



**IN ATTENDANCE:**

John Brett  
 Helen Buchanan  
 Deirdre Peters  
 Amanda Osicki  
 Jason Spratt  
 Jason Wordie  
 Jenn Tregale  
 Jenn Battista  
 Deanna Saarenoja

**REGRETS:**

Amanda Speers  
 Trisha Poitras  
 Shamin Spencer  
 Kerry Andersen  
 Irene Winter

Items													
1.	<b>Meeting Called to Order</b> 5:03pm												
2.	<b>Minutes Review and Approval of Agenda</b> Motion to approve the minutes Amanda O; Helen seconds Motion to approve the agenda Amanda O; Deirdre P seconds												
3.	<p><b>Action Items:</b></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"> <li>• Sterling back checks are now in effect. Irene to investigate further.</li> </ul> </td> </tr> <tr> <td>Jason W</td> <td>Grant Writing – Kam is willing to help but requires guidance Equipment grant... every 3 years? ~2022 – Amanda O</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. Everything has been submitted</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?           <ul style="list-style-type: none"> <li>• Anything that requires an AGLC – YES</li> <li>• Everything else is at the discretion of the board</li> </ul> </td> </tr> </tbody> </table>	Who	What	Irene	Vulnerable Sector Checks <ul style="list-style-type: none"> <li>• Sterling back checks are now in effect. Irene to investigate further.</li> </ul>	Jason W	Grant Writing – Kam is willing to help but requires guidance Equipment grant... every 3 years? ~2022 – Amanda O	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. Everything has been submitted		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? <ul style="list-style-type: none"> <li>• Anything that requires an AGLC – YES</li> <li>• Everything else is at the discretion of the board</li> </ul>
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4.	<b>President Update – John Brett</b> Rule the pool will take place the week of Aug 17 <sup>th</sup> @ Repsol Trisha is on marketing Rule the Pool Ad and looking into the possibility of getting an advertisement into the program at Qualifier and Championships												

Week off for Jr. Worlds in Quebec. Athletes are encouraged to attend if they are able. It is a tremendous opportunity to see incredible routines from all over the world live!

If there is enough interest and if coaches are available, there is a chance that an optional 'AQB Shape Camp' may take place mornings at Repsol during Jr. Worlds

5. **Registration Update – Shamin Spencer and Irene Winter**

6. **Treasurer Update – Deirdre Peters**

1) **Payroll remittances**

- All payroll remittances are up to date

2) **2019-2020 Budget to Actuals as at Feb 6, 2020**

Item	Actuals – Feb 6, 2020	Forecast to June 30, 2020	REVISED Budget	Projected Variance to REVISED Budget
Revenue	\$459,197	\$570,196	\$560,099	\$10,097
Expenses	\$325,411	\$586,695	\$585,680	\$1015
Optional Fundraising	\$1,668	\$3668	\$2000	\$1668
Total	\$135,454	(\$12,831)	(\$23,581)	\$10,476

3) **To report:**

- Projected *Revenue* variance primarily due to:
  - **Swimmer Fees** → \$10 K positive swing in the variance is due to the following amounts not previously included in the forecast: \$7K precomp; \$2K AWG, \$1K of converts to semi comp. Good news!
  - **Bingos** → Haven't included December payout as Credits have not been paid out to families yet. December's payout was considerably higher than July – Nov payouts, so more good news.
- Projected *Expenses* variance primarily due to:
  - **Program Development** → Seton and Remington Pool Costs
  - **Clothing Expenses** → possibility Vivos clothing costs may come in higher than expected (will report this next board meeting)
  - **PreComp Expenses** → Purchase of supplies in advance
- Projected *Optional Fundraising* variance due to:
  - miscellaneous unplanned revenues from Purdy's kickback, towel fundraiser, Balzac, grocery cards, and bottle drive.

