Petawawa Predators Swim Club Executive Meeting Date 5 Feb 2024 (Virtual meeting via MS Teams)

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

Item	Discussion	Action
I	Meeting called to order at 2000hrs via MS Teams.	Info
Ш	 <u>Previous Business (Action Items from January):</u> Action Item – Jesse Knockleby to follow up with Mitsubishi regarding potential sponsorship and Sarah Voisin to confirm CNL has been sent an invoice for \$250 for administrative sponsorship purposes. X Note: Ongoing. Action Item – Julianna Vitsentzatos to confirm info package was sent to all clubs interested in attending Cabin Fever. Note: Complete. 	Jesse Knockleby Sarah Voisin Julianna Vitsentzatos
III	Opening Remarks: a. Jesse Knockleby welcomed all Executive members and initiated the meeting by outlining the night's agenda, key topics were described as follows: • Annual Budget for executive approval/vote; • Volunteer Program Invoices; and • Planning for the May the 4 th Swim Meet.	Info
IV	Coaching Update: a. Chela Breckon reviewed results from Regionals, stated Swimmers had achieved personal bests, the Club had overall great results and thanked parents for their support and helping to make the event a success.	Info
	b. Cabin Fever Entry List and Instructions email is out. Families are	Info

	requested to communicate directly with Coach Chela regarding any changes to their attendance / questions regarding the event going forward.	
**	We have added 3 new junior coaches / swim mentors to the Coaching Staff Roster. All members have completed the requisite paperwork and should be to deck-compliant for the next session. Coach Mackenzie will be away on Leave for approximately 3 weeks commencing 6 Feb. Her position will be backfilled by Coach Chela.	Info
c.	Coach Chela will be heading to OYJ (Provincial Level Competition) on 14 February to support Swimmer Kris Pebbles competing in 4 events, taking place from 15-17 Feb.	Info
d.	Cabin Fever on 10 February will be Coached by Coach Chela and Coach Kris, supported by some of the younger coaches.	Info
e.	Swim-up Assessments have been completed. Coach Chela plans to send out the assessments to both Parents and coaches in the short term. If parents are interested in the progress of their Swimmer, they're directed to the Coaches email or they may await the forthcoming assessment (<u>PPSCcoach@gmail.com</u>).	Info
f.	A few FUNdies have been invited by the coaching staff to advance to the Pre-Comp program. The approved movement may be coming at upon each familie's decision. There are 7 new Swimmers commencing FUNdies for Session 2, mostly in the FUNdies "A" timeslot.	Info
g.	Jesse Knockleby and Coach Chela will endeavour to be present for day one of Session 2 for the FUNdies "A" timeslot to answer any questions parents may have.	Info
h.	Coach Chela would like to hold an Activation Clinic on 24 Feb from 1120-1330. The Clinic will feature a healthy Snack and an Athletic Therapist. It will be offered to Competitive and Pre- Comp Swimmers and will follow the morning's Swim Sessions. It will focus on both Gound-Based Training and Water-Based training and videos will be taken for future Swimmer reference. All athletes to be video-featured will be required to sign consent forms.	Info
i.	Sarah Voisin initiated a <u>motion</u> to contribute \$150 to fund a healthy Snack for the 24 Feb Activation Clinic and to utilize the approved Training Camp Budget to fund payment for the event's Coaching staff. The motion was <u>seconded</u> by Natasha Collins and	Vote

	 unanimously passed. j. Action Item – Chela Breckon to develop an Activation Clinic description and forward to Natasha Collins for membership distribution. 	Chela Breckon Natasha Collins
	 k. Action Item – Odessa Sicord to develop healthy Snack idea and info Session regarding healthy eating. Odessa Sicord or Sarah Voisin to secure the Wooden Gym and Classroom (or alternative venue) from 1100-1330 on 24 Feb 2024 	Odessa Sicord Sarah Voisin
V	 <u>Financial Update:</u> a. Sarah Voisin reviewed the Annual Budget and described nuances line by line (attached) to the executive. She also explained that NPF had reduced the number of GL accounts and that these accounts had been condensed into 4 Revenue line items, and 5 Expenditure line items. 	Info
	 Based upon this rough estimate, once all revenues are collected and expenses paid, we should have approximately \$12,000 remaining in account at the end of the season. Club is in a good financial position. 	Info
	c. Funding required for Provincials commencing post-June 2024 has not been included in this budget. The Budget for fundraising has been made from a conservative standpoint, so it easily could be increased to cover these costs if required.	Info
	 Julianna Vitsentzatos initiated a motion to approve the attached budget with the amended/added Coaching Retainer Fee. The motion was <u>seconded</u> by Natasha Collins and unanimously passed. 	Vote
VI	 Invoices for Volunteers: a. Executive reviewed the Family Volunteer Point Spreadsheet, highlighting the families that had not accumulated the points agreed upon in the initial contact (signed at the beginning of the the 1st Session) and who had elected not to sign up for the 2nd Session. The option whether to invoice the families was debated. Consensus was that current difficulties in getting families to volunteer to support Swim Meets and other Club initiatives would be exacerbated if families were aware that there weren't repercussions for not meeting volunteer point targets. 	Info
	 b. Sarah Voisin initiated a <u>motion</u> to invoice families for the prorated amounts detailed in the attached spreadsheet. The motion was <u>seconded</u> by Julianna Vitsentzatos and unanimously passed. 	<u>Vote</u>

