

Petawawa Predators Swim Club
Executive Meeting
Date 29 Nov 2023
(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
Julianna Vitsentzatos – Swim Meet Manager / Officials Coordinator
Lisa McCann – Equipment Manager
Dave Fetterly – Secretary
Debra Merrick – Fundraising Coordinator
Jasmine Teahen – Volunteer Coordinator

Regrets: Chela Breckon – Head Coach
Natasha Collins – Communications Coordinator

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 – Julianna Vitsentzatos to confirm if there are any Swimmer/Officials between-session time restriction requirements. Note: Complete. There are zero known written restrictions.</p> <p>Action Item – Victoria Kloos to provide Pembroke Mitsubishi sponsorship contact info to Jesse Knockleby for follow up. Note: Ongoing. Jesse to follow up with PSP, Mitsubishi & CNL regarding potential sponsorship IAW NPF policies.</p>	<p>Julianna Vitsentzatos</p> <p>Victoria Kloos, Jesse Knockleby</p>
III	<p><u>Opening Remarks:</u></p> <p>a. Jesse Knockleby welcomed all Executive members and thanked all for their efforts in preparing and conducting a successful Poppy Meet. He provided an overview of the Meeting agenda and highlighted the following upcoming events;</p> <ul style="list-style-type: none"> • Cabin Fever • End of Session and commencement of next Session planning • The Santa Claus Parade • The Perth Candy Cane Meet • Securing Wed, 3 Jan as the 2024 pool opening date, enabling us to ensure Swimmers are back in the pool and better prepared for the Belleville Meet taking place early in the new year. 	Info


<p>IV</p>	<p><u>Coaching Update:</u></p> <ul style="list-style-type: none"> a. Chela Breckon was not in attendance but provided an update electronically as follows; <ul style="list-style-type: none"> • The Poppy Meet was a success. • All Club Candy Cane Meet entries have been submitted (list of attendees can be viewed on the pool deck). • Requested confirmation that all Swimmer’s Emergency Contact Info is available to the coaches on the pool deck. b. Action Item – Victoria Kloos to audit the medical information records for completion and cross ref the Emergency Contact Info form to ensure both are correct and all Swimmers captured. Victoria also to confirm that the forms are stored in a secure space, accessible and known to Coaching Staff and that a copy of just the Emergency Contact Information is stored in the blue locker on the pool deck. 	<p>Info</p> <p>Victoria Kloos</p>
<p>V</p>	<p><u>Financial Update & Winter/Spring 2024 Discussion:</u></p> <ul style="list-style-type: none"> a. Jesse Knockleby commenced by highlighting the abundance of Swimmers in the Fundies and Precompetitive programs and noted that both programs were actively waitlisting interested Swimmers, while the competitive programs had vacancies. Jesse suggested that Swimmers nearly ready for advancement should be evaluated and potentially permitted to advance mid-season without an additional fee (pending Executive approval). Jesse listed cost-benefits, optimizing coaching resources and expanding membership as positive outcomes to this course of action. b. Sarah Voisin initiated a <u>motion</u> to permit Swimmers designated ‘Ready to advance’ by coaching staff, (with family concurrence) to advance to the next level (PreComp into Competitive, followed by Fundies into PreComp), without an additional fee for the remainder of the Swim Session (end-January 2024). The motion was <u>seconded</u> by Victoria Kloos and unanimously passed. c. Sarah Voisin provided a financial update noting that we currently have \$65,000 in the Club account and anticipate we will be well positioned with \$36,000 remaining at end-January once all forecasted expenses are paid. d. February and March are expected to be expensive as they will include Club member & Coach attendance at Regionals, Provincials and Nationals. Nationals appears to require attendance 2 days prior to the start of the 2 day event, meaning the Club may be responsible to fund 4 days of Swimmer accommodations / accommodations & per diem for Coaching staff. 	<p>Info</p> <p><u>Vote</u></p> <p>Info</p> <p>Info</p>


