



IN ATTENDANCE:

John Brett
 Helen Buchanan
 Deirdre Peters
 Shamin Spencer
 Amanda Osicki
 Amanda Speers
 Trisha Poitras
 Jason Spratt
 Jason Wordie
 Deanna Saarenoja
 Kerry Andersen
 Irene Winter

REGRETS:

Jenn Tregale
 Jenn Battista

Items																									
1.	Meeting Called to Order																								
2.	Minutes Review and Approval of Agenda Minutes: Motion to approve the minute - Amanda Osicki; seconded by Jason Wordie; motion carried Agenda: Motion to approve the agenda - Jason Wordie; seconded by Shamin Spencer; motion carried																								
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>Irene</td> <td>Respect in Sport <ul style="list-style-type: none"> • October 15th deadline for Respect in Sport to be completed. </td> </tr> <tr> <td>Jason W</td> <td>Grant Writing – Kam is willing to help but requires guidance</td> </tr> <tr> <td>Jenn B and Jenn T</td> <td>Revise tiered clothing document</td> </tr> <tr> <td>Amanda O</td> <td>Seasonal Fundraising Document - complete</td> </tr> <tr> <td>Shamin</td> <td>Welcome Back Potluck <ul style="list-style-type: none"> • Cancelled this season due to weather. </td> </tr> <tr> <td>Irene</td> <td>Concussion Protocol to be signed off by all members <ul style="list-style-type: none"> • Due date: October 15th, 2019 </td> </tr> <tr> <td>Wendy / Trisha</td> <td>Trisha recommended an AQB Member Facebook - Wendy and Trisha to work together to make it happen.</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></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. 	Irene	Respect in Sport <ul style="list-style-type: none"> • October 15th deadline for Respect in Sport to be completed. 	Jason W	Grant Writing – Kam is willing to help but requires guidance	Jenn B and Jenn T	Revise tiered clothing document	Amanda O	Seasonal Fundraising Document - complete	Shamin	Welcome Back Potluck <ul style="list-style-type: none"> • Cancelled this season due to weather. 	Irene	Concussion Protocol to be signed off by all members <ul style="list-style-type: none"> • Due date: October 15th, 2019 	Wendy / Trisha	Trisha recommended an AQB Member Facebook - Wendy and Trisha to work together to make it happen.	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.		
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4. **President Update – John Brett**
Welcome!
Board Member Code of Conduct
- document handed out. Members need to sign and return to John.
Members Only Section of the Website
- Policies and photos are on the website, so all members should have access. Please send it out how to access to all members and provide new members with a password if requested.
Board Member background checks
- Irene is working on it. It will be done for free for board members. It should be done every 3 years for board members.
PS meeting update
- recruitment a big focus. 10U hasn't grown. Perhaps we're not feeding it properly. A meeting may help us gain a better understanding and developing a better way of recruiting. Timing has been difficult. Kerry, Janet, Jenn T and Jenn B are working on it.
President's call
- Canada Artistic Swimming does not want clubs branding their own names (pre-comp, semi-comp, etc.). CAS wants to use their own branding. Helen has emailed Jenn Luzia for an up to date list of the names we should be using (ie. Aqua-go as pre-comp, etc). When it becomes available we will comply.
Towel Sales
- 55 towels have been sold. We have broken even and all future sales will go to off-setting the budget

5. **Head Coach Report – Jenn Tregale**
Jenn sends her regrets. She is working with the Alberta Winter Games team.

6. **Treasurer Update – Deirdre Peters**
1) Payroll remittances
- All payroll remittances are up to date
2) 2019-2020 Budget to Actuals as at Oct 31, 2019

Item	Actuals – Oct 31, 2019	Forecast to June 30, 2020	Budget	Projected Variance
Revenue	\$316,341	\$572,603	\$572,553	\$50
Expenses	\$109,264	\$597,860	\$597,860	\$0
Total	\$207,077	(\$25,257)	(\$25,307)	\$50

Note – No issues or anomalies to report at this time as it is very early in the year.

7. **Vice President Update – Helen Buchanan**
We require someone to coordinate the Year-end Celebration and slide show for this year
Helen will pass on names of potential volunteers for committees to directors
President's Call
- Presidents' Call happen every couple of months
affiliations
coach compliance
new 'making headway' concussion session that needs to be completed by the end of January
AGLC records need to be submitted to AAS
Incident Reports are done online now.

