

**Petawawa Predators Swim Club  
Executive Meeting  
Date 4 Oct 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  
 Natasha Collins – Communications Coordinator  
 Julianna Vitsentzatos – Swim Meet Manager / Officials Coordinator  
 Dave Fetterly – Secretary  
 Debra Merrick – Fundraising Coordinator  
 Lisa McCann – Equipment Manager  
 Chela Breckon – Head Coach


Regrets: Katrina McClung –Volunteer Coordinator (former)  
 Jasmine Teahen –Volunteer Coordinator (incumbent)

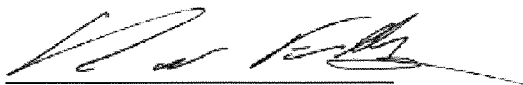
Item	Discussion	Action
I	Meeting called to order at 2000hrs via MS Teams.	Info
II	<p><u>Previous Business (Action Items from Aug 2023):</u></p> <p><b>Action Item</b> – Lisa McCann to confirm orders have been placed for additional Ribbons &amp; 100 Swim Caps, and the Infinity Start System Microphone. Note: Complete.</p> <p><b>Action Item</b> – Lisa McCann to confirm status of outstanding reimbursements for personal out of pocket expenses for multiple personnel. Note: Complete.</p> <p><b>Action Item</b> – Jesse Knockleby to confirm there are no changes to the Annual Lifeguard Agreement that would impact the budget or proposed schedule. Note: Confirmed.</p> <p><b>Action Item</b> – Julianna Vitsentzatos to confirm Poppy Meet Sanction status. Note: Complete.</p>	<p>Lisa McCann</p> <p>Lisa McCann</p> <p>Jesse Knockleby</p> <p>Julianna Vitsentzatos</p>
III	<p><u>Opening Remarks:</u></p> <p>a. Jesse Knockleby initiated the meeting by reviewing recent events including the season opening Parent Orientation Session and the first Swim Clinic put on for the Competitive Swimmers. He then summarized the upcoming events and items to be discussed as part of the Meeting Agenda including;</p> <ul style="list-style-type: none"> <li>• planning a future Swim Clinic (potentially to include FUNdies Swimmers);</li> <li>• the Swim Meet schedule and deconflicting with the proposed Swim Clinic/Training Camp Schedule;</li> <li>• fundraising/sponsorship initiatives;</li> <li>• confirmation of the Winter/Spring Schedule;</li> <li>• proposed changes to the Volunteer Executive, as Katrina McClung has indicated interest in stepping down from the</li> </ul>	Info

	<p>position of Volunteer Coordinator and Jasmine Teahen has volunteered to assume the role.</p> <p>b. Lisa McCann initiated a <u>motion</u> to appoint Jasmine Teahen to the Role of Volunteer Coordinator, Debra Merrick <u>seconded</u> the motion and the vote was unanimous in favour.</p>	<u>Vote</u>
IV	<p><u>Coaching Update:</u></p> <p>a. Chela Breckon confirmed all is going well from a coaching and administration standpoint. Saturday Solo-Coach initiative is going well. Lifeguard support has been great! The new Deck Supervisor has collaborated quite well with coaching staff. PSP support has also been exceptionally responsive and efficient this season. All staff members have received their First Aid certification, High Five Training and completed registration with Swim Ontario.</p> <p>b. Based upon parent, swimmer and coach feedback, our first Training Camp was a success! A point for improvement would be to better communicate when the camps will be taking place.</p> <p>c. <b>Action Item</b> – Chela Breckon to liaise with Sarah Voisin to determine Training Camp date selection, ensure dates are embedded into the Meet Schedule and publish Training Camp overview / format to facilitate timely distribution to families.</p>	<p>Info</p> <p>Info</p> <p>Chela Breckon / Sarah Voisin</p>
V	<p><u>Meet Planning:</u></p> <p>a. Sarah Voisin presented the previously approved schedule. The following amendments/refinement were reviewed and approved by the Executive;</p> <ul style="list-style-type: none"> <li>• the Vimy Meet previously scheduled for 13 Apr conflicts with LC qualifying Meets running at the same time. As a result, Vimy meet has been moved to 4 May.</li> <li>• FUNdies will be invited to all the Home Meets only.</li> <li>• The Candy Cane &amp; Bellville invitationals, OYO &amp; ROCs LCs will be open to Pre-Comp and all Competitive Swimmers.</li> </ul> <p>b. <b>Action Item</b> – Jesse Knockleby to contact PSP to confirm Pool availability/reservation for 10 Feb (Cabin Fever), 23 Mar (Swim-a-thon) and 4 May (Vimy).</p>	<p>Info</p> <p>Jesse Knockleby</p>
VI	<p><u>Fundraising:</u></p> <p>a. Debra Merrick indicated the Bottle Drive is expected to remain ongoing for the season duration. The advertisement has been posted and email is out!</p> <p>b. Picture Day – (including digital image) is in planning with price per photo to be confirmed and actual date to be deconflicted. PSP fundraising forms need to be completed and funds to be allocated for the printing of photos (\$2 per print) / purchase of folders to store &amp; transport prints for distribution. Victoria</p>	<p>Info</p> <p>Info</p>

