

EAM Annual General Meeting Meeting Minutes

January 25, 2022 6:30pm via Zoom



Attendees: Carly Ayres, Cindy Bishop, Kris Girard, Paulina Hauf, Jessica Johnson, Hope Knudson, Gail McKnight, Heather McPherson, Miranda Mose, Kelly Stewart, Gabby Roth, Linda Svob Mozak, Tonya Wolfe, Cynthia Ying

Absent: Heather Burrows, Lorraine Clark, Dayna Myers, Loretta Patterson, Keltie Purvis

Quorum reached: 12/16 = 75% (50% required)

Kris called the meeting to order at 6:38 pm.

MINUTES

1. Approval of August 31, 2021 Start-up Meeting Minutes

Sent out January 13, 2022 with subject: "EAM AGM – Save the Date".

Motion: Carly moved to accept the August 21, 2021 Whole Club Start-up Meeting Minutes.
(2nd Tonya/Approved)

2. Additions/Approval of Meeting Agenda

Addition: Role of Vice President, replacing JayJay.

A minor wording omission in the Mission Statement at the end of our AGM agenda has been corrected in the version appearing at the end of these minutes. (Just in case the incomplete version gets copied and perpetuated.)

Motion: JayJay moved to accept additions/approval of the meeting agenda.
(2nd Carly/Approved)

3. Executive Member Reports

a. President Report – Kris

i. Concussion Policy - Incident reporting

Concussion reporting procedures are tightening. Note that potentially we can be fined. Not all of our active swimmers have gone to the link, read the policy, and signed off.

* If you do have a concussion be sure to report this in an email to your coaches, cc. Kris. An incident report will be submitted to AAS.

ii. AAS club audit to determine if we align with CAS club operations policy

CAS is bringing club operations policy alignment to all clubs. Kris submitted our framework and coach operational documents. Waiting for feedback to see where we might need to refine our Policies & Procedures, possibly our By-laws as well. Kris expects some work to come back to Senior Leaders. Shouldn't be too onerous as we believe our documents are in good shape.

iii. AB Daily Health Checklist

Reminder – Review the current checklist before coming to pool. We've been compliant, good about signing the binder on the pool deck.

* Let Kris know if you have Covid and think your exposure happened at the pool. AAS (Jen Flowers) doesn't require names, just the number of swimmers potentially exposed, where and when.

b. Vice President Report – JayJay

i. Registered swimmers

N = 16 this season with 4 solos, 3 duets, 2 teams. JayJay asked Miranda and Gabby to make sure these details are correct. Need to think who wants to compete in Provincials in Lethbridge. All athletes going

to Provincials will need to be registered as competitive athletes. JayJay will verify this. Haven't heard yet when Provincials registration is; expecting a package in March 2022.

Are we looking at any other competitions this year?

Carly heard that Nationals aligned with FINA World Series has moved to a virtual meet. Assuming an in-person Nationals won't run by itself. Competing in the US/International meets requires official sanction at both the Provincial and National levels. It's not clear if meets will be in-person, by video submission, virtual, or a combination. The number of swimmers mixing at the pool is being cut back.

c. Facilities & Equipment Manager – Gail

As outlined in our Year-at-a Glance reference, we will swim on Family Day (February 21/22), *not* on Easter Friday, and swim on Easter Sunday (April 17/22).

The GMU pool is working out well. The water temperature is good. Swimmers are loving the hot-tub. We're managing with a larger shallow end than was at NAIT.

Tonya reported that all 5 long banging tools have been found; little bangers are in the kit.

The EAM banner is definitely at the NAIT pool. Gail is waiting to hear from Nash as to when it's taken down so she can pick it up.

d. Treasurer Report – Tonya/Paulina

i. Review Annual Financial Report: September 1, 2020 - August 21, 2021

We are required to review, approve and submit our annual Financial Report to Provincial Registries – Societies Act. Tonya will send our Financial Statement to Cindy for distribution along with these minutes.

It was noted that we've incurred a significant, previously unbudgeted expense (banking fees) with purchasing and issuing cheques. We had not expected to send out so many swimmer credit balance/fee refunds over the past two years.

Motion: Toya moved that the Financial Statement for EAM fiscal year ending August 21, 2021 be approved as presented pending adjustment of the date to 2021 for the credit card statement balance. (2nd Gail/Approved)

ii. 2021 - 2022 Season

We changed our pool time on Sundays to 8:55 am to enable us to be on deck and ready to enter the pool at 9 am. We are charged for the additional 5 minutes. There have been multiple times when others already in the pool prevented us from getting in until 9 am. We brought this concern to the attention of GMU. They insist that we give them dates when this has occurred before they'll consider compensation. We don't want to jeopardize our working relationship with GMU but in the interest of fairness, would like to close out this issue.

* If you're a "super memory person", contact Tonya with date details.

Everyone should have received an invoice or statement. Contact Paulina if you didn't receive these.

We are pretty much on par in terms of finishing out invoices for the year. We've done well with our budgeting given lower registration numbers.

Two swimmers have significant fee balances. People are generally paying fees on their own schedule. To ensure you are on top of your fees click to link on your statement. This will take you to a page where you'll see regularly updated information, i.e. your outstanding balance.

Note: All swimmers are able to swim on both Friday nights and Sunday mornings. Coaching is an additional piece (billing). Can do the posted workout, participate in the coach-lead 20 minute drills.

e. Wardrobe Report – Kelly

i. EAM Facebook Page items,

There are photos of various attire for sale with our old club logo. All items are \$10.

Personal items can be posted by the seller on our Facebook page or active group page, e.g. team suits, practice suits. All swimmers are more than welcome to use our Facebook page platform.

