

AGM - London Regional Artistic Swimming Club - Minutes

Date: Wednesday, November 17th, 2021

Location: Zoom Meeting

Time: 7-8pm

Attendees: Tara Walker, Beth Heinrichs, Carla Keogn, Cheryl Rayburn, Vanessa Smith, Nadia Facca, John Winspear, Carrie McEachern, Olivia Amaral, Rosy Loewith, Cheryl Rayburn, Jennifer Sutton, Louise, Stephanie Martin, Wendy Teft

Welcome and Thank you

Welcome to all the members who are joining us this evening via Zoom. Meeting called to Order at 7:00pm

Agenda presented and reviewed. No new additions to the Agenda.

We would like to start by thanking our coaches as well as the executive for their past year of service.

Coaches

Vanessa Smith	Olivia Amaral
Allyssa Gosling	Sarah Shelton
Sabrina Young	Evelyn Young
Abby Young	Ioanna Hopper
Alissa Jeffrey	Ellie Ward
Bridget Koza	Erin Alizadeh

Board and Executive

Tara Walker	Wendy Teft
Beth Heinrichs	Carla Keogan
Nadia Facca	Val Morgado
Heather Coy-Robinson	
Carrie McEachern	John Winspear
Leila Kelleher	Rosy Loewith
Cheryl Rayburn	

Season Overview by Vanessa Smith

Total Number of Routines

- 5 competitive teams (5 last year)
- 1 extra routine (10 last year)
- 3 regional League/AquaGo teams (8 last year)
- no university team due to Covid-19

Total Membership

- 41 competitive swimmers (41 last year)
- 17 regional league/AquaGo swimmers (40 last season)
- no university swimmers

Award Highlights

- Regional League - 8U virtual event - 2nd place
 - 10U Virtual event - 4th place

Competitive League

- 10U figures (virtual) - 3rd place

Vanessa reviewed some of the challenges of the year, especially COVID.

Financial Summary - Carla Keogan

Treasurer Carla Keogan

Summary of Revenue

Revenue Category	Total
Total Revenue Swimmers	\$169,075.00
COVID Refunds/Credits	-\$52,605.00
Fundraising - Huszka Farms	\$1,188.00
Credits (BoFit, OWG, Hellenic Centre Banquet Deposit, OAS Relief)	\$2,565.63
TOTAL REVENUE	\$120,223.63

Summary of Expenses

Expense Category	Total
Coaches Payroll	\$47,499.39
Pool Fees	\$20,789.98
Registrations (Initial & Competitions)	\$15,438.33
Legal fees (set-up for payroll), lawyer contract review, name change	\$4,185.29

Suiting (tanks coaches, caps, t-shirts)	\$2,683.29
Marketing	\$500.00
Equipment (flutter boards) & COVID related supplies	\$314.09
Payroll System Set-up	\$281.37
Admin - zoom account	\$225.00
TOTAL EXPENSES	\$91,916.74

Key Financial Considerations

- financial audit - changes to requirements through OAS resulting in an increased cost of approximately \$8K
- Team suits -more elaborate and more expensive this upcoming season (double the cost) as a way of giving back some of revenue
- spacing/club suits - subsidizing half the cost for swimmers (\$50 each) for this season as a way of giving back to membership
- increased legal and administrative costs due to changes made to our Bylaws to be in accordance with OAS and ONCA (Ontario Not-for-Profit Corporations Act)
- will we have a review of fees for all swimmers for opportunity to reduce in 2022 as a way of giving back

President’s Overview - Tara Walker

2020/2021 - Challenge Met!

- Enrollment -retained several competitive and novice athletes
- Unfortunately could not enrol new swimmers
- Stay Safe - focus on the athletes-prepare for next season
- Retain coaches, provide employment during the pandemic
- Finance policy to be in compliance with OAS and ONCA - 2 months operating costs, approving expenses, oversight
- Work on restructuring the Board and Committees
- Apply for grants - Successful in being awarded 2 Grants: Jumpstart \$7500.00, Ontario Trillium Grant \$33,000.00

Board Restructuring

The current board and executive have been working on making changes to our current structure, so as to increase the number of Directors, thereby increasing voting members, and to streamline our Committees.