	<p>Kloos mentioned she has a photographer contact that may take the photos free of charge.</p> <p>c. <b>Action Item</b> – Debra Merrick to preform cost estimate and send out photo initiative expenses proposal for Secretarial Exec vote.</p> <p>d. Spirit Days – Also in the planning phase. Event is designed to get families involved with the club, and club fundraisers and to bolster swimmer and even coach participation.</p> <p>e. Halloween Fun Swim – The event is scheduled for 28 Oct, from 1-2pm (pending pool availability). An anonymous donor has volunteered to sponsor the event and pay for the pool time. Intention is to offer Pizza and beverages at a price of \$5 per Swimmer to recoup costs/raise funds.</p> <p>f. Sarah Voisin initiated a <u>motion</u> to fund \$250 for food and refreshments for the 28 Oct Halloween Fun Swim. The motion was <u>seconded</u> by Julianna Vitsentzatos and unanimously passed.</p> <p>g. Coach Chela indicated that she would not attend the Halloween Fun Swim due to prior commitments, but that she would brief the date / event description to Coaching staff to encourage event attendance and volunteered her Coaching Company to sponsor the event covering associated costs of up to \$200 if required.</p> <p>h. <b>Action Item</b> – Chela Breckon to brief Halloween Fun Swim to coaching staff to encourage participation.</p>	<p>Debra Merrick</p> <p>Info</p> <p>Info</p> <p><u>Vote</u></p> <p>Info</p> <p>Chela Breckon</p>
VII	<p><u>Other Business / Routine Updates:</u></p> <p>a. After confirming the requirements with PSP, Jesse Knockleby has approached CNL to potentially sponsor the Swimathon. In exchange for limited use of the Sponsor’s Logo in association with the Swimathon (i.e. printed on Swimathon Caps or finisher medallions), the donated funds would be used to support swimmers attending higher level competitions (i.e. Provincials and Nationals) as well as to replace aging club equipment such as the Infinity Start System (~\$1200). Fundraising goal for the Swimathon is \$10,000. Victoria Kloos noted Pembroke Mitsubishi is also interested in providing an equipment advertisement sponsorship (i.e. Competition Towels for the swimmers that include the Mitsubishi logo).</p> <p>b. <b>Action Item</b> – Victoria Kloos to provide Pembroke Mitsubishi sponsor contact info to Jesse Knockleby for sponsorship admin follow up.</p> <p>c. Equipment – New swim caps, ribbons, stickers and starter microphone are all in. Parents have requested the ability to purchase Tee Shirts for the upcoming Poppy Meet at an anticipate rate of 24\$ (plus tax) for 20 misc. sized shirts.</p> <p>d. Lisa McCann initiated a <u>motion</u> to dedicate \$525 to fund the initial purchase of coach-themed Club tee-shirts to sell at the</p>	<p>Info</p> <p>Victoria Kloos</p> <p>Info</p> <p><u>Vote</u></p>

	<p>Poppy Meet. The motion was <u>seconded</u> by Sarah Voisin and unanimously passed.</p> <p>e. <b>Action Item</b> – Lisa McCann to contact Patrick to facilitate timely opening of the kit shop to coincide with the Poppy Meet.</p> <p>f. Fundraising Coord noted the closing of the Deep River pool and suggested collaborating with their staff to offer pool time to their swimmers during our competitive sessions. They would be covered by Swim Ontario insurance.</p> <p>g. <b>Action Item</b> – Chela Breckon to reach out to Deep River Coaching staff and offer pool resources to their club members during our competitive swimming timeslots.</p> <p>h. Swim Meet Manager / Officials Coordinator noted changes coming after Nov 2023 that will affect Swim Ontario sanction of swim meets. The club will need to improve the officials roster and in particular will need to train more officials for higher level roles.</p> <p>i. <b>Action Item</b> – Julianna Vitsentzatos to email spreadsheet / info pertaining to upcoming changes and training offerings to all Exec members.</p> <p>j. Communications Coordinator mentioned she's still receiving emails from families attempting to register and is actively populating a waitlist.</p> <p>k. Co-VP Operations/Marketing confirmed behind the scenes marketing is ongoing.</p> <p>l. Co-VP (Admin) / Treasurer is awaiting NPF accounts to be finalized with updated Financial data to confirm our current account status.</p> <p>m. Registrar noted Registration has gone very well, however she's still awaiting a few families to complete their Swim Ontario Registration.</p>	<p>Lisa McCann</p> <p>Info</p> <p>Chela Breckon</p> <p>Info</p> <p>Julianna Vitsentzatos</p> <p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p>
IX	<u>Next Meeting:</u> Will be scheduled for 1 November at 2000 hrs.	Info
X	<u>Adjournment:</u> Meeting adjourned by PSPC President, Jesse Knockleby at 2004 hrs.	Info

  
 Jesse Knockleby  
 Club President  
 Date: 13 Oct 2023


  
 Dave Fetterly  
 Club Secretary  
 Date: 12 Oct 2023

COMMENTS:

  
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Bailey Hartnell *Patrick Desjardins*  
Club Liaison Community Recreation Coordinator

Date *17 Oct 23*

COMMENTS:

  
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Brendan Cunliffe  
Manager Community Recreation  
RECOMMENDED/NOT RECOMMENDED

Date *16 Oct 23*

\_\_\_\_\_  
Nathan Lane  
Senior Manager PSP  
APPROVED/NOT APPROVED

Date

\_\_\_\_\_  
Col J.C. Guiney  
Comd 4 CDSG

Date