millar  
Registrar — Shawn Turpin  
Recreation Registrar — Michelle Ghidotti  
Bingo Coordinator — Drinda Gomes  
Travel Coordinator — Tricia Thomson

Motion presented by - Annaliisa

- Seconded by - Christina Baker Sutton
  - Discussion if any – None
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- Launch of online vote, motion carried (YES/NO)
  - Yes. Motion carried

## **6. Review & Approval of Financial Report - Christina Baker-Sutton**

- Open up to questions about financial report.
  - Motion presented by - Christina Baker-Sutton
  - Seconded by - Catherine Switzer
  - Discussion if any – None

- Launch of online vote, motion carried (YES/NO)
- YES. Motion carried.

• Question from Membership: Shauna Kingsnorth — What is the health of the club?  
Response from Treasurer: The club's financial position is in good shape. Durham Synchro ended in the black. Durham Synchro didn't take a loss despite the ups and downs of the season. Some money left over, which will help with a sound system that will need purchasing

## **7. Presentation of 2021-2022 Season Budget - Christina Baker-Sutton**

- The Executive decided, based on concerns from membership last season, that the budget will be split into two parts due to the lockdown
- First budget Aug to Jan 31
- Reason is twofold
  - This is more fiscally responsible.
  - Puts fees paid by membership closer to “real-time” which is what members from the club have been desiring
- Treasurer presents and walks through line-item budget to January 31
- DSC will be running virtual program for the club. Cost of virtual will be \$15 total cost for 10U and up \$3 for 8U swimmers
- A secondary budget will occur once swimmers are back in the pool which will consist primarily of coaching, meet fees
- Fees should go down from the Sept to Jan fees, but this can't be confirmed until after provincial lockdown
- The payments for teams presented
  
- The discussion about budget opened up to Membership
  - Question from Member: Shauna Kingsnorth — The virtual pricing of \$15 covers the current state?  
Response from Treasurer: YES. It will be reevaluated if we need to extend virtual programming
  - Question from Member: Shauna Kingsnorth — has the Junior Team fully paid for the suits?  
Response from Treasurer: With the January fee this will paid
  - Question from Member: Jen Cuddie — Have we been using the gym at Boys and Girls Club  
Response from Treasurer: Yes, some teams have been using the gym.
  - Question from Member: Rob Bennett — Would have liked to see the projected balance. How is Durham Synchro re-investing back into our swimmers?  
Response from Treasurer: Grant money was used for fee reduction because of low fundraising and sponsorship numbers. Re-investing into swimmers by hiring guest coaching, purchasing new sound equipment.

Difficult to give projected numbers as much will need to be determined (when lockdown ends, whether bingo will be opening, how fundraising and sponsorship do) but teams are projected to pay less

Response from Vice President — As an Executive we are erring on the side of caution because of so many unknowns

- Motion presented by - Annaliisa Bennett
- Seconded by - Susanne Millar
- Discussion if any – None
  
- Launch of online vote, motion carried (YES/NO)  
YES. Motion carried

## 8. Questions & Answers

- Question from Member: Tricia Langlois — How will January cheques be collected?  
Response from Drinda Gomes: Cheques will be given to Team Parents and distributed.
- Question (in chat) from Member: Beth Koster — Etransfer?  
Response from Treasurer: Hopefully transfers will happen next season
- Question from Member: Rob Bennett — Will we be writing cheques for teams getting credit as bank fees are quite high.  
Response from Treasurer: No, they will receive a credit toward their fees.
- Question from Member: Shauna Kingsnorth — What does fundraising look like?  
Response from Fundraising Coordinator: Once the swimmers come back to the pool, the plan is to continue with a raffle. There are other smaller fundraisers but the minimum spend does not accommodate the small size of Durham Synchro  
Question from Member: Shauna Kingsnorth — Where is our membership standing (number wise)  
Response from Registrar: Number wise we are doing well. Approximately 63 competitive and novice swimmers and approximately 30 recreational swimmers
- Comment from Vice President: We have a group of awesome new coaches teaching recreational

**9. Motion to Adjourn Meeting - Annaliisa Bennett**

- Motion presented by - Annaliisa Bennett
  - Seconded by - Drinda Gomes
  - Discussion if any – none
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- Launch of online vote, motion carried (YES/NO)  
Yes. Motion carried.
  - The meeting adjourned at 8:38pm