

Petawawa Predators Swim Club
Executive Meeting
Date 3 June 2024
(Virtual meeting via MS Teams)


Attendance: Jesse Knockleby – President
Sarah Voisin – Co-VP (Admin) / Treasurer
Odessa Sicord – Co-VP (Operations) / Marketing Representative
Julianna Vitsenzatos – Officials Coordinator
Debra Merrick – Fundraising Coordinator
Lisa McCann – Equipment Manager
Jasmine Teahen – Volunteer Coordinator
Roman Nahachewsky – Swim Meet Manager
Natasha Collins – Communications Coordinator
Chela Breckon – Head Coach
Victoria Kloos – Registrar


Regrets: Dave Fetterly – Secretary

Item	Discussion	Action
I	Meeting called to order at 2000hrs via MS Teams.	Info
II	<p><u>Previous Business (Action Items from Apr):</u></p> <p>Action Item – Victoria Kloos to confirm the ability to generate and alter invoices with PSP. Note: Completed</p> <p>Action Item – Sarah Voisin to follow up with volunteers to discuss open Executive positions. Note: Completed.</p> <p>Action Item – Jesse Knockleby to follow-up with Coach Chela regarding the plan for next year regarding anticipated staff shortages (junior coaches heading off to college/university). Note: Completed.</p> <p>Action Item – Jesse Knockleby to reach out to Coach Chela to confirm Markam Meet attendance numbers and obtain an updated Coaching Cost Estimate, Note: Completed</p> <p>Action Item – Jesse Knockleby / Chela Breckon to confirm all coaches are in attendance to both supervise the Open Swim and participate in the “Pie the Coach” fundraising event. Note: Completed</p>	<p>Victoria Kloos</p> <p>Sarah Voisin</p> <p>Jesse Knockleby</p> <p>Jesse Knockleby</p> <p>Jesse Knockleby / Chela Breckon</p>

	<p>Action Item – Sarah Voisin to send out Club By-Law amendment suggestions and draft versions of position descriptions to the Executive for review. Note: Completed</p> <p>Action Item – Sarah Voisin to generate Survey Monkey for membership distribution to capture all items individuals would like addressed or discussed at the AGM. Note: Completed. Results of survey were sent to the executive and the AGM Agenda will be updated to address the questions.</p> <p>Action Item – Jesse Knockleby / Sarah Voisin to confirm specifics regarding the volunteer hours reimbursement program and different options to improve the program. Note: Complete in consultation with PSP.</p> <p>Action Item – Debra Merrick to send out thank you note to volunteer who assisted in modifying Trophies. Note: Completed.</p>	<p>Sarah Voisin</p> <p>Sarah Voisin</p> <p>Jesse Knockleby / Sarah Voisin</p> <p>Debra Merrick</p>
III	<p><u>Opening Remarks:</u></p> <p>a. Jesse Knockleby initiated the meeting and outlined the Agenda which is focused on the Coaching Update and the Annual General Meeting (AGM) presentation review (for the Meeting on 8 June 2024).</p>	Info
IV	<p><u>Coaching Update:</u></p> <p>a. Head Coach Chela provided the following update which was added to the AGM slide presentation:</p> <ul style="list-style-type: none"> • Coach Recommendations for Swimmer program placement next Fall will be available in next few weeks and it should be possible to send them out in conjunction with an Expression of Interest for next season. • Chela explained that the standard to join the Comp Group (that has 3 lanes Mon/Wed/Fri/Sat) remains completing a 200IM in 5min; otherwise the swimmer would not be able to keep up in the slowest training lane. • It was reiterated that the decision to “advance” a swimmer is made by the Parent (but they need to be capable of training with the desired group – especially for the Competitive Program), but that swimmers can progress without “moving up” or advancing. Each group has “lane progression” within the group. The curriculum in each group isn’t static (different from Red Cross lessons) so swimmers can stay in the same group for multiple seasons and still develop new skills. 	Info

	<ul style="list-style-type: none"> • Head Coach Chela plans to lead Wed/Thur/Fri/Sat swim training next year, with Kris Peebles returning to coach another season and will lead Mon/Tue swim training. She has confirmed that 4 Junior Coaches are on-board for next season. • Parents wanting specific swimmer feedback are to email PPSCcoach@gmail.com 	
V	<p><u>AGM Update:</u></p> <p>a. The draft slide deck for the AGM was reviewed in detail and final adjustments were made for the presentation on 8 June.</p>	Info
VI	<p><u>Other Business / Routine Updates:</u></p> <p>a. It was noted that the pool schedule for next year could be adjusted and that the President/Vice-President will be seeking a meeting with the Aquatics staff to confirm the schedule before the End of June so programs/schedules can be confirmed.</p> <p>b. It was noted that we have a few swimmers going to Provincials and that we have the pool booked for training (for just the Comp Group) on 10 and 12 June. Coaching is available.</p> <p>c. Lisa McCann reminded the executive that custom order of swim caps is required by 15 June in order to ensure delivery for start of next season. Changes to Swim Cap were discussed and it was added to the AGM agenda for feedback prior to confirming new cap design. Price is anticipated to be \$10 per cap and an additional \$10 (\$20 total) for customization. Caps will be ordered using BKK website (Kit Shop).</p>	Info Info Info
VII	<p><u>Next Meeting:</u> Will be scheduled for 24 June at 1800 hrs (with new Executive Committee).</p>	Info
VIII	<p><u>Adjournment:</u> Meeting adjourned by PSPC President, Jesse Knockleby at 2135 hrs.</p>	Info


 Jesse Knockleby
 Club President
 Date: 10 June 2024


 Sarah Voisin
 Club Vice President
 Date: 10 June 2024

COMMENTS: By laws were reviewed prior to AGM meeting.
Pool schedule meeting to take place soon to
confirm club timings.



Bailey Hartnell
Club Liaison Community Recreation Coordinator

Date June 12, 2024

COMMENTS:



Brendan Cunliffe
Manager Community Recreation

Date 14 June 2024

RECOMMENDED/NOT RECOMMENDED

Nathan Lane
Senior Manager PSP

Date

APPROVED/NOT APPROVED

LCol R. Balkaran
Deputy Commander 4 CDSG

Date