



IN ATTENDANCE:

John Brett
 Helen Buchanan
 Deirdre Peters
 Amanda Osicki
 Amanda Speers
 Shamin Spencer
 Jenn Battista
 Jenn Tregale
 Deanna Saarenoja
 Irene Winter

REGRETS:

Jason Wordie
 Trisha Poitras
 Kerry Andersen

Items													
1.	Meeting Called to Order @ 5:02pm												
2.	Minutes Review and Approval of Agenda Motion to approve the minutes from November by Amanda O: Helen B seconds. All in favour. Motion to approve the agenda for this meeting by Helen B; Amanda O seconds. All in favour.												
3.	<p>Action Items:</p> <table border="1"> <thead> <tr> <th>Who</th> <th>What</th> </tr> </thead> <tbody> <tr> <td>Irene</td> <td>Vulnerable Sector Checks <ul style="list-style-type: none"> • Sterling back checks are now in effect. Irene to investigate further. </td> </tr> <tr> <td>Jason W</td> <td>Grant Writing – Kam is willing to help but requires guidance</td> </tr> <tr> <td>Kerry / Shamin / John</td> <td>Establish a committee to develop a strategy for obtaining the required pool space to keep the club running during desired times in the event of reduced pool space at Repsol due to upcoming renovations and/or potential pool closures. The strategy should include both short and long-term options as well as a prioritized list of pool options.</td> </tr> <tr> <td>Helen</td> <td>Official change of AQB name with Registry, AAS, CAS, Insurance, bylaws, policies etc... A possible 6-8 month wait time for Registry.</td> </tr> <tr> <td></td> <td>Do funds raised as fundraising need to go through swimmer accounts as they are sanctioned by AQB (ie swim-a-thon)? Is this an ethical issue?</td> </tr> </tbody> </table>	Who	What	Irene	Vulnerable Sector Checks <ul style="list-style-type: none"> • Sterling back checks are now in effect. Irene to investigate further. 	Jason W	Grant Writing – Kam is willing to help but requires guidance	Kerry / Shamin / John	Establish a committee to develop a strategy for obtaining the required pool space to keep the club running during desired times in the event of reduced pool space at Repsol due to upcoming renovations and/or potential pool closures. The strategy should include both short and long-term options as well as a prioritized list of pool options.	Helen	Official change of AQB name with Registry, AAS, CAS, Insurance, bylaws, policies etc... A possible 6-8 month wait time for Registry.		Do funds raised as fundraising need to go through swimmer accounts as they are sanctioned by AQB (ie swim-a-thon)? Is this an ethical issue?
Who	What												
Irene	Vulnerable Sector Checks <ul style="list-style-type: none"> • Sterling back checks are now in effect. Irene to investigate further. 												
Jason W	Grant Writing – Kam is willing to help but requires guidance												
Kerry / Shamin / John	Establish a committee to develop a strategy for obtaining the required pool space to keep the club running during desired times in the event of reduced pool space at Repsol due to upcoming renovations and/or potential pool closures. The strategy should include both short and long-term options as well as a prioritized list of pool options.												
Helen	Official change of AQB name with Registry, AAS, CAS, Insurance, bylaws, policies etc... A possible 6-8 month wait time for Registry.												
	Do funds raised as fundraising need to go through swimmer accounts as they are sanctioned by AQB (ie swim-a-thon)? Is this an ethical issue?												
4.	<p>President Update – John Brett</p> <p>Have we officially heard from Inglewood?</p> <ul style="list-style-type: none"> - we don't have a contract yet, but we have been asked about times and dates. - we don't foresee a problem - Kerry is working on it <p>Repsol Renovation</p> <ul style="list-style-type: none"> - Not happening next year 												