	 Action Item – Sarah Voisin to work with PSP to ensure families are invoiced and to send out a reminder to the membership regarding volunteer points requirements. 	Sarah Voisin
VII	 Meet Planning - May the 4th: a. Coach Chela confirmed the Clubs interested in attending the May the 4th Meet as follows: Perth (25-30 Swimmers), Arnprior (43 Swimmers), Capital Wave (30-35 Swimmers) and Carleton Place (10-20 Swimmers). The event is intended to be a closed invitational and the aforementioned Clubs invited and with ROCs as a backup invitee. 	Info
	 b. The Meet is intended to be highly developmental with 2 Sessions. Option discussed was Session 1 featuring; 400 IM, 200 Fly, 200 IM, 100 IM, 200 Freestyle and a 400 Freestyle. Session 2 will feature; 25m and 50m races offered in all strokes, along with a Medley Relay. Event details will need to be discussed and confirmed with Coaches and Meet Referee. 	Info
***	c. The event is scheduled for May 4 th . Running the Meet similar to the Deep Rvier Blackfly Meet was discussed. The two Sessions could be separated by approximately a 2 hours break where a skills competition will be incorporated featuring as 25m Timed Kick (w/ board) and a streamline glide. A BBQ / prepared food and an outdoor beach mixer with trophies /ribbons for all events was discussed. Due to volunteer requirements, the organizers will focus on a skills competition for this meet only.	Info
	d. Odessa Sicord noted Perth has already indicated interest in helping with Officiating to ensure their Club gains some requisite Officiating experience to signify readiness to run their own events. There should therefore be additional volunteers available if we decide to run a canteen for this event. A budget and program for the meet will be discussed at next Monthly meeting.	Info
VIII	 Other Business / Routine Updates: a. Fundraising Coord – Swimathon is set for 23 March and planning is ongoing. Debra Merrick will be working with families for the donation of items for a May the 4th 'Silent Auction' in support of the May the 4th Swim Meet. 	Info
	 Action Item – Debra Merrick to liaise with Lisa McCann to develop a Swimathon budget estimate for review at the next Executive Meeting. 	Debra Merrick
	c. Communications Coordinator – Emails have been quiet since the	Info

	close of second Session registration.	
	 d. Co-VP Operations/Marketing – We will start marketing Swimathon immediately following Cabin Fever. We recently had two parents cancel that had previously volunteered to assist with children marshalling for Cabin Fever and are seeking replacements for those two positions. 	Info
	e. Registrar – Noted she's still in the process of trying to obtain completed registration packages from the 7 new families.	Info
	f. Co-VP (Admin) / Treasurer – Stated she will be preparing the Sanctioning Package for the May the 4 th Meet.	Info
	g. Head Coach – Eastern Regionals will also be held on 23 March. As a result, Chela Breckon will not be in attendance for Swimathon. Accommodations in the form of an additional date will be made for Swimmers interested in participating that won't be in the area for 23 March. There is a Level 2 coach moving into the area and she has shown interested in coaching.	Info
IX	a. <u>Next Meeting:</u> Will be scheduled for 4 March at 2000 hrs.	
Х	Adjournment: Meeting adjourned by PSPC President, Jesse Knockleby at 2110 hrs.	Info

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Jesse Knockleby Club President Date: 21 Feb 2024

Dave Fetterly Club Secretary Date: 21 Feb 2024

* No invoice has been issued, CNL sponsorship plan has mat transpired. Mitsubishi sponsorship early decues comment a agreement

XX New coaches will be High June trainined upon the mixt affired course

*** Early stoges of planning poper work will be submitted mer confirmed and agridant the executive

Bailey Hartnell

Date: Mar 6, 20024

Club Liaison Community Recreation Coordinator

COMMENTS:

Confirmed wording "sponsorship" would be in the form of donation per NAP terminology. Item IL - "invoice" refers to recept/confirmation of donation to CNL but that has n't transpired.

Date: 6 March 2024

Brendan Cunliffe Manager Community Recreation COMMENTS:

Nathan Lane

Senior Manager PSP

RECOMMENDED/NOT RECOMMENDED

LCol R. Balkaran

DComd 4 CDSG

APPROVED/NOT APPROVED

Date:

Date: