

**Petawawa Predators Swim Club
Executive Meeting
Date 8 Jan 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 Vitsenzatos – Swim Meet Manager / Officials Coordinator
 Lisa McCann – Equipment Manager
 Dave Fetterly – Secretary

Regrets: Debra Merrick – Fundraising Coordinator
 Jasmine Teahen – Volunteer Coordinator
 Chela Breckon – Head Coach

Item	Discussion	Action
I	Meeting called to order at 2000hrs via MS Teams.	Info
II	<p><u>Previous Business (Action Items from 1 Nov 2023):</u></p> <p>Action Item – Victoria Kloos to provide Pembroke Mitsubishi sponsorship contact info to Jesse Knockleby for follow up. Note: Note: Ongoing. CNL has agreed to donate \$250 and is seeking an invoice for administrative purposes. Jesse to follow up with Mitsubishi to confirm sponsorship intentions. Sarah Voisin to provide invoice to CNL for \$250.</p> <p>Action Item – Head Coach to confirm forecasted attendance dates and provide cost estimates for Coaching staff and Swimmer(s) at NKB Ottawa (January), Provincials & Nationals. Note. Completed</p> <p>Action Item – Head Coach to initiate an evaluation of Swimmers for advancement to their respective next level. Note: Complete. 4 Pre-Competitive Swimmers will advance to Competitive, 2-3 FUNDies will advance to Pre-Comp.</p> <p>Action Item – Victoria Kloos to audit medical information for completion and confirm storage in a secure and accessible location. Note: Complete.</p>	<p>Jesse Knockleby Sarah Voisin</p> <p>Chela Breckon</p> <p>Chela Breckon</p> <p>Victoria Kloos</p>
III	<p><u>Opening Remarks:</u></p> <p>a. Jesse Knockleby welcomed all Executive members to the New Year and initiated the meeting by highlighting the</p>	Info

	<p>accomplishments of the executive (Sarah Voisin, Odessa Sicord and Julianna Vitsentzatos in particular) for organizing recent Officials Training and expanding the Club Officials roster. The club is making tangible progress toward a sustainable future from an Officiating / Host Club perspective and should enable us to be compliant with Swim Ontario standards for the 24/25 season.</p> <p>b. We have a healthy roster attending a Swim Meet in Belleville this weekend. All is on track for that event.</p> <p>c. There is potential of an NPF Worker's Strike commencing on 15 Jan. Club Swim Sessions may be impacted as Lifeguards and DDH Staff are members of this Union. Jesse will be in contact with PSP and will relay pertinent info to the Executive for membership distribution as it becomes available. We will review options that may potentially be taken regarding refunds/extending the season if the strike impacts swim training.</p> <p>d. The current Swim Session ends 3 Feb. We will also review the forecasted budget/expenses and attempt to validate the proposed Fee rates for the upcoming Session that starts 5 Feb.</p>	<p>Info</p> <p>Info</p> <p>Info</p>
IV	<p><u>Coaching Update:</u></p> <p>a. Chela Breckon was ill and not in attendance. She however confirmed prior to Meeting commencement that she intends to be in attendance for some Pre-Comp and FUNdies sessions in the month of January, and will be conducting evaluations and providing the parents of FUNdies / Pre-Comp Swimmers with report cards for use in determining their Swimmer's level of entry for the upcoming Session registration.</p>	<p>Info</p>
V	<p><u>Financial Update & Winter/Spring 2024 Discussion:</u></p> <p>a. Sarah Voisin reviewed the forecasted expenses, anticipated membership and revenues with the Executive, and proposed the following rates:</p> <ul style="list-style-type: none"> • FUNdies; PSP Rate - \$330 / Non PSP Rate - \$379.50 • Pre-Comp; PSP Rate - \$800 / Non PSP Rate - \$920.00 • Intro to Comp; PSP Rate - \$800 / Non PSP Rate - \$920.00 • Jr. Comp; PSP Rate - \$950 / Non PSP Rate - \$1,092.50 • Sr. Comp; PSP Rate - \$1,100 / Non PSP Rate - \$1,265.00 • Performance; PSP Rate - \$1,150 / Non PSP Rate - \$1,322.50 <p>b. Lisa McCann initiated a <u>motion</u> to adopt the proposed rates fees. The motion was <u>seconded</u> by Julianna Vitsentzatos and unanimously passed</p> <p>c. Collectively it was determined that due to the current coaching</p>	<p>Info</p> <p><u>Vote</u></p>