5.	<p>Head Coach Report – Jenn Tregale INFORMATION ITEMS Been a busy few weeks at the AQB!!!</p> <p>First off, congratulations to Kelly and Alyssa and the Alberta Winter Games Team for their great performance at the AWG trials in Edmonton last weekend. The team placed second overall and we are just waiting on confirmation that they will be invited to participate in the Games as 2 zones were not represented by teams. Once they are invited, they will continue their training focus and be ready for the Games in February in Airdrie!</p> <p>The AQB once again hosted a fabulous City of Calgary Figures Meet. Thank you to Amanda and Marla for running such a tight ship! Huge thank you to all the volunteers who ensured the meet ran on schedule and without a hitch. The C of C is a great opportunity for the athletes to get back in to “competition mode” with this first event of the season. Lots of learnings for all the swimmers and coaches that will help us prepare for the first routine competition of the year at the end of January at the NS Provincial Qualifier and PS Transition meet.</p> <p>Well, all the VIVOS merchandise has been delivered. There are a few issues with some items, but Deanna is working diligently with Paulo to ensure we get what we need. I cannot say thank you enough to Deanna for the endless hours she has spent working on the VIVOS order. It has been a bit of a ride, but hopefully things will run more smoothly in the future. Obviously, we had to end our agreement for bathing suits, as it just wasn’t working out. Kerry and I have ordered the new club suits that will be here in early January. The majority of the swimmers are getting a red Jolyn (they are very happy about this) and the smaller swimmers are getting a red Splish suit. I think we will continue to use VIVOS for clothing, as it is quite nice and custom made for us. Once the sizing is figured out, everything will be great. Pretty sure going with Jolyn will be in our future too. The swimmers love the suits and they make beautiful products.</p> <p>The Winter Celebration was a great success. So, fabulous to see so many girls in the water! Looking forward to a great competition season starting in January!</p> <p>We have 6 athletes heading to Montreal on December 17 for the Junior Worlds camp. Originally, we had 7, but unfortunately one had to decline due to injury. We wish all the girls the best of luck at the camp!</p> <p>The Christmas break is coming up. The swimmers will swim on Sunday, December 22 and return to the pool on Sunday, January 5. A wonderful 2-week break! I hope everyone has a fabulous holiday season and enjoys some awesome family time!</p>
6.	<p>Individual / Corporate Sponsorship – Jason Wordie Jason sends his regrets he is out of the country.</p> <p>Mary Anne Reeves is forming a separate society – Aquabelle Alumni - can they get in the office and dig for further information? - Dean Burns is providing us with a legal perspective</p>

7. **Treasurer Update – Deirdre Peters**

1) Payroll remittances

- All payroll remittances are up to date

2) 2019-2020 Budget to Actuals as at Dec 5, 2019

Item	Actuals – Dec 5, 2019	Forecast to June 30, 2020	Budget	Projected Variance
Revenue	\$375,633	\$567,337	\$572,553	\$(5215)
Expenses	\$216,052	\$589,162	\$597,860	\$(8698)
Optional Fundraising	\$1,424	\$3943	\$2000	\$1943
Total	\$161,005	(\$17,882)	(\$25,307)	\$5426

To report:

Projected revenue variance primarily due to:

- Swimmer fees → (\$1950) – junior solo hours reduced from 3 to 2 and Seton refunds
- Repsol summer camps → (\$700) – came in less than expected
- AAS High performance grant → (\$2400) - AAS is uncertain whether they will be offering this grant this year. Actuals to date reflect an under accrual from last season and the receipt of a \$2000 competition hosting grant.

Projected expense variance primarily due to:

- AAS High performance grant → (\$7130) – assuming AAS grant will not come through. Have also adjusted to reflect lower swimmer fees (see above)
- Summer camps expense → (\$1600) - actuals lower than budget

Projected optional fundraising variance due to:

- Miscellaneous unplanned revenues from towel fundraiser, Balzac, grocery cards, water show 50/50, cookie donation, bottle drive.

Opportunities and Risks:

	Opportunities	Risks
Elizabeth Battista: junior solo	<ul style="list-style-type: none"> • \$1700 – 2hrs/wk for 4 months 	
pool costs		TBD – increased Repsol costs Sept – Dec due to additional pool space will no longer be offset by Inglewood closure
PS duet		\$2100 – potential cancellation of a duet