4) **Risks and Recommendations**

RECOMMENDATIONS → to continue to err on the side of caution and to wait another month or two before feeling like we are back on track

7. **Director of Revenue Update – Amanda Osicki**  
**INFORMATION ITEMS**

## Bingo Revenue Status

2019-2020 Season								
Month	# of Events	Shifts	Payout per Event		Bank Deposit from Bingo Palace	Credits Issued for Paid Shifts	AQB Revenue	
		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
Aug	3	30	\$ 1,828.82	\$ 1,301.75	\$ 3,905.25	\$ 2,075.00	\$ 1,830.25	\$ 5,898.13
Sept	3	30	\$ 4,447.09	\$ 1,328.16	\$ 3,984.48	\$ 2,145.00	\$ 1,839.48	\$ 7,737.61
Oct	3	30	\$ 2,655.14	\$ 1,373.41	\$ 4,120.23	\$ 2,075.00	\$ 2,045.23	\$ 9,782.84
Nov	5	50	\$ 904.14	\$ 926.40	\$ 4,632.00	\$ 3,575.00	\$ 1,057.00	\$ 10,839.84
Dec	4	40	\$ 1,836.90	\$ 2,333.72	\$ 9,334.88	\$ 2,860.00	\$ 6,474.88	\$ 17,314.72
Jan	4	40	\$ 1,392.00		\$ -		\$ -	\$ 17,314.72
Feb	3	30	\$ 1,126.69		\$ -		\$ -	\$ 17,314.72
Mar	3	30	\$ 1,918.75		\$ -		\$ -	\$ 17,314.72
April	3	30	\$ 1,882.39		\$ -		\$ -	\$ 17,314.72
May	3	30	\$ 1,686.07		\$ -		\$ -	\$ 17,314.72
June	3	30	\$ 1,659.28		\$ -		\$ -	\$ 17,314.72
	41	410			\$ 32,904.72	\$ 15,590.00	\$ 17,314.72	
			Keno Revenue - October 2019		\$ 381.26		\$ 381.26	
			Keno Revenue - April 2020					
			Return of Fixed Fee Overage - Dec 2019		\$ 3,403.00		\$ 3,403.00	
			<b>TOTAL</b>		\$ 36,688.98	\$ 15,590.00	\$ 21,098.98	

- Dec Pool was \$2333.72
- Fixed Fee Overage returned was \$3403.00 (This is a really good amount... last year was only \$2100)
- Getting back on track... hopefully the trend continues but we should still monitor closely.
- I have a new Bingo Coordinator lined up! Teresa Roach as graciously offered to step into Dawn's role. We will need a new Swim-a-thon Coordinator for next year but that is a much easier roll to fill.

### Calgary Flames 50/50

- This went really well. I chatted with some of the volunteers at the event and we all agreed we would do it again if we had the chance. I'm looking into next steps to see when we would be eligible to apply again.
- I will wait until we get the actual cheque to confirm (60 days after the event) but we should see a cheque for just under \$3500.

### WestJet Raffle

- Application has been approved! I will get tickets printed and organized to hand out closer to our draw date. The draw will take place at the Year End Gala.

### Balzac and Spolumbos

- New coordinators are starting to prepare for the next round. Aiming for mid-late April delivery.
- Jenn Hrstic - Balzac
- Danielle Burns - Spolumbos

### Flowers for Valentines Day

- Joana Todica approached John and myself at Bingo last night with an idea to use her connection for free flowers as a fundraiser this week. She will be offering arrangements for sale to the membership with pick up on Thursday at Repsol. Deanna to help with pick up from 6 - 6:30 at Repsol.
- Confirm with Joana if we can also do it on Mothers' Day, Year End Banquet, etc.
- Tight turn around but worth it to see even a small return.
- Thanks to John and Joana for running this as I am unable to help this week with the short notice.

### Fan Wear

- I am working with Laura St.Croix to organize some Fan Wear for purchase. She will be getting some pricing to me hopefully by today with a few options. Originally, she thought she could get