Proposed Changes:

- five person Board
 - more streamlined set of Officers
 - 4 committees, each with a Board member or Officer as the head
 - Committees report to the Board but hold separate Meeting - suggest Quarterly
- Members can volunteer to sit on committees without holding specific positions. The Chair of the Committee is responsible for assigning tasks and will report to the Board

Special Resolutions

1)The following are the proposed changes to our Bylaws:

Board of Directors

1. President - Chair - 2 yr term
2. Vice President - 2yr term
3. Past President -1-2 yr term, member or non-member
4. Treasurer - 2yr term, member or non-member
5. Secretary - 1-2yr term, Member or non-Member

At any given time - only 2 positions can be held by a Non-member. The Board would meet every 1-2 months, along with the Head Coaches, Registrar and Chairs of the Committees. Committee Chairs would summarize their meetings. The Board would vote on Proposals from Committees. If the Past President did not want to sit on the Board for 2 years, this position could be filled by a member at Large.

Questions were allowed and discussion was allowed.

Motion: Be it resolved that the LSC adopt the above changes to it's Board Structure.

Vote was held and 12/12 votes were in favour of the motion

PASSED

2)The following are the proposed Changes to our Bylaws regarding Committees:

Committees of the LSC

- 1. Finance Committee, Chair + Treasurer:** Manage & report funds, approve expenses > \$2000, follow Finance Policy, prepare tax returns
- 2. Operation Committee, Chairs=VP and Head Coach:** Manage the pool bookings, competition planning, equipment and suiting, communications, registration, hospitality
- 3. Human Resources Committee, Chair=President:**manage employee hiring & terminations, payroll, employment policies, certifications, contracts
- 4. Fundraising & Sponsorship Committee, Chair =Event Coordinator: Event Coordinator:** Plan events, organize volunteers, assign teams to events, lookfor fundraising & sponsorship opportunities

Questions were allowed and discussion was allowed.

MOTION: BE it resolved that LSC adopt the above changes to it's Committee Structure

Vote was taken and 12/12 members voted in favor of the motion

PASSED

ELECTIONS:

LSC Board and Officers: Role and Responsibilities

-assist board with the Direction of the Club

- assist with the development, implementation, and enforcement of policies and procedures
- support the coaches with decisions and athlete development, operations of the club
- follow OAS/CAS governance
- manage finance- Not for Profit Organization, Incorporated, Operations
- discuss and explore opportunities and challenges
- organize and book competitions-register, book hotels, schedule etc
- organize events- fundraising, social events, host competitions
- communications-with swimmers, parents,OAS, coaches, website etc
- advocacy for our sport and our athletes
- ensure sustainability-locally

Elections for 2021-2022 Season

Up for Vote

President-Bethany Heinrichs
 Vice President - Wendy Teft
 Treasurer - Carla Keogan
 McEachren
 Secretary - Cheryl Rayburn
 Loewith
 Registrar - Shannon Webb
 Facca
 HR Coordinator - Heather Coy-Robinson
 Facilities - Val Morgado
 Sponsorship - Jon Winspear

Returning Positions

Past President - Tara Walker
 Events Coordinator - Carrie
 Hospitality Coordinator - Rosy
 Covid Coordinator - Nadia

Coaches: (non-voting members)

Head Coach - Vanessa Smith
 Novice Head Coach - Olivia Amaral

Voting

- there were no questions about nominees or positions.
- Request for the following motion - to elect the nominees as above.**
- Nadia Facca made the motion and it was seconded by Rosie Loewith**

12/12 members voted in favor of all of the above new positions being voted in.

PASSED

Plans for the 2021-2022 Season

Return to the pool!

- rebuild and strengthen important sport specific skills (e.g. positioning, sculling)
- increase teamwork and club cohesiveness
- HAVE FUN!
- attract volunteers
- offer AquaGO
- watershows

Thank you to our outgoing president by Nadia Facca

- Tara was presented with a token of appreciation for all her hard work and dedication

Meeting was adjourned at 7:35pm