

**Petawawa Predators Swim Club
Executive Meeting
Date 5 November 2024
(In-Person at Dundonald Hall Conference Room)**

Attendance: Jesse Knockleby – President
 Sarah Voisin – Vice President
 Victoria Kloos – Registrar / Officials
 Roman Nahachewsky – Swim Meet Manager
 Debra Merrick - Fundraising Rep
 Amanda Burrows – Marketing Rep
 Natasha Collins – Communications
 Lindsay Donahue – Treasurer (Microsoft Teams)
 Kate Quirt – Secretary
 Brendan Cunliffe –Manager Community Recreation (Microsoft Teams)
 Caeley Stevens – Recreation Coordinator (Microsoft Teams)


Regrets: Chela Breckon – Head Coach
 Amanda Grenier – Equipment Manager
 Liz Morton – Volunteer Coordinator


Item	Discussion	Action
I	Meeting called to order at 1834hrs	Info
II	<p><u>Previous Business (Open Action Items):</u></p> <p>a. Action Item – The club continues to organize and refine the PSP kit shop. A list will be compiled of useful items to sell on the site such as snorkels, warm up jackets, towels etc. Once this list is compiled, the club will reach out for quotes from various companies. Based on quality and cost, the club will take their preferences to PSP for approval. Status: Ongoing</p> <p>b. Action Item- Head Coach will look up Swim Canada/Swim Ontario guidelines on how to change the name of the club Status: Ongoing</p> <p>c. Action Item –President will confirm final swimmer placement for this present session with head coach for the issuing of correct invoices. Status: Complete</p> <p>d. Action Item – President and Vice President will create a set up plan for the Poppy Meet as many of the experienced parent volunteers will be away the day before at the Ottawa SWOTT meet Status: Complete</p>	<p>Amanda Grenier, Amanada Burrows, Debra Merrick</p> <p>Chela Breckon</p> <p>Jesse Knockleby</p> <p>Jesse Knockleby, Sarah Voisin</p>

	<p>e. Action Item – Vice President will send out a sign up genius email to families to sign up as officials for the Poppy Meet Status: Complete</p> <p>f. Action Item - Equipment, Fundraiser, and Marketing Reps will launch a clothing kit shop subcommittee. Its role will be to decide on clothing items and designs. Collect quotes and select preferred vendor based on quality and value and bring this information to PSP. Status: Complete</p>	<p>Sarah Voisin</p> <p>Amanda Grenier, Amanada Burrows, Debra Merrick</p>
<p>III</p>	<p><u>Coaching Update:</u></p> <p>a. Update provided by Vice President based on email communication from Head Coach who could not make the meeting</p> <p>b. Winter Regionals expected to be 31 Jan to 2 Feb. awaiting further details for exact dates and locations. The Regional meet may be split between two locations. A vote will take place among the regional coaches as to the age categories for the races.</p> <p>c. There is a swimmer who has registered and paid their swim fees but has not shown up for any practice. Head coach has reached out to this swimmer to clarify if they wish to participate in the club and if not, their spot will become available.</p> <p>d. There is a swimmer who is seeking permission from the club to use her friends as contributors to her volunteerism for her PPSC account. This was discussed and agree upon.</p> <p>e. Motion – Meet Manager made a motion to offer a no cost fee registration for Reese Lythgoe who is a former Petawawa predator swimmer to train casually with the team during reading week and holiday breaks from university. Motion was seconded by Natasha Collins. All present voted in favour and the motion was passed.</p> <p>f. Motion – Meet Manager made a motion to support a swimmer and fund an accompanying coach to a 1 day Para Training camp December 14 in Toronto. Motion was seconded by Roman Nahachewsky. All present voted in favour and the motion was passed. Debra Merrick abstained.</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p> <p><u>Vote</u></p> <p><u>Vote</u></p>

