

# Ravensong Waterdancers

Box 498, Qualicum Beach, BC V9K 1T1

Directors' Meeting Minutes

October 15th, 2018 7:00 pm

Qualicum Foods Boardroom, Qualicum Beach



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**Present:** *Jessica Nemlander, Michelle Thorburn, Adam Waldie, Heather Mahony, Amber Nicol, Nicole Backe, Carol McFayden, Deborah Provenchor, Tammy Brown and Tabitha Miner*

**Regrets:** *Becky Baldwin, Lisa Spavin*

Call to Order: 7:05 pm

**MOVE to approve the agenda, as amended (Michelle, Seconded Nicole)**

added President Report as a main point, added Conference Day under New Business.

**MOVE to approve the September 13th, 2018 Directors Minutes as circulated. (Adam, Seconded Amber)**

**Action:** Amber to print Constitution, Bylaws and Minutes and create a RWD Minute Binder to have on-hand at meetings.

## FINANCIAL REPORT

See Oct2018FinancialReport.pdf

**MOVE to accept the September Balance Sheet showing \$17090.71 in General and \$6332.67 in Gaming, and the Financial Report as presented. (Deb, Adam)**

a) We have received a gaming grant of \$6300

b) Mileage Rate

Discussed recommended mileage rate of \$0.55/km. BC Synchro currently pays \$0.40/km. Opted for a \$0.10/km increase this year in mileage.

**MOVE to increase mileage from \$0.32/km to \$0.42/km.**

**(Amber, Seconded: Nicole)**

c) Rec Bucks

Discussed how to manage accepting Rec Bucks for Fundraising Items. To ensure that we do not negatively affect our cash flow, recommended to max the club's overall acceptance to \$500 this year, with intention to revisit this discussion next year as to whether or not the club will continue to accept Rec Bucks. Rec Bucks can only be used at the Ravensong Aquatic Centre, and can not be used to pay coaches, advertising, Receiver General, etc so it is important to manage this.

**Motion: Move to accept a maximum amount of \$500 club-wide in Rec Bucks for Fundraising Items during the 2018-2019 Swim Season. These will be accepted on a first come, first serve basis. (Adam, Seconded Amber)**

d) Per Diem Criteria

Discussed per diem for Developing Coaches who are working with athletes doing extra routines. As per previous discussion with the developing coaches, this is their practicum work required in order to become certified to coach Competitive Athletes, and is done on a volunteer basis. At meets, they are not certified to be on deck with the competitive athletes, this responsibility falls to a coach that we have already compensated to be at the meet. In addition, currently all these athletes are competitors at all the meets, and will be in attendance as an athlete first, not a coach.

**MOVE to accept that developing coaches will not be compensated a per diem at meets, or for any other meet fees that are incurred. (Nicole, Seconded Adam)**

**HEAD COACH REPORT**

See Oct2018HeadCoachReport.pdf

**ACTION:** Carol to email Head Coach report to Amber.

**ACTION:** Amber to update calendar to reflect Lifestyle Gym information for Oct 21 and Oct 27

**ACTION:** Emily will submit the required paperwork to show her new qualifications after recent training. Will adjust hourly rate as per the salary calculation when paperwork is submitted.

**PRESIDENT'S REPORT**

See Oct2018PresReport.pdf

**FUNDRAISING REPORT**

Fundraising off to a strong start.

Club Bottle Drive booked for November 17th, 2018. 10 - 2 pm. Funds from this drive will be split equally between the athletes of those volunteers in attendance. Adam currently organizing the drive, but can't be there the day of. Jessica will be present all day.

**OLD BUSINESS**

a) Website Update

Have updated the codes of conduct, calendar, fee schedule and handbooks. Will be looking at making improvements to the site throughout the year. This is always ongoing. Any errors or

omissions or problems encountered, please email the club so we can make the proper fixes/improvements.

**ACTION:** Amber to add blog posts to celebrate our BC Synchro Banquet winners, and our Train-to-Train athletes and Amateur Sports article.

b) Coach Documentation

Do all the coaches have their documentation up-to-date? Believe so, will be double checked.

**ACTION:** Michelle has the file, and will look to ensure she's received all the paperwork for the coaches.

c) Back Room Storage at RAC

**Move to accept the purchase of 2 clear plastic totes to store files etc in the RAC storage room. (Michelle, Seconded Nicole)**

d) Policy Update

Heather is creating a list of the potential policies for board review, and is working towards updating the current policies already in existence.

**ACTION:** Heather will have the existing policies updated and ready for presentation by the November meeting, as well as a list of potential policies to work on going forward.

e) Figure Stands

Minimal cost was incurred for the building of the first figure stand as almost all the material donated. Looking for cushions, will test the design and determine what changes/tweaks may be needed for the next stand. Heather recommended we look into purchasing a padded mat to use under the stand for safety. These can be pricey, will look into grants/donations

**MOVE to ratify the decision made via email to approve the spending of up to \$100 to build 2 Figure Stands (Amber, Seconded Adam).**

## NEW BUSINESS

a) Grant Applications

Looking into and sourcing out various grant opportunities. Consider doing something for a community group as a team, that can foster a relationship with a community club. Any ideas or leads, please forward to Jessica

**ACTION:** Jessica to compile a list of potential fund sources.

b) AquaGo Program

Debbie presented the key information she took away from her training for CAS for the AquaGo Program. Found the program to be well organized and something that the club should consider implementing here. This program is similar in style to the Red Cross swim levels, 6 levels, 10 lessons per class, mid-season and end Report Cards. Geared starting at 4 and 5 year olds, end around 9 years. Core progressions also outlined.

**ACTION:** Jessica to connect with Pacific Wave to inquire how they initiated the program in their community

**ACTION:** Jessica to connect with CAS to determine the cost of AquaGo Program.

**MOVE to copy and laminate a Core Resource poster for all our swimmers to utilize in their at-home training (Nicole, Seconded Amber)**

- c) Extra Club Mail Key

**Move to allow Jessica to have an addition mail key cut for the club. (Amber, Seconded Heather)**

- d) Rec Meet March 9th

Ladysmith Pool has been booked Saturday March 9th 2019 from 11:30 am - 2:00 pm to host a Island Fun Meet for our Recreational swimmers. Our club is working with the Nanaimo Diamonds to host this event. Still in planning stages.

- e) Conference Day

Club looking to host a Club Conference Day. Heather connecting with various presentors including Geoff Hackett a mental performance consultant, Belly Laugh Naval Academy, Nutritionist from VIA Sport, Flexibility coach etc. Recommended that this is offered free to our club competitive athletes, but outside athletes charged a fee.

**ACTION:** Heather to gather information, and prepare a budget and timeline for the board.

- f) Next Meeting: Monday November 19th, 7 pm, tentatively looking at 249 Hirst Ave W, Parksville

Meeting adjourned: 8:52 pm