Question: Is the sale of attire open to the public? Do we need to consider drafting a club policy on this?

Reply: The Facebook Group page is only open to current swimmers. All postings on the EAM public FB page need administrative review by the club President (Kris) and Social Media/Webmaster (Cynthia). Content is screened. It must be deemed fit to be posted publicly. This page is relatively closed; may reach 10-300. Senior Leaders will discuss the need to draft a wardrobe policy at their February 15/21 meeting.

ii. Club attire,

If the Provincials meet goes ahead, swimmers will need a black suit + white cap, practice suit, plus their team/routine suit. The club will not place suit orders this year.

Individuals can purchase a white t-shirt if interested; some inventory. White caps are also available for purchase.

White club T-shirt with new green Logo = \$24.68

Navy club suit with white piping with Logo = \$51.75

Navy bottoms = your choice

Club logo swim cap = \$7.00 (Note: New logo; not yet distributed)

Old logo caps (\$2) and plugs (\$5) are in the music box.

f. **Social Media/Website Report – Cynthia**

All members are actively using the EAM Facebook Group pages this season. The platform is used to share videos and announcements, allow communication among members. Some FB group chats have formed within each team. Cynthia is open to suggestions/comments.

Check out our Instagram account and follow us. We currently have 536 followers.

g. **Social Report – Kelly**

Coach Christmas gifts were well received. Thanks Kelly.

h. **Coach Report – Miranda (Coach Liaison)/Gabby**

Miranda reports that things are going well. Swimmers should be sure to talk to their routine coach if they have questions or concerns. Routines are on track for Provincials (2½ months out). The original goal was to have both team routines completed by the end of February.

Re: Choreography/Extra routine training. We were unable to get additional pool time. Coaches considered options; each coach will talk to their team members and extra routine swimmers. There could be potentially a couple of extra practices, perhaps only one. Express your interest to your coach.

Question: Will there be an extra cost for this?

Reply: We're already paying for pool time, limited coaching time. Swimmers need to cover extra coaching time.

4. **Old Business**

None to report on. (See minutes from January 2021 AGM plus October 2021 Start-up Meeting)

5. **New Business**

a. **Provincials Competition - Lethbridge**

Believe Provincials are on tracks; haven't heard otherwise. Will see what happens in February.

JayJay assumes there will be 2 teams, 2 duets – Miranda + Cynthia/Kris + Tonya, 3 solos – Cynthia, Gail, Heather McPherson. (Hope + Kelly are swimming a rec duet.)

* JayJay will send out an email to the coaches requesting pertinent information. Coaches will be asked to reply to JayJay, cc. Miranda and Kris. Best to wait until after all routine cut are made.

→ Confirm routine swimmers so we can verify that everyone is registered in the competitive stream. Will also need to know who's coaching each routine, the routine music and length (ensure none exceed time limits).

JayJay will confirm that Gabby is registered as a rec and competitive coach. She can be on deck at Provincials if she completed the “intro to competition” course within 2 years. This timeline was extended because of Covid but now holds. Gabby will have exceeded the two-year limit by a few months (January 5, 2020).

* Carly offered to help Gabby with the certification process and suggested that Gabby contact Jen Flowers.

At this point, only Miranda can be on deck at Provincials. JayJay offered to help as she’s registered/certified as a coach.

Carly shared current AAS accommodations for Covid/strict 10-day isolation rules affecting swimmers, e.g. With swimmers down, duets drop to a solo, team numbers adjust. Expect this may carry forward.

b. Contingency Planning: Covid

We will wait and see what happens in February. In the meantime Senior Leaders want to gather input, get set a sense of what members want. This will inform decision-making in the coming months.

Scenario #1: Mandated closures.

The Alberta Government Restrictions Program/AHS will specify shut-down avenues and actions. In the worst case with pool closures, Senior Leaders would meet and determine the way forward in responding to swimmers, potentially closing out the season, and/or finding options (a purpose) for continuing to swim when possible.

Scenario #2: Multiple Covid (isolation) cases, long haul absences impacting club operation +/- or competition prep.

As with scenario #1 Senior Leaders would assess and respond if and when it arises.

Question: Is anybody interested in extending our season to April or May for watershow if we’re unable to compete at Provincials? Would we be satisfied to extend our season for a watershow alone?

Reply: Several people responded “yes” to a watershow even if virtual. We’ll want to capture our routines on video and post for the benefit of coaches and swimmers. We want an end result, sense of accomplishment. This might reduce anxiety about no Provincials.

Know we’re thinking about Covid implications, trying to be flexible, fluid, responsive.

c. Vice President Position

JayJay is planning to step down from her important VP role. Need someone lined up to assume the VP position heading into the next season for insurance purposes. JayJay reported that VP responsibilities are heaviest in September and April (pre-competition time). The position is well supported by the President. Involves attending Senior Leader meetings once per month. A better system, much easier system for online registration is in place. Try to do a hand-off to new person. Come to Aug Senior Leaders meeting. Can learn Provincials registration process this year.

* Kris will approach some people who didn’t attend AGM about possibly taking on this role.
(Individuals may wish to review the VP job description in our *Policies & Procedure Handbook*.)

6. Upcoming Meetings

- a. Senior Leaders Meeting – February 15/22
- b. New Season Start-Up Meeting – September 2022 (TBA)

7. Adjournment

Kris adjourned the meeting at 8:02 pm.

EAM Mission *Edmonton AquaMasters is an artistic swimming club where any person with an interest, can participate with an opportunity to compete, in a friendly, supportive, and challenging environment. We are committed to physical and mental well-being through fun, fitness, and friendship/camaraderie. We believe Artistic Swimming is a sport for life.*