IV	<p><u>2024/25 Season Planning:</u></p> <p>a. 2024/2025 Schedule Summary:</p> <p>9 Nov 24 - OYO SC Invitational 10 Nov 24 - PPSC Poppy Meet 23 Nov – Photo fundraiser picture day 30 Nov – Photo fundraiser picture day 1 Dec 24 - Holiday Swim 6-7 Dec 24 - Candy Cane Invitational 14 Dec - Para training camp 11-12 Jan - Belleville Meet 31 Jan – 2 Feb Regionals (unconfirmed) 8 Feb – Cabin Fever Meet</p> <p>b. Candy Cane Meet in Perth this year is expected to be 3 sessions starting on the evening of Friday 6 Dec. The club awaits further details.</p> <p>c. The last training session will be Saturday, 21 Dec 2024. Discussion was had around working with PSP to allow interested swimmers to participate in lane swim over the holiday break. It was reiterated that swimmers under the age of 12 must be accompanied by an adult in pool balcony as per PSP policy</p> <p>d. Action Item – President and Vice President will confirm when training will resume following the winter holiday break and ensure pool is booked. This is expected to be 3 Jan 2025</p> <p>e. Discussion was had around the Cabin Fever Meet 8 February and splitting the meet into 2 sessions based on ages. The club would likely need support from another club to ensure enough Officials. Inviting North Bay was raised as an option.</p> <p>f. Discussion was had around the Christmas swim 1 Dec and capping the event at 100 people. It was also discussed and agreed upon that the club would cover the cost of food and drink for our coaches who are invited to participate.</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Jesse Knockleby, Sarah Voisin</p> <p>Info</p> <p>Info</p>
V	<p><u>Other Business / Routine Updates:</u></p> <p>a. Officials Rep announced that there are 9 swimmers who have not completed their registration with swim Ontario. The families have been notified and the Official Rep is available with her laptop to assist in completing the process whenever she is at the pool.</p>	<p>Info</p>

	<p>b. Action Item – President will personally reach out to each family who has not registered to inform them they must complete their registration before Saturday Nov 9 or they will not be able to participate in swim practice or meets. He will notify the Head Coach of these swimmers.</p> <p>c. Action Item: Registrar will create a plan for an-opt out registration process for next session and bring it to the next meeting for discussion.</p> <p>d. Motion – Fundraising Rep made a motion for the purchase of a \$500 prepaid credit card for the Holiday Swim to purchase pizza and candy canes. Motion was seconded by Roman Nahachewsky. All present voted in favour and the motion was passed.</p> <p>e. Vice President will pay personally for Poppy Meet Expenses as the club is not allowed to have more than 1 prepaid credit card at a time. She will seek reimbursement from PSP after completing the appropriate steps.</p> <p>f. Discussion was had around the new swim caps. There is a minimum of 36 required per order. The club wishes to have a quote from All Tides because it is undecided whether the club wishes to continue their business with the current company.</p> <p>g. Motion – Fundraising Rep made a motion to reimburse members with secondary cap when an error is made by the club. For example, the club spelled a swimmer’s name wrong when submitting the information to the company. The motion was seconded by Natasha Collins. All present voted in favour and the motion was passed. Roman Nahachewsky abstained.</p>	<p>Jesse Knockleby</p> <p>Victoria Kloos</p> <p><u>Vote</u></p> <p>Info</p> <p>Info</p> <p><u>Vote</u></p>
VI	<u>Next Meeting:</u> 3 Dec at 1830 hrs at Kelsey’s Restaurant in Petawawa with BYO ugly sweater and Christmas cheer	Info
VII	<u>Adjournment:</u> Meeting adjourned by PPSC President at 1955 hrs.	Info


 Jesse Knockleby
 Club President
 Date: 20 November 2024


 Kate Quirt
 Club Secretary
 Date: 20 November 2024

COMMENTS: IIA. Kitshop will not be holding inventory.

Vd. Club has been notified prepaid cards are currently unavailable but can request cash advance or submit cheque req for expenses.



Caeley Stevens
Recreational Coordinator

Date 26 Nov 2024



Brendan Cunliffe
Manager Community Recreation

Date 4 Dec 2024

RECOMMENDED/NOT RECOMMENDED

Nathan Lane
Senior Manager PSP

Date

APPROVED/NOT APPROVED

LCol N.B. Forsyth
Deputy Commander 4 CDSG

Date