

Nova Artistic Swimming Club
AGM
Thursday, September 28, 2023
Kinsmen Recreation Centre - Kinette Room
6:00pm

Meeting Called to Order: 6:06 pm

Approval of Agenda: Cheryl made a motion to approve the evening's agenda; Claire seconded; motion approved.

Approval of minutes from previous AGM: Cheryl made a motion to approve the minutes from the last AGM; Clare seconded; motion approved.

Introduction of Current Nova Executive:

President: Cheryl
Vice President: Julie
Treasurer: Clare (departing position)
Secretary: Amy
Director of Special Events: Vashni
Director of Fundraising: Vacant
Director of Administration: Marcy
Director of Travel: Claire

Reports:

1. Head Coach Report (see separate document)

- Carly introduced herself and gave a synopsis of the highlights of her Head Coach Report:
 - She grew up swimming and coaching in Manitoba and started at Nova in 2020.
 - Carly shared her concerns regarding the low number of swimmers that enroll in competitive programs after doing the AquaGo programs. She explained that solving this issue will be a focus for her and the Board this year and that she welcomes feedback and suggestions from all parents.
 - We will be bringing in fewer outside contractors because of budget constraints this year.
 - Carly is finalizing the details of the Extra Routine schedules and coaches.
 - A signup sheet will come out soon for Optional Figures practices.
 - Alberta Winter Games is being held again for the first time since COVID. It is a province-wide multisport event that takes place in February 2024 in Grande Prairie. Artistic swimming teams and duets are eligible to tryout. Swimmers must be ages 11 to 15.
 - Recreational showcase in Red Deer in May has been renamed the Spring Fling.

- Carly agreed to look into programming at the Spring Fling showcase event, as a result of some concerns raised by a parent whose swimmer did not enjoy the afternoon activities last year as they felt the activities were meant for much younger swimmers.
- Two weeks before a competition, the club expects 100% attendance to allow teams to prepare for competition.
- Nova's sick policy asks that swimmers stay home if they are sick in order to recover and prevent the spread; if swimmers come to practice, they are expected to participate as best as possible.
- The club is transitioning to Gmail addresses for coaches, executive, and some volunteer positions, but the Gmail account was suspended. Hoping to get it working again. If anyone can help, Carly asked that they please let her know.
- Club Thursdays are mini-watershows to perform routines as practice for competitions.
- Nova will not be attending Canadian Prairie Championship in Regina because it is the same weekend as Wildrose Classic Competition in Calgary.

2. Treasurer Report (see separate document)

- Clare shared that we have \$2.49 left in our casino account, but we did receive our next allotment of casino funds that will be spent over the next 2 years.
- She informed us that despite our large deficit last season, we have not had to cash a GIC yet.
- We ended last season with a loss of \$30,000 in part because we did not receive the normal grant money we were expecting.
- Our largest source of income is from swimmer fees collected.
- Our two largest expenses are coaches' wages and pool rental.
- Our casino funds go toward pool rental because we can't spend these funds on other operating costs.
- This year, we have fewer swimmers, and we are also trying to reduce the deficit. The projected deficit for the year is \$2287.00

Cheryl moved to approve last year's budget; Vashni seconded; motion passed.

Cheryl moved to approve the budget for this year; Marcy seconded; motion passed.

Board of Directors Elections:

- Cheryl formally dissolved the 2022-2023 Nova Executive.
- Cheryl made three open calls for nomination for any position. None received.
- Cheryl explained that filling the Treasurer position is a high priority. We cannot operate without a Treasurer. Hiring a bookkeeper could cost the club \$5,000 to \$10,000.
- Clare explained that the Treasurer role could be broken into four positions: payroll, income, expenses, and Quickbooks.
- Cheryl makes three calls for nomination for Treasurer. None received, but Melissa is willing to take care of payroll and source deductions.

- **President Position:** Cheryl is willing to let name stand. Tammy nominated Cheryl. Clare seconded. Motion passed.
- **Vice-President Position:** Julie is willing to let name stand. Cheryl nominated Julie. Lisa seconded. Motion passed.
- **Secretary Position:** Amy is willing to let name stand. Cheryl nominated Amy. Vashni seconded. Motion passed.