	<p>e. With forecasting commencing the second Session of the season in February with \$36,000 and anticipating \$50,000 in membership revenue; we're estimating approximately \$27,000 in account at the end of the Swim year, once all expensive are paid (with the caveat that NKB, Regionals, Provincials and Nationals estimates require precision).</p> <p>f. Fundraising has been effective and contributed to our overall financial position and all clubs who attended the Poppy Meet have paid with only our own club's payment outstanding.</p> <p>g. Action Item – Head Coach to confirm that the Meet Fees for the Poppy Meet have been collected and to distribute payment (cheque) to Club Treasurer.</p> <p>h. Action Item – Head Coach to confirm attendance dates and cost estimates for Coaching staff and Swimmer(s) at following swim meets:</p> <ul style="list-style-type: none"> • NKB Meet in Ottawa (Jan); • Provincials; and • Nationals. <p>i. Action Item – Head Coach to initiate an evaluation of non-competitive Swimmers and make recommendations identifying potential members for advancement from Fundies to PerComp and from PreComp to Competitive, as well as provide criteria utilized for level advancement to the Executive for review.</p>	<p>Info</p> <p>Info</p> <p>Chela Breckon</p> <p>Chela Breckon</p> <p>Chela Breckon</p>
<p>VI</p>	<p><u>Cabin Fever Meet Planning:</u></p> <p>a. Sarah Voisin noted shortages in qualified Officials and stated that based upon Wave Swim Club not being able to attend the Skills / Team Building event we had originally planned, that this event was crafted to optimize Officials training and enable sign offs. This will help us become compliant for running meets in the future based on updated Swim Ontario requirements.</p> <p>b. The proposed Cabin Fever Swim Meet will be comprised of 1 x morning Session (featuring longer race durations) and 1 x afternoon Session featuring a variety of events. Details of proposal are as follows:</p> <p>Session 1 – Sat 10 Feb 2024 – Warm up: 8:45AM, Start: 9:15AM</p> <p><u>Events:</u></p> <ul style="list-style-type: none"> • 200m Freestyle • 100m Freestyle • 400m Freestyle 	<p>Info</p> <p>Info</p>