8. **Vice President Update – Helen Buchanan**

1. Irene has sent all the necessary information to the Alberta Registry, with our last AGM minutes and our name change. After that is complete we can work on changing our name with Insurance etc. I will work with Irene.
2. Operational Volunteer Requirements
 - a. I have included a spreadsheet of who has committed to working on a committee or doing something related to AQB. We still need to get the U10 and Novice parents involved.
 - b. There is also contact information for each parent.
 - c. I will need to know who volunteered for the PS swim-a-thon and the Flames 50/50 draw.
 - d. Of note: Does Chaperoning the National Team trials, count as an AQB operational volunteer requirement? The two parents from Ontario and Newfoundland have volunteered but does this help the club? Thoughts? As operational volunteer opportunities this season are not that great, for this season, the board sees this as benefit to the club and will count it towards the operational volunteer requirements this season.
3. Athlete Dare to Care workshops have been a success. We still need to plan the parent and Coach/board workshops for early January.
4. I am working with Amanda to create a survey to see if the possibility of the Aquabelle challenge will be attended by clubs May 22-24th. AAS would like some information from the stakeholders before sanctioning this event.

9. **Director of Operations Update – Amanda Speers**

City of Calgary Figures - November 30, 2019

The meet went very well and we were able to close the meet in a favorable position.

2019 City of Calgary Figures Meet ACTUALS - Closed Out December 5th

REVENUE		\$ 9,306.00	
Registration fees	\$ 9,306.00		
Late Registration (@ \$30.00 Per Swimmer)			
Merchandise Sales	8	Goggles & 2 Nose Clips	
Christmas Cookies - Water Show	120		
EXPENSE		-\$ 4,380.08	
Pool rental	\$ 3,600.49	payable to Repsol	
Officials Accomodation &			
Judges Hospitality	\$ 688.80		
Scratch Refunds	\$ -		
Office Supplies	\$ 60.79		
Sanction Fee	\$ 30.00		
		Profit (Loss)	\$ 4,925.92

We are getting better at this and we negotiate with Repsol where we can. The stairs were a bit expensive, but well worth it to have a good meet. Some of the other places where we cut corners to maximize our revenues:

- We requested only local judges - it's kind of a tough one, because it allows for only 3 judges (Level 2) at a 13-15 Panel

- We also printed everything budget, in black and white, and we did the absolute minimum for printing, we did not print draws - only for 13-15 (to split PS and NS)

As we were doing so well with the meet planning, I opted NOT to charge the families a \$15 fee like we usually do for hospitality charges. Thanks to Joana and her thrifty cooking and restaurant contacts she was able to feed them for a very reasonable rate. I would like to maintain a position where we don't charge hospitality fees if we can manage as a club, especially when NS has an expensive year travelling East.

AQB Challenge I am currently working with Helen to develop a survey to poll the potential participants of this meet to provide additional metrics to AAS to further their decision on the sanction approval.