Introduction of 2023-2024 Coordinators:

1. Webmaster: Melissa
2. Grant Writer: Tammy
3. Book Auditors: Steve & Vacant
4. Volunteer Coordinator: Shannon
5. Wardrobe Coordinator: Fiona
 - Fiona will organize a wardrobe swap and will send a link to the United Cycle online order site when ready. Lululemon will be ordered directly through Fiona.
 - Wardrobe orders are being organized through 2 vendors again this year - United Cycle and Lulu Lemon.
 - Mandatory Competitive Team Wardrobe includes:
 1. Nova Team suit (Red)
 2. Black Figures suit
 3. Team t-shirt (red)
 4. Team jacket (same as last year)
 5. Black leggings
 6. Black shorts
 7. Nova cap
 8. White figures cap
 - Optional Items:
 1. Nova hoodie
 2. Zip-up hoodie
 3. Speedo backpack (optional to embroider with name)
 - All items are available through United Cycle, except for the black leggings/shorts which are Lulu. United Cycle has a direct online link and you order what you need for your swimmer directly with them by the deadline.
 - Lululemon is a group order that Fiona places. Please send your requests to her prior to the deadline. There is no obligation to order the black leggings/shorts from Lulu as any bottoms are acceptable. We get a discount on Lulu items, which is why we like to offer this for the swimmers.

6. Club Promotions: Vacant
7. Casino Liaison: Lisa
8. Technical Support: Cameron
9. Meet Manager: Vacant

Old Business:

1. Nova Handbook is under revision.
 - An updated Communication Chain is being developed. A 24-hour cool down before sending an email/making a phone call to a coach will be required. Nova must respond to initial communication within 24 hours to confirm receipt.
2. Deposit cheques
 - Scott asked to be on record that he doesn't agree with giving a casino deposit cheque in a non-casino year.
 - Cheryl explained that Nova will not cash a deposit cheque without giving the family one-week notice.
 - Tammy noted that Nova's policy is to ask families to fill a casino shift even if they don't have swimmers in the club in the current year if needed.
 - Cheryl shared the expectations that families must meet to not have their deposit cheques cashed:
 - Casino: each family must supply 1 or 2 workers (depending on enrolment) to cover casino shifts. Workers must be 18 years or older.
 - Fundraising: the requirement will change from year to year. This season, families must sell 10 tickets to WEM Waterpark event and raise an additional \$150 through other Nova fundraising initiatives (e.g., swim-a-thon, skip-the-depot, TruEarth, Fundscrip, etc.)
 - Volunteer: Competitive families must earn 8 volunteer points and fill at least one shift at the meet that we host. Recreational families must earn 5 volunteer points and fill one shift at the meet that we host. Swimmers (or siblings/friends) are permitted to fill shifts at meets.

New Business:

1. Rock Mountain Qualifier (RMQ)
 - Cheryl explained that we will be co-hosting the Rocky Mountain Qualifier in February with Excel. It takes roughly 540 volunteer hours to host a meet. Tammy is willing to train a new Meet Manager. We will likely have to host a meet every year. Cheryl will be asking all Edmonton clubs to help out with volunteering.
2. WEM World Waterpark Fundraiser
 - Cheryl shared that we will be working with other Artistic Swimming clubs in Edmonton to raise funds and awareness of the sport, as well as forge social connections through the Waterpark fundraiser on October 28, 2023, from 6:30 pm to 9:30 pm.

- Every family will receive 10 tickets. Tickets cannot be reprinted. Families may sell to anyone; consider posting on social media.
 - We must sell 635 tickets across all participating clubs to break even. The profits will be split by percentage of tickets sold among the three participating clubs.
3. Swim-a-thon is tentatively scheduled for Saturday, December 9th, 2023.
 4. Other fundraising ideas being explored:
 - Oil Kings tickets
 - 50/50 draw
 - Cheryl will talk to Liz about adding fundraising information to Nova's website.
 5. Cheque Signing Authorization
 - Cheryl made a motion that Cheryl, Julie, Amy, Melissa, and Clare have signing authority and access to CAFT and online banking; Melissa seconded; motion passed.

Next Parent Meeting for competitive program: Thursday, November 23, 2023, at 6 pm

Next Parent Meeting for recreational program: Monday, November 20, 2023

Meeting Adjourned: 7:30 pm

Minutes Taken by: Amy