

Board meeting of Calgary Aquamums Masters (CAM)

Date and time: September 13th, 2023 @7pm

Location: MNP

Please read the attached documents: [Minutes from last AGM](#), Balance Sheet, [MNP Report](#), [Season Timeline](#), [Appendices for AGM 2023](#), [CAM Report](#)

Attendees:

Danielle Robertson, Sarah Exley, Linda, Lori Pollock, Miranda Cacic, Jackie Bodie, Meaghen Derksen, Ashleigh Malarczuk, Lynn Hulse, Gail Langman

1. Call to Order – Chairperson (17:04)
2. Establish Quorum (20% of members - or 6 people)
 - 2.1. Quorum (19:08)
3. Introductions and Report - Chairperson (Club President) (19:08)
 - The goal of past actions have been to streamline processes to help minimise workload for the volunteers.
 - Going forward the big goal is to improve communication within the club as well to outsiders and potential members
 - Sent 1 team to Wildrose Classic (Provincials), Nationals had 1 duet, 3 solos and 4 teams and 1 combo.
 - Streamline process, email now through mailchimp to all members, if people do not want email from the club, they can unsubscribe.
 - Registration is now available online – data stored in google sheets so coaches have information about medical/emergency/contact information.
 - Pamphlet created by Cathy New “Swimmers handbook” with the information about the history of the club, sent out with automatic email after registration
 - Instagram account created
 - FAQ created on the website

4. Approval of Agenda (19:18)
(Review agenda, make corrections, add items and then approve)

Motioned:	Ashleigh
Second:	Gail
In favour, opposed	All in favour
Passed	Passed

5. Review of Previous Annual Meeting [Minutes](#) (19:18)
(Read, amend, approve and file)

Motioned:	Meaghen
Second:	Miranda
In favour, opposed	All in favour
Passed?	Passed

6. Financial Report
6.1. Annual financial report – treasurer

Deferred. Enough money to get season started. Treasurer still planning on getting signing authority, bank has a hold up – unable to get appointments thus far.

Appointment booked October 3rd.

7. MNP [Report](#)

- 7.1. General Report

- Can promote club success 3x per year on the Digital display
- Can display club add (program awareness) for 2 months max
- Can post on MNP social media 5 times per year

- Can get corporate membership for members and families if we want. Would have to negotiate with MNP for that
- Use back gate for entrance
- Members and family members receive a 10% discount on 10 entry passes. Simply show your club member card
- MNP has asked us to ask our swimmers not to change on deck

7.2. Pool Space for 2025/2026 season

- This is still unknown as MNP does not have enough funds to do their original plan of expanding the competition pool and dive tank.
- They will be doing resurfacing instead, this will only be a 4-6 month disruption. MNP wants to hear from clubs when would be the best time. So no time frame has been set. Aquabelles stated summer months are best in the meeting.
- MNP is still trying to secure funds to do the original pool expansion plan. They will keep the sports members up to date as much as possible. They are always willing to meet with leadership teams from sports partners to explain anything.

7.3. 40 Anniversary

- MNP is celebrating its 40th anniversary this year. They have a video with a photo provided by Dot as well as a historic timeline posted on the wall everyone is encouraged to have a look.

- They are giving every sports club member a towel. These will be placed along with the access cards for the coaches to distribute.

8. Bylaw and Governance Changes

8.1. Club season dates ([Season Timeline](#))

- This is to make official what we have been doing for years. In the past the season dates would be individually voted on at every AGM and it was always the same thing. Hence why not make it official. Also, this

will help communicate to members swim times and with pool bookings for when we are looking for space when MNP is closed.

Proposal: Seasonal timeline – Discussed with governance committee every season will start on 3rd Monday or September, finish on or before Dec 20, start on/after January 4th. Season end variable based on competition and team desire/needs but MNP needs minimum of 30 days notice (45 days preferable). Voting to accept as a policy/governance document so bookings easy and swimmers know what to expect.

Motioned:	Ashleigh
Second:	Lori
In favour, opposed	All in favour
Passed?	Passed

8.1.1. Currently we've added practice time from 7:30-8:30pm Thursdays. Currently ¼ tank. Confirmation of 4 swimmers. If more people register, we can increase booking to ½ tank. Also have the ability to expand to 1.5 hours.