10. **Director of Revenue Update – Amanda Osicki**

INFORMATION ITEMS

Bingo Revenue Status

2018-2019 Season								2018-19 Season					
Month	# of Events	Shifts	Payout per Event		Bank Deposit from Bingo Palace	Credits Issued for Paid Shifts	AQB Revenue		AQB NET Revenue	RUNNING TOTAL	AQB NET Revenue	RUNNING TOTAL	WORKER PAYOUT
		Acct Credits	2018/19	2019/20			AQB NET Revenue	RUNNING TOTAL					
July	4	40	\$ 1,210.10	\$ 1,731.97	\$ 6,927.88	\$ 2,860.00	\$ 4,067.88	\$ 4,067.88	\$ 4,420.40	\$ 4,420.40	\$ 420.00		
Aug	3	30	\$ 1,828.82	\$ 1,301.75	\$ 3,905.25	\$ 2,075.00	\$ 1,830.25	\$ 5,898.13	\$ 4,296.46	\$ 8,716.86	\$ 1,190.00		
Sept	3	30	\$ 4,447.09	\$ 1,328.16	\$ 3,984.48	\$ 2,145.00	\$ 1,839.48	\$ 7,737.61	\$ 12,801.27	\$ 21,518.13	\$ 1,540.00		
Oct	3	30	\$ 2,655.14	\$ 1,373.41	\$ 4,120.23	\$ 2,075.00	\$ 2,045.23	\$ 9,782.84	\$ 7,580.42	\$ 29,098.55	\$ 885.00		
Nov	5	50	\$ 904.14		\$ -		\$ -	\$ 9,782.84	\$ 2,345.70	\$ 31,444.25	\$ 2,175.00		
Dec	4	40	\$ 1,836.90		\$ -		\$ -	\$ 9,782.84	\$ 4,717.60	\$ 36,161.85	\$ 2,630.00		
Jan	4	40	\$ 1,392.00		\$ -		\$ -	\$ 9,782.84	\$ 3,198.00	\$ 39,359.85	\$ 2,370.00		
Feb	3	30	\$ 1,126.69		\$ -		\$ -	\$ 9,782.84	\$ 1,375.07	\$ 40,734.92	\$ 2,005.00		
Mar	3	30	\$ 1,918.75		\$ -		\$ -	\$ 9,782.84	\$ 3,751.25	\$ 44,486.17	\$ 2,005.00		
April	3	30	\$ 1,882.39		\$ -		\$ -	\$ 9,782.84	\$ 3,502.17	\$ 47,988.34	\$ 2,145.00		
May	3	30	\$ 1,686.07		\$ -		\$ -	\$ 9,782.84	\$ 2,913.21	\$ 50,901.55	\$ 2,145.00		
June	3	30	\$ 1,659.28		\$ -		\$ -	\$ 9,782.84	\$ 2,832.84	\$ 53,734.39	\$ 2,145.00		
	41	410			\$ 18,937.84	\$ 9,155.00	\$ 9,782.84		\$ 53,734.39		\$ 21,655.00		
					Keno Revenue - October 2019	\$ 381.26							
					Keno Revenue - April 2020								
					Return of Fixed Fee Overage - Dec 2019								
					TOTAL	\$ 19,319.10	\$ 9,155.00	\$ 10,164.10					

- Oct Pool was \$1373.41
- Keno Revenue from Oct 18 – Mar 19 is paid out in Oct as well and was \$381.26

Calgary Flames 50/50

- All 35 spots have been filled; confirmation emails went out to all those signed up.

Holiday Water Show

- 50/50 proceeds were \$342.50
- Joana Todica donated some Christmas Cookies that were left over from the Figures meet and sold them at the watershow for \$20 per plate and we made \$120 from those as well.

WestJet Raffle

- This is a bit of a work in progress.
- Working with Irene on applying for the Gift of Flight.
- She said that for WestJet to consider we really need to tie the raffle to an event. If we are not hosting a routine meet, would it make sense to do the draw at our year-end banquet again or is there another event we could tie it too? Aquabelles Splash maybe if we are going ahead with that? Need some discussion around this.
- WestJet Raffle – date of draw June 7th at 1pm – Central Public Library (Year End Celebration)
 - Year end banquet

Bingo Coordinator Role

- This is a key role in the club. As of now I haven't been able to find anyone to start shadowing to take over when Dawn is done.