	<p>Session 2 – Sat 10 Feb 2024 – Warm up: 12:30PM, Start: 1:15PM</p> <p><u>Events:</u></p> <ul style="list-style-type: none"> • 100m Individual Medley • 25m Freestyle • 100m Backstroke • 50m Breaststroke • 100m Butterfly • 50m Freestyle • 25m Breaststroke • 200m Individual Medley • 50m Backstroke • 100m Breaststroke • 50m Butterfly • 25m Backstroke • 4 x 200m Relay – Freestyle <p>c. Pending event success and feedback from Head Coach, we expect to replicate the event structure for the follow-on Swim Meet on 4th of May.</p> <p>d. Based upon the event structure and task load of the Officials, the Club will be required to provide lunch for the Officials to enable event success.</p> <p>e. Meet Fees will be increased from \$25 to \$40 to account for the 2 Sessions and the relay. Swimmers will be permitted to swim one event in Session 1, three events in Session 2, and a relay = 5 Swims for \$40.</p> <p>f. Canteen will be operational between the two Sessions. Subcommittee to be established as part of event planning.</p> <p>g. Club Officials shortages are predominantly in Level 2 positions (such as Inspector of Turn and Judge of Stroke). Qualified Timekeepers seeking advancement are directed to take:</p> <ul style="list-style-type: none"> • Inspector of Turns / Judge of Stroke training Clinic: 16 Dec from 8:00AM – 11:00AM. • An online Meet Manager clinic is also scheduled for 11 Dec from 7:00PM – 9:00PM with registration available through Officials login – Swim Canada Education. <p>h. Sarah Voisin initiated a <u>motion</u> to allocate \$100 to fund refreshments at the two Officials training events scheduled for; 16 Dec 2023 and 20 Jan 2024. The motion was seconded by Lisa McCann and unanimously passed.</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p> <p><u>Vote</u></p>
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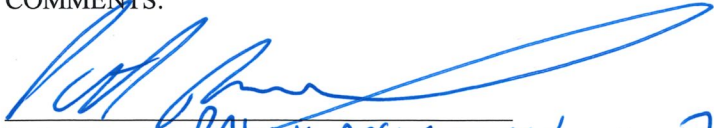
VII	<p><u>Other Business / Routine Updates:</u></p> <p>a. Equipment Representative – update;</p> <ul style="list-style-type: none"> • We’re still waiting on a delivery date for the most recent Kitshop order, anticipating it will arrive prior to the Xmas break. • We received an updated Tee shirt design and are working with designs presented from the older Swimmers to establish a new product to fit that demographic. Subcommittee will likely be established in the new year to work on this project. • Intend to initiate a new Kitshop order for the spring session. • Upon receipt of current order, Pick up time will be established and communicated through the communications Rep (with considerations/directions in place for concealment ie; Xmas gifts). <p>b. Action Item – Lisa McCann to confirm delivery location for items ordered through the kitshop with shipping paid; ie; Team, or individual residences.</p> <p>c. Fundraising Coord – Update;</p> <ul style="list-style-type: none"> • Bottle Drive has been a success and remains ongoing. • Initiated communications with BINGO organizers, plan is under development. Experiencing difficulties reaching potential fundraising candidate – All Star Coffee –, currently unsure if they’re still operating. • The Halloween Fun Swim, Doughnut Fundraiser and Picture Day have all been successfully completed. Treasurer has info and applicable documents pertaining to all profits. • Families will be provided a break from fundraising for the Holiday Season. <p>d. Swim Meet Manager / Officials Coordinator – Update;</p> <ul style="list-style-type: none"> • Training dates and Resources have been confirmed as follows: • <u>16 Dec 2023, 8:00AM – 11:00AM:</u> <ul style="list-style-type: none"> ○ Inspector of Turns, ○ Judge of Stroke. • <u>20 Jan 2024, 8:00AM – 11:00AM:</u> <ul style="list-style-type: none"> ○ Chief Finishing Judge, ○ Meet Manager or alternative (Exec vote pending). • <u>Back Classroom</u> for Officials/Courses: <ul style="list-style-type: none"> ○ 16 Dec 2023, 0800-1200 ○ 20 Jan 2024, 0800-1200 ○ 10 Feb 2024, 0800-1700 ○ 4 May 2024, 0800-1700 	<p>Info</p> <p>Lisa McCann</p> <p>Info</p> <p>Info</p>
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	<ul style="list-style-type: none"> • <u>Pool Facilities</u> with requested booking to 5 pm, (currently booked): <ul style="list-style-type: none"> ○ 10 Feb 2024 ○ 4 May 2024 e. Communications Coordinator – Update: NSTR. f. Registrar – Update: NSTR. g. Co-VP Operations/Marketing – Update: <ul style="list-style-type: none"> • Positive feedback received from parents based upon changes made to send routine communications in the Weekly Newsletter rather than multiple emails. • 30 Swimmers have already signed up for the Santa Clause Parade. h. Co-VP (Admin/Treasurer) – Update: <ul style="list-style-type: none"> • Swim Clinic previously proposed for 16 Dec may not be viable due to minimal attendance with proximity to Xmas holidays. Suggested moving date to 6 Jan to better prepare Swimmers for Belleville Meet scheduled early in the New Year, to better accommodate Swimmers and family schedules. • The Perth Meet has openings for Timekeepers, Inspector of Turns and Admin Desk personnel. • Those interested in the volunteering for either Inspector of Turns or Timekeepers positions can enrol through Perth’s Sign-Up Genius that will be active 3 Dec. • Anyone interested in the Admin Desk position may enrol through the Sign-Up Genius and take the training online. i. Action Item – Jesse Knockleby to contact Coach Chela to suggest altering Swim Clinic date from 16 Dec 2023 to 6 Jan 2024, and to discuss the Swimmer assessment/advancement plan and report back to the Exec NLT 16 Dec 2023. 	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p> <p>Jesse Knockleby</p>
VIII	<u>Next Meeting:</u> Will be scheduled for 3 Jan 2024 at 2000 hrs.	Info
IX	<u>Adjournment:</u> Meeting adjourned by PSPC President, Jesse Knockleby at 1950 hrs.	Info


 Jesse Knockleby
 Club President
 Date: 11 Dec 2023


 Dave Fetterly
 Club Secretary
 Date: 11 Dec 2023

COMMENTS:



~~Bailey Hartnell~~
Club Liaison Community Recreation Coordinator

Date 21 December 23

COMMENTS: PAA recommended AA course to PPSC VP/Treasurer to better facilitate donations & fundraising initiatives. Request submitted for course assignment.



Brendan Cunliffe
Manager Community Recreation
RECOMMENDED/NOT RECOMMENDED

Date 21 December 23,

Nathan Lane
Senior Manager PSP
APPROVED/NOT APPROVED

Date

LCol R. MacKenzie
DComd 4 CDSG

Date