	<p>staff levels. FUNdies Membership will aim to be reduced from 48 Swimmers in the first session, down to 40 for the second session. Registration priority will be for returning swimmer and all returning families are guaranteed a spot if they register during the private registration period (1 week prior to open/public registration).</p> <p>d. We appear to be on track regarding revenues/expenses and are anticipating a surplus of roughly \$25,000 remaining in the Club account at the end of the second session (barring unforeseen expenses).</p> <p>e. In the situation of an NPF Worker's Strike extending beyond 3 weeks that results in no swim training, the Club will consider the following options;</p> <ul style="list-style-type: none"> • a prorated reimbursement of fees for either/both Sessions; • an extension of the first Session and a reduction in price and duration of the second Session; and or • An extension of the second Session later into June 2024. 	<p>Info</p> <p>Info</p> <p>Info</p>
VI	<p><u>Cabin Fever Meet Planning:</u></p> <p>Julianna Vitsentzatos confirmed the Sanction has been approved for our Local Cabin Fever Meet scheduled for 10 Feb. Next step will be to establish the Sign-Up Genius to recruit the requisite Officials. Associated event planning will proceed caveated with potential cancelation depended upon the NPF Worker Strike duration. 2 x local clubs have already expressed interest to attend the Meet and our Club has yet to formally advertise the event.</p> <p>a. Action Item – Julianna Vitsentzatos to draft an Event info email and distribute to all potentially interested Clubs, outlining the potential Lifeguard Strike-associated cancellation cavate.</p> <p>a. Julianna Vitsentzatos initiated a <u>motion</u> to dedicate \$400 to fund food and refreshments for Coaching staff and Officials at the Cabin Fever Meet. The motion was <u>seconded</u> by Lisa McCann and unanimously passed</p>	<p>Info</p> <p>Julianna Vitsentzatos</p> <p><u>Vote</u></p>
VII	<p><u>Other Business / Routine Updates:</u></p> <p>a. Equipment – Clothing sales went well during the session, and clothes from the order received around Christmas have been distributed to families. The replacement Starter Microphone is serviceable, and we have tee shirt samples and will be initiating a sub committee during the 2nd Session to come up with a new Training Tee Shirt design.</p>	<p>Info</p>

	<p>b. Communications Coordinator – Have received several inquiries about the next session. With both Deep River and Pembroke’s pools closed, we anticipate lots of interest in membership. We will obtain details of interested parties and maintain a Swimmer Waitlist.</p> <p>c. Co-VP Operations Marketing – Receiving lots of interest on social media about upcoming programing and has received positive feedback from families regarding first Session programming.</p> <p>d. Registrar – Will prepare the registration package for PSP detailing registration Fees and will await Strike details and internal document review prior to submission. No partial payments for membership are acceptable unless they are part of a Military Pay Deduction Program (administered by PSP).</p> <p>e. Co-VP (Admin) / Treasurer – Noted Regionals have received Sanction and are set for 2-4 Feb</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p>
VIII	<u>Next Meeting:</u> Will be scheduled for Monday, 5 Feb 2024 at 2000 hrs.	Info
IX	<u>Adjournment:</u> Meeting adjourned by PSPC President, Jesse Knockleby at 2058 hrs.	Info



Jesse Knockleby
Club President
Date: 30 Jan 2024



Dave Fetterly
Club Secretary
Date: 30 Jan 2024

COMMENTS:



Bailey Hartnell
Club Liaison Community Recreation Coordinator
COMMENTS:

Date 31 Jan 2024



Brendan Cunliffe
Manager Community Recreation
RECOMMENDED/NOT RECOMMENDED

Date 6 Jan 2024

Item 2 - Confirming paperwork for donation with CMC
Medical info secured and accessible if needed on
pool deck.

Nathan Lane
Senior Manager PSP
APPROVED/NOT APPROVED

Date

LCol R. Balkaran
DComd 4 CDSG

Date