	<ul style="list-style-type: none"> Any suggestions on who we can approach? This needs to be someone who works bingos, is familiar with all roles and is highly organized and can handle a bit of stress around the Sign Up. 								
11.	<p>Registration Update – Shamin Spencer and Irene Winter</p> <ul style="list-style-type: none"> - has anything changed with Inglewood. Not yet as we don't have a contract. - New Aqua go Information. Please read the documentation sent by Kerry today titled: Proposal for Restructuring of the Aquabelles Pre and Semi Comp Board to revisit on January 6th Please send any questions sent to Deanna by December 17th to forward to Jenn, Jenn and Janet, so that we can have answers by January 6th. 								
12.	<p>Recruitment Update – Jason Spratt</p> <p>Bring a friend – December 19th, 20th and 21st at Cochrane, JCC and Seton Cash Calendar? Look at it in the new year.</p>								
13.	<p>Marketing Update – Trisha Poitras</p> <table border="1" data-bbox="175 737 1421 1934"> <thead> <tr> <th colspan="2" data-bbox="175 737 1421 779">Marketing Update – December 10th, 2019 - Trisha Poitras</th> </tr> </thead> <tbody> <tr> <td data-bbox="175 779 440 1352"> <p>Tasks</p> <p>1.Social Media</p> </td> <td data-bbox="440 779 1421 1352"> <ul style="list-style-type: none"> Since the last meeting we have been maintaining the social media accounts. 3 different “try synchro class” posts. It would be helpful for a registration update at least 2 weeks before these camps so I can know how hard to push for registration. We have acknowledged Good Earth & Jugo Juice for Prizes for the swim-a-thon. I was able to get a message from a parent with update to the swim-a-thon and reminders to thank the sponsor. This was so helpful to make correct posts. Boosted Alberta Artistic swimming 50th anniversary. Halloween Fun/Motivational/Synchro related posts Promoted Winter Celebration Water show and Calgary Food bank (we even got a thank you from them on Insta ☺) and 50/50. I would like to be able to get an update on the amount of food that was donated. Also, it would be great to acknowledge the cookie maker from that weekend- those cookies were really amazing. </td> </tr> <tr> <td data-bbox="175 1352 440 1535"> <p>Requests -</p> </td> <td data-bbox="440 1352 1421 1535"> <p>To do: Christmas post, Jr worlds post, new years post. Competition posts season is coming.</p> <p>Review of summer of splits – was it successful? Continue for this summer? - overall thought is it was successful? Yes please!</p> </td> </tr> <tr> <td data-bbox="175 1535 440 1934"> <p>2. Internal Facebook</p> </td> <td data-bbox="440 1535 1421 1934"> <ul style="list-style-type: none"> Our parent Facebook page is up and going. I think that it has a lot of success. We currently have 73 members. I am hoping it's most the club. But as I don't know the numbers, I can say we have full participation from the parents. I was so happy to see a few posts not from me! Courtenay is selling some suits. I am hoping to have a few more coaches posting their team photos to their albums and making this an expectation. This page is for everyone, let's get posting! Did the invite go to all the coaches too? They should be the mediators of this page as well. </td> </tr> </tbody> </table>	Marketing Update – December 10 th , 2019 - Trisha Poitras		<p>Tasks</p> <p>1.Social Media</p>	<ul style="list-style-type: none"> Since the last meeting we have been maintaining the social media accounts. 3 different “try synchro class” posts. It would be helpful for a registration update at least 2 weeks before these camps so I can know how hard to push for registration. We have acknowledged Good Earth & Jugo Juice for Prizes for the swim-a-thon. I was able to get a message from a parent with update to the swim-a-thon and reminders to thank the sponsor. This was so helpful to make correct posts. Boosted Alberta Artistic swimming 50th anniversary. Halloween Fun/Motivational/Synchro related posts Promoted Winter Celebration Water show and Calgary Food bank (we even got a thank you from them on Insta ☺) and 50/50. I would like to be able to get an update on the amount of food that was donated. Also, it would be great to acknowledge the cookie maker from that weekend- those cookies were really amazing. 	<p>Requests -</p>	<p>To do: Christmas post, Jr worlds post, new years post. Competition posts season is coming.</p> <p>Review of summer of splits – was it successful? Continue for this summer? - overall thought is it was successful? Yes please!</p>	<p>2. Internal Facebook</p>	<ul style="list-style-type: none"> Our parent Facebook page is up and going. I think that it has a lot of success. We currently have 73 members. I am hoping it's most the club. But as I don't know the numbers, I can say we have full participation from the parents. I was so happy to see a few posts not from me! Courtenay is selling some suits. I am hoping to have a few more coaches posting their team photos to their albums and making this an expectation. This page is for everyone, let's get posting! Did the invite go to all the coaches too? They should be the mediators of this page as well.
Marketing Update – December 10 th , 2019 - Trisha Poitras									
<p>Tasks</p> <p>1.Social Media</p>	<ul style="list-style-type: none"> Since the last meeting we have been maintaining the social media accounts. 3 different “try synchro class” posts. It would be helpful for a registration update at least 2 weeks before these camps so I can know how hard to push for registration. We have acknowledged Good Earth & Jugo Juice for Prizes for the swim-a-thon. I was able to get a message from a parent with update to the swim-a-thon and reminders to thank the sponsor. This was so helpful to make correct posts. Boosted Alberta Artistic swimming 50th anniversary. Halloween Fun/Motivational/Synchro related posts Promoted Winter Celebration Water show and Calgary Food bank (we even got a thank you from them on Insta ☺) and 50/50. I would like to be able to get an update on the amount of food that was donated. Also, it would be great to acknowledge the cookie maker from that weekend- those cookies were really amazing. 								
<p>Requests -</p>	<p>To do: Christmas post, Jr worlds post, new years post. Competition posts season is coming.</p> <p>Review of summer of splits – was it successful? Continue for this summer? - overall thought is it was successful? Yes please!</p>								
<p>2. Internal Facebook</p>	<ul style="list-style-type: none"> Our parent Facebook page is up and going. I think that it has a lot of success. We currently have 73 members. I am hoping it's most the club. But as I don't know the numbers, I can say we have full participation from the parents. I was so happy to see a few posts not from me! Courtenay is selling some suits. I am hoping to have a few more coaches posting their team photos to their albums and making this an expectation. This page is for everyone, let's get posting! Did the invite go to all the coaches too? They should be the mediators of this page as well. 								

