



Annual General Meeting Minutes

March 15<sup>th</sup> 2024

7:30

Held via Teleconference on the Zoom Platform

**1. Welcome – Christina Baker Sutton**

- Call the meeting to order – at 7:35pm with quorum
- Welcome to the AGM
- Minute Instructions

*Discussion/ Decision* – N/A

**2. Meeting Instructions – Christina Baker Sutton**

- Explanation on how virtual meeting will be conducted
- Everyone remains on mute please
- 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.
- Voting procedure: 7 voting items 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 Minutes from the AGM held on Friday March 15<sup>th</sup> 2024– Christina Baker Sutton**

- Christina makes a motion to approve the minutes from the AGM as written.
- Seconded by: Michelle Ghidotti
- Motion is carried – Yes

**4. Approval of tonight’s Agenda (Friday March 15<sup>th</sup> 2024) – Christina Baker Sutton**

- Christina asks if there are any additions to the agenda – no additions required
- Christina makes a motion to approve the agenda as written
- Seconded by: Drinda Gomes
- Motion is carried - Yes

**5. Message from Head Coach – Christina Baker on behalf of Holley Lundmark who could not attend due to coaching.**

- Season is going really well
- Coaches are getting use to the new scoring system, it has been tricky but there is a better understanding after a few comps. The scoring system will likely see updates/changes in the near future.
- OWG was the best one yet and one of the Club’s most successful.

## 6. Message from President – Christina Baker Sutton

- Thank you again for taking time to attend this AGM
- Our club has grown this season to 85 competitive swimmers (from 72) and 34 recreation swimmers (this number is down from last year, however it is due to less pool and coaching availability. It does include our 7 adaptive recreation swimmers). Back this season is our competitive adaptive stream and I am very proud that we have three swimmers in this stream swimming mixed ability duets.
- The name change officially is complete with the launch of our new website the fall, old email address and old website will be taken down in April.
- The executive is always looking for new members and even if you do not want to be a member but would like to help our small mighty club please let me know as many hands do make for light work and without the countless hours our volunteers put in we would not be able to operate.
- We were awarded a small grant of \$2500.00 from OAS to run an adaptive TRY ART Swim program in June which is a wonderful opportunity.
- We received a grant of an underwater camera which has now been set up and has been working well.
- Lucky to have such a wonderful club.

## 7. Outgoing Executive Members and Executive Candidacy – Christina Baker Sutton

- A big thank you to Tricia Thomson (travel), Jen Camenzuli (Health and Safety), and Shawn Turpin (Registrar) for all their hard work last season and the start of this season.
- The following members have put forth their name for the 2023-24 season:
  - President Role – Christina Baker Sutton
  - Vice President Role – Catherine Switzer
  - Secretary – Sarah Gowdy Martin
  - Equipment Coordinator – Lindsay Weiland
  - Sponsorship Coordinator – Jessica Pimm
  - Registrar Coordinator – Chantal Bidal
  - Recreation Coordinator – Michelle Ghidotti
  - Bingo Coordinator – Drinda Gomes
  - Travel Coordinator – Tricia Thomson
- The Treasurer and Fundraising roles currently set vacant with two candidates identified and in transition.

### ***Discussion/ Questions*** – none

- Motion made by Christina Baker Sutton to accept the 2023-24 Executive Members
  - Second by: Kathleen Chiu
  - Motion carried – yes

## 8. Approval of By Laws and Payment Policy

- Some members did not get the updated by laws and/or payment policy. So it was decided to hold an online vote that would close Sunday March 24, 2024 at 10:00pm to allow membership to read over the documents
- Both the By-laws and payment policy were approved via the online vote that close on Sunday March 24, 2024. The By Laws take effect immediately. The payment policy takes effect at the time of registration for the 2024-25 season.

## 9. Review of Financial Report and Vote to Accept Financial Documents– Christina Baker Sutton

- Christina reviews the notice to reader that Dana Snedden, CPA, CGA prepared
- Club ended 2023 in the positive, of the 14,000 dollars, 12,000 dollars was deferred revenue

## Discussion

- Parent Question (Junior) – What is in the category on swimming expenses and what is driving the growth: Christina acknowledged that the category was very broad and working with accountant to expand transparency. Explained it includes suits for expanded number of swimmers as well as OWG registration fees.
- *Question from parent (Jr)* – why the delay in the accounting process. Explained this was due to account staffing combined with a challenge related to QuickBooks. Both have been rectified.
- Motion
  - Motion made by Christina to accept the financial documents as prepared by Dana Snedden, CPA, CGA
  - Second by: Hillary Jones
  - Motion Carried - yes

## 10. Review of 2022-2023 Budget and Vote to Accept Budget – Christina Baker Sutton

- Reminder of how fees are calculated – bucket rate
- Overview of the different costs went through the budget as written

### ***Discussions / Questions***

- *Question from parent (10U)* – is the expectation of \$10,000 reasonable expectation. Sarah explained that the amount was based on past meets the club has hosted as well as discussions with other clubs. This amount appeared a conservative amount but will still take effort of whole club to meet.
- *Question from parent (Jr)* – will the methodology of approving suits change, as there were challenges this year. Christina acknowledged the concern and confirmed that the process is up for review and that work will be started in April and updates will be provided to membership.

### **Motions**

- Motion made by Christina Baker Sutton to accept the 2023-2024 budget as presented
- Second by: Robert Bennet
- Motion Carried - Yes

## 11. Motion to Adjourn Meeting – Christina Baker Sutton

- Motion made by Christina to adjourn meeting at 7:50pm
- Second by: Sarah Gowdy