October 2020 is Alberta Artistic Swimming's 50th Anniversary. More details forthcoming.
 CAS event database issues. They are addressing these issues, but AAS is pursuing another format.

- New Business
 Volunteers cannot be coaches. All coaches need a 3-hour training course.
- Do we have an updated insurance policies? Yes. They will be sent out this week.
- We require insurance for all members of our club.

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

- Tentative numbers for upcoming City of Calgary Figure Meet is 240 athletes (including 17 pre-comp from Killarney and 7 from CWC)
- Scheduling is ongoing
- Amanda is expertly navigating the budget and scheduling at the moment

AQB Challenge Routine Meet – Conference Call tomorrow with AAS

- more details at next meeting

9. **Director of Revenue Update – Amanda Osicki**
Bingo Revenue Status

2018-2019 Season									
Month	# of Events	Shifts	Payout per Event		Bank Deposit from Bingo Palace	Credits Issued for Paid Shifts	AQB Revenue		AQB NET P
		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		\$ -		\$ -	\$ 7,737.61	\$
Nov	5	50	\$ 904.14		\$ -		\$ -	\$ 7,737.61	\$
Dec	4	40	\$ 1,836.90		\$ -		\$ -	\$ 7,737.61	\$
Jan	4	40	\$ 1,392.00		\$ -		\$ -	\$ 7,737.61	\$
Feb	3	30	\$ 1,126.69		\$ -		\$ -	\$ 7,737.61	\$
Mar	3	30	\$ 1,918.75		\$ -		\$ -	\$ 7,737.61	\$
April	3	30	\$ 1,882.39		\$ -		\$ -	\$ 7,737.61	\$
May	3	30	\$ 1,686.07		\$ -		\$ -	\$ 7,737.61	\$
June	3	30	\$ 1,659.28		\$ -		\$ -	\$ 7,737.61	\$
	41	410			\$ 14,817.61	\$ 7,080.00	\$ 7,737.61		\$
			Keno Revenue - October 2019						
			Keno Revenue - April 2020						
			Return of Fixed Fee Overage - Dec 2019						
			TOTAL		\$ 14,817.61	\$ 7,080.00	\$ 7,737.61		

- Sept payout was \$1328.16 per event

Bingo payouts are down from last year but we're on track for budget
 Calgary Flames Sign Up will be out soon.

- Will this count for operational volunteer hours? If needed, yes.

Bottle drive – raised \$381.45 (slightly more than last year)

Swim-a-thon

- NS will hold their Swim-a-thon on November 24th from 9 to 10am.
 - PS will hold theirs on a Monday evening after AWG trials. Possibly December 16th. Jenn B to confirm.

Water Show – December 1st at 11am

Grocery Cards revenue - ~\$600

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

- No change in numbers to report
- Registration will be online to confirm dates for pre-comp and semi-comp
- No update on Inglewood. It goes before council the middle of November.

11.	<p>Recruitment Update – Jason Spratt</p> <ul style="list-style-type: none"> - <i>She Can</i> expo submitted for this coming May - Jason has lots of ideas. Cash calendars, raffles... and will work with other board members to bring them alive
12.	<p>Marketing Update – Trisha Poitras</p> <p>Trisha is currently working on:</p> <ul style="list-style-type: none"> - video marketing - creation of a member only Facebook group <p>Targeted areas for Marketing this season...</p> <p>From a Public Relations standpoint, these are the areas Trisha would like to pursue this season:</p> <ul style="list-style-type: none"> build membership enhance brand and public image visibility in community member communication <p>The board supports Trisha’s vision.</p> <p>Webpage</p> <ul style="list-style-type: none"> Can we get a tagline? What makes a swimmer join? Prestige and success – can this be added to the frontpage?
13.	<p>Individual / Corporate Sponsorship – Jason Wordie</p> <p>Jason is working on a one-page document and updating the presentation. It will be ready for next meeting. 10 minutes to present at next meeting.</p> <p>Year-end show is currently in the planning stages</p>
14.	<p>Provincial Stream Updates – Kerry Andersen & Jenn Battista</p> <p>Everything is going well.</p>
15.	<p>Other Business</p> <p>Board Meetings for the upcoming season will occur each month on alternating Mondays or Tuesdays. Upcoming meetings are on the following dates:</p> <ul style="list-style-type: none"> Monday January 6th Tuesday February 11th Tuesday March 3rd Monday April 6th Tuesday May 19th Monday June 15th

Next Meeting:

- Tuesday December 10th, 2019