	<ul style="list-style-type: none"> I would like to do a few videos for this page. How to Knox, explaining of the Coop gift cards, etc.
Requests -	Club list to cross reference, invite to go to coaches
3. Community involvement	<ul style="list-style-type: none"> It was great to see that it the Inglewood pool was able to stay open. I hope we can do a “thank you” video to share on social media. I also have seen different swimmer groups doing some charity work. I will make posts for our pages on this. Also, I am hoping we can recommend the Jr girls that make Team Canada for media spot for global news athlete of the week. Also, as well for our AWG girls. We can see what they bite at.
Requests -	Media contact for local news agencies - Wendy has people she knows.
4. Recruitment	<ul style="list-style-type: none"> I would like to of seen an update on the latest “try synchro” numbers please.
Requests -	Start promoting future “try synchro” dates. Rule the pool dates and location for this summer – <ul style="list-style-type: none"> August 17 – 21st in Calgary. Pool location to be determined. Shape Camp: August 24th to 28th, location to be determined.
5. New Marketing	<ul style="list-style-type: none"> NEED Helper Emails List - I would really like to start on a couple community focused Initiatives for marketing and recruitment/promotion. To help with this process I would like to host a meeting with the parents that are interested in volunteering with the club. I will need the emails and phone numbers of these parents to make this a successful year and create a plan together. <ul style="list-style-type: none"> Has been sent out by Helen. I would like to get a banner up for the roads generally promoting the club and sport. Create New Marketing paper materials. Ready to have at meets - prompting our “Rule the Pool” -Email capture at meets – Flags/booth @meets to be ran by parents attending the meet.
6. Olympic Promotion Plan	<ul style="list-style-type: none"> I would like to ask for some signed gear for us to use for Olympic promotion. 1/2 as club prizes and 1/2 as public prizes from our 3 hopefuls. Claudia, Halle and Cassey. I will be asking this to be signed Christmas. Would like to organize a local watch party for our club to gather and support team Canada during the Olympics.
Requests -	<ul style="list-style-type: none"> I am asking for a budget of \$500.00 for different gear from HBC for this social media promotion. Or alternative to be provided with “extra” club gear to have autographed. <ul style="list-style-type: none"> Funds are available in your budget. Please use your existing budget, if more funds are required, please ask Would like to organize a local watch party for our club to gather and support team Canada during the Olympics.
14.	Provincial Stream Updates – Kerry Andersen & Jenn Battista <ul style="list-style-type: none"> Inglewood update Restructuring proposal All is good 😊

15.	<p>Other Business</p> <p>Fan Wear</p> <ul style="list-style-type: none">- Fan wear and athlete wear need to be different.- Amanda to check with Kerry <p>Board Meetings for the upcoming season will be on Monday evenings. Please note the changes below. Upcoming meetings are on the following dates:</p> <p>Monday February 10th Monday March 2nd Monday April 6th Monday May 25th Monday June 15th</p>
	<p>Meeting adjourned @ 6:52pm</p> <p>Motion to adjourn by Helen. Seconded by Shamin. All in favour.</p>

Next Meeting:

- Monday January 6th, 2020