	<p>them printed for around \$20 but it's looking like it could be closer to \$30 or \$35 depending on what we want printed.</p> <ul style="list-style-type: none"> <li>• This will not run as a fundraiser, we would just charge cost price to whomever would like to purchase.</li> </ul>
8.	<p><b>Recruitment Update – Jason Spratt</b></p> <p>Pre-comp numbers are down. What are we going to do about it?</p> <ul style="list-style-type: none"> <li>• Having money allocated for marketing and advertising is an issue for recruitment. Signs are approximately \$300 for 2 weeks.</li> <li>• Jason has been talking about doing a cash calendar. He is prepared to have it ready by the end of February with a sales blitz in March with a payout in April and a second sales blitz in May with a payout in June. <ul style="list-style-type: none"> <li>○ We can solicit parents in pre-comp programs to support</li> <li>○ It will get us into communities where we are trying to build our base</li> <li>○ The calendar will provide multiple advantages – recruitment, marketing, fundraising</li> <li>○ Can some of the funds raised in the Cash Calendar be directed to recruitment</li> <li>○ Jason requires seed money to begin and then provide Jason with the profits earned from to keep it going</li> <li>○ Helen moves that we put \$500 in a new budget line from the projected revenue from the Flames 50/50 for recruitment. Amanda seconds. Motion carried.</li> </ul> </li> <li>• Jason has also been looking into creating a data base. The database comes with a cost of approximately \$240 / year.</li> <li>• Jason has started inputting AQB promotional information into community event calendars</li> </ul>
9.	<p><b>Individual / Corporate Sponsorship – Jason Wordie</b></p> <p>please see attachment for details</p>
10.	<p><b>Director of Operations Update – Amanda Speers</b></p>
11.	<p><b>Vice President Update – Helen Buchanan</b></p>
12.	<p><b>Marketing Update – Trisha Poitras</b></p> <ul style="list-style-type: none"> <li>- Money spent in advertising will bring us a bigger bang for our buck</li> <li>- Deanna moves that we put \$500 back into Marketing from the projected revenue from the Flames 50/50. Helens seconds. Motion carried.</li> <li>- Trisha will put together an ad for Rule the Pool to be included in the programs at Nationals</li> </ul>
13.	<p><b>Head Coach Report – Jenn Tregale</b></p> <ul style="list-style-type: none"> <li>- We will be bidding for 2021 National Qualifier. The bid application is due by the end of February.</li> <li>- Situation with CAS <ul style="list-style-type: none"> <li>A letter will be drafted and sent to CAS from John on behalf of the board to address a reputation damaging rumor that is currently circulating.</li> </ul> </li> </ul> <p>I am pleased to say that the AQB did a fabulous job at the first meet last weekend! From 10 &amp; Under to Senior, we had great performances at every level. Thank you to all our fantastic coaches and amazing swimmers for their part in the success of the club.</p> <p>VIVOS seems to be almost caught up on our needs. Deanna continues to ensure that we are set up for success with them next year. Thank-you Deanna for your endless time working with this company. Deanna and I spoke with Paulo last week and ensured he knows we want them to remain our clothing provider for next season. Deanna is putting together a sizing kit to guarantee fewer mistakes next year. Paulo is still hopeful that we will use them as our bathing suit provider too, but we did not make any commitments to that. He is trying the same material that Jolyn uses and will make a mock-up of the original club suit we ordered. The</p>

	<p>girls are very happy with their Jolyn suits, so I can't imagine we would switch back. We'll see what he can produce.</p> <p>Our Alberta Winter Games team is amping up for their event this coming weekend. We wish them the best of luck in their final training days and of course at the Games themselves!</p> <p>We have 5 juniors heading to the Canada Artistic Swimming West Regional/English training camp for the Junior Worlds process from February 13-16. We wish them the best of luck for a great weekend!!!</p> <p>Yvonne has made the final changes to the travel plans for the NS athletes and coaches for the National Qualifier and Nationals. Thank-you Yvonne for all the work you have put in to this to ensure the best flights and prices!!!</p> <p>I am working on the pre-nationals training camp dates and times. I want to remind everyone that we base this camp on the dates of nationals, not the dates of school breaks. I will do my best to ensure that each age group gets time to go to school some times, either am or pm.</p> <p>I will be at the meeting tonight at 5:55 after coaching the juniors. Look forward to seeing you there.</p> <p>Alberta Artistic Swimming is doing a 50<sup>th</sup> Anniversary.</p>
14.	<b>Provincial Stream Updates – Kerry Andersen &amp; Jenn Battista</b>
15.	<p><b>Other Business</b></p> <p>Upcoming meetings are on the following dates:</p> <ul style="list-style-type: none"> <li>Monday March 9<sup>th</sup></li> <li>Monday April 6<sup>th</sup></li> <li>Monday May 25<sup>th</sup></li> <li>Monday June 15<sup>th</sup></li> </ul>
	<p><b>Meeting adjournment</b>  <b>Amanda O – 7:10pm. Seconded by Deanna</b></p>

**Next Meeting:**

- Monday March 9<sup>th</sup>, 2020