8.2. Frequency of meetings ([Appendix A](#))

- Goal is to improve communication within the club, ensuring that decisions are made in the best interest of the club and multiple perspectives are heard when making decisions.
- Decrease time spent on doing admin. Back and forth on emails can be time consuming and cause miscommunication.
- **Proposing at least two meetings for the board annual in addition to the AGM.**
 - 1. First meeting in early season for follow up after AGM on any action items. Lori suggests December to ensure that registered swimmers and paid swimmers are in line with.**
 - 2. Second meeting late season to plan AGM and follow up any action items.**
 - 3. Other meetings prn**

Motioned:	Lori
Second:	Meaghen
In favour, opposed	All in favour
Passed?	Passed

9. Review Special Resolutions

9.1. Mission and Vision (We don't have one, what do we want to do about it)

- Every couple of years the club has to fill out a big form for Alberta Artistic Swimming and in that form they have the clubs fill they ask for the mission and vision. Danielle thinks that having such a thing would help with showing the world who we are. And we could use it on adds that we put on social media as well as on the big screen at MNP
- **Discussion:** Did this used to exist when Stella was president? Can we ask Dot if she remembers? To think about: should we create a committee to make same in future?

9.2. Member payment structure ([Appendix B](#))

- This is open for discussion. The reason for proposing a change is to reflect the shorter swim season that some swimmers have. The old system works but Danielle is curious to see if there is a preference for a change in payment structure.
- Review of "Old system" – pay in full, or pay in Dec, Feb, April. Should these payments be paid earlier.
- Question: Tues/Thurs – 75% pay in full, Mon 10% pay in full.

Motioned:	
Second:	
In favour, opposed	
Passed?	No

9.3. Logo ([Appendix C](#))

- Due to multimedia and printing, many companies and clubs have been rebranding and simplifying their logos. We are presently looking at doing that.
- What we are looking for is a decision on how to move forward.
- Keep the old one (option 1)
- Change to the one designed by Janet Thompson (option 2)
- Design a different one altogether (option 3)
- Before voting open to discussion

Proposal: Group would like to go to Option 2 with the addition of “Masters” to the end in Blue colour.

Option 1	
Option 2	X
Option 3	
Passed?	Passed

9.4. Social Media (Instagram, Facebook and YouTube)

- The Club now has an Instagram account that is run by Ashleigh. It has 125 followers and decent engagement.
- We would like a facebook PAGE (not group).
- If you are interested in co-hosting socials, please reach out to Ashleigh
- Youtube: public vs. private video – need future discussion regarding how people feel about public views
- Social media curators need to know who does not agree to have photos used.

10. Website

- Jackie has been doing several updates to the website.
- OK to post photos on website: similar to agreement and public posts with socials. Should be team based and generally professional.

- Treasurer to look into auto-debit options once bank account updated/signing authority changed. Current bank account is not allowed to e-transfer without fees.

11. Sound System Report (20:45)

11.1. TV/VCR/Camera

- Lynn has camera
- TV/VCR in cage

Proposal: Donate to thrift store or recycle

Motioned:	Ashleigh
Second:	Meaghen
In favour, opposed	All in favour
Passed?	Yes

Passed – Somebody (TBD) will recycle TV/VCR. Lynn will recycle camera

11.2 Sound System Rental

- The reason why we rent the sound system is to help other clubs and make money for the club. As we will be most likely renting sound systems in the when MNP is closed.
- We will be renting out the system to Elite and Killarney.
- Danielle has updated the contracts to reflect Calgary Aquamums' needs. And have set in place a pricing structure. The templates are placed in the google drive.
- Killarney wants to partner with us, even have us swim at their water show.

12. Election of Office (*time*)

- Both Danielle Robertson and Kim Beirnes have stepped down from their roles for President and MNP bookings. For both cases everything is set up for the start of the season.

- The only thing that might change in regards to booking is increasing the size from ¼ tank to ½ tank for the Thursday evening swimmers. This will be dependent on the number of swimmers registered for the time slot.
- Danielle will continue to take care of registration in the short term, just to make sure that the new system is working properly.

- 12.1. President - **Ashleigh Malarczuk (new)**
- 12.2. Vice pres - **Meaghen Figg-Derksen (new)**
- 12.3. Treasurer - Janet Thompson (as of December 2022)
- 12.4. Secretary/registrar - **Sarah Exley (new)**
- 12.5. MNP bookings - **Lori Pollock (new)**
- 12.6. Fundraising - **Vacant**
- 12.7. Equipment - Kim Stracan
- 12.8. Website - Jackie Brodie
- 12.9. Appoint the bookkeeper - **Miranda Cacic CPA (new)**
- 12.10. Evening practice Team Captain - Meaghen/Sarah/Ashleigh (new)
- 12.11. Morning practice Team Captain - **Gail and Lynn Co-captain (new)**

Motioned:	Gail
Second:	Jackie
In favour, opposed	All in favour
Passed?	Yes

13. Adjournment (21:07 Motioned Ashleigh, passed)