



ANNUAL GENERAL MEETING MINUTES

Monday Oct 19, 2020 7pm

Online via ZOOM

Members Present: *Jessica Nemlander, Michelle Thorburn, Carol MacFayden, Becky Baldwin, Christine Schram, Nicole Backe, Adam Waldie, Julie Bichel, Alicia Martini. Regrets, Debbie Provencher, Kate Anderson, Kris Kjellbotn*

Meeting called to order 7:03

1. MOTION to approve the agenda, as presented.

MOVED by Adam, second Christine. Motion carried.

2. MOTION to approve the June 3rd, 2019 AGM Minutes, as presented.

MOVED by Adam, second Michelle. Motion carried.

3. President's Report, Jessica Nemlander

See President Report - AGM 2020.pdf

4. Annual Financial Report,

ACTION: Treasurer to submit paperwork.

NOTED: Due to COVID-19 shut down, the club paperwork didn't get turned in yet, so no report to share at this time.

5. Head Coach Report, Carol MacFayden

See Head Coach Report October 2020.pdf

6. Presentation of 2020-2021 Fee Schedule and Fundraising Quotas, Jessica Nemlander

Program	Registration Fee	Monthly Fee	Fundraising Quota
Recreation	\$45	\$85	\$50
Limited Competitive (including Masters)	\$60	\$115	\$75
Competitive	\$140	\$115/150	\$150
Duet/Solo	---	---	---

Families with more than one swimmer in the club will have a fundraising quota of only ½ of the second swimmer with the smaller fundraising amount.

MOTION to approve the 2020-2021 Fee Schedule as presented.

MOVED by Becky, seconded by Christine. Motion carried.

NOTED: This year all swimmers are in the pool 4:30 - 6:00, however there will be no recreation swimmers this year due to COVID-19 policy. There will be no winter social this year.

If we add NAC, it will increase the monthly fee to \$150.00 and will increase Sunday to 2 hours.

Registration fees out of our control.

7. Draft Operating Budget, Jessica Nemlander

See Proposed Budget 2020_21.pdf

MOTION to approve the 2020-2021 Draft Operating Budget as presented.

MOVED by Adam, seconded by Christine. Motion carried.

NOTED: Forecast was determined with a certain number of swimmers, and we are operating with one less swimmer than we forecasted for. Only paying for 3 lanes at RAC, but we get the whole pool. We actually have a credit with RAC of about \$15, 073.00. Still looking at a surplus of about \$5000.00, but don't have meet fees or fundraising added in there. General chequing account is at \$16, 443.27. Gaming account \$8,000.04. Training meet #1 cost \$30/swimmer. Numbers are slightly off, but this working budget shows that the numbers are still good.

8. Election of Board of Directors

Position	Name
President	
Vice President/Chair Meetings	Adam Waldie
Treasurer	Julie Bichel
Secretary/Website/Emails	Becky Baldwin
COVID Risk Manager	Kris Kjellbotn
Past President	Jessica Nemlander
Directors-at-Large	Michelle Thorburn

MOTION to accept the Board of Directors as presented at the AGM

MOVED by Becky, seconded by Michelle. Motion carried.

NOTE: Jessica to finish/wrap up with BC Artistic Swimming before passing over the duties. See **Executive Jobs.pdf** for more info on roles for board members. For now we can leave the President role open for 2 weeks. After that we need to sort it out as we have to change the signing authority. Secretary will monitor emails for now.

Other Volunteer Positions

Fundraiser Co-ordinator: Christine Schram

Social Co-ordinator:

Registrar: Carol MacFayden

9. Changing of Signing Authority

MOTION to change signing authority for the Ravensong Waterdancers Synchro Club to the following people: Christine, Julie, Michelle . Jessica, Nicole, Coral **will be removed from signing authority.**

MOVED by Becky, seconded by Adam. Motion carried.

This motion means that the signing list for Account #100022294365 called General will be Christine Schram, Julie Bichel, Michelle Thorburn and the signing list for Account #100022294373 called Gaming will be Christine Schram, Julie Bichel, Michelle Thorburn.

The minutes will be signed and taken to the bank to initiate the paperwork necessary to change signing authority on these accounts.

Name: _____

Name: _____

Date: _____

Date: _____

10. Old Business

None to discuss

11. New Business - Ratify votes for the following:

- a. Motion to Ratify Safety Plan
MOVED by Michelle, seconded by Christine
- b. Motion to approve Financial policy
Received 7 VOTES to approve
- c. Motion to approve Program policy
Received 7 VOTES to approve

12. Date for next meeting - November 30th 7pm.

Meeting Adjourned: 8:00pm

Based on 14 athletes; 6 Comp, 4 LComp, 4 Masters, 2 Coaches. Tuesday/Thursdays only Oct-May (LComp Masters) June (Comp) Half months Oct/Dec/Mar/June

Revenue								
	Gaming Grant	\$8,000.00						
	Swimmer Monthly Fees	\$10,810.00						
	Registration Fees	\$1,320.00						
	Fundraising Quotas	\$1,400.00		NAC Sundays adds \$1750 revenue for 5months				
	Other Income							
		\$21,530.00						
Expenses								
	Club Registration	-\$1,677.50						
	Meet Fees			NAC Sundays coaching adds \$824 for the 5 months - Carol only, 2hrs				
	Fundraising			NAC Sundays pool fees adds \$1000 for 2 hours, 5months				
	Coaching (incl prep hours)	-\$6,394.00						
	Pool QB	-\$3,892.56		Does not factor in \$1500 credit				
	Accounting and legal	-\$250.00						
	Equipment	-\$700.00						
	Office Supplies	-\$65.00						
	General and Admin	-\$35.00						
	Advertising	-\$350.00						
	CRA and WSBC	-\$1,500.00						
	Awards and Incentives	-\$950.00						
		-\$15,814.06						
	Surplus	\$5,715.94						

President's Role

Monitor and Redistribute Emails on a regular basis
Chair Meetings
Oversee operations (check list for monthly happenings)
Plan Next Season

Vice-President Role

Stand in for President when needed
Assist President
Check mailbox on a regular basis

Treasurer's Role

Keep Books Up-To-Date - Incoming/Outgoing
Payroll/WorkSafe
Bank Deposits
Grant application (in Spring)

Secretary's Role

Maintain Website (monthly reports/minutes from meetings - next year update for following season info)
Prepare Agendas for meetings
Record Meeting Minutes

Fundraising Coordinator

Oversee Fundraisers
Collect Monies and Distribute Product as needed

Social Coordinator

Plan for any Socials we are permitted to have (likely End-Of-Year, if any)
Book any hotels that may be needed (not likely to be needed)

COVID Risk Manager

Kris Kjellbotn has already taken this position - THANK YOU, KRIS!

Past President

Jessica Nemlander has this position and will assist, as needed, to facilitate the new Board learn operations.

Director At Large

Assist with club operations
Take part in Executive votes