

**Annual General Meeting Minutes
Wednesday, October 18, 2017**

Present: Zoe Barton, Melanie Goettisheim, Jennifer Cuddie, John Goettisheim, Anna Panacci, Shauna Kingsnorth, Kristine Simpson, Drinda Gomes, Diana Hill, Bryan Wilson

Absent: Rosa Kay, Holley Lundmark

Parents in Attendance: 12

1. Call to order 7:00 p.m

2. Introduction of Executive

Zoe Barton - President
Melanie Goettisheim- Vice President
Jennifer Cuddie - Secretary
Rosa Kay – Treasurer
John Goettisheim – Travel Coordinator
Anna Panacci - Equipment Manager
Shauna Kingsnorth – Registrar
Kristine Simpson – Recreational Coordinator
Drinda Gomes - Bingo Coordinator
Diana Hill – Promotions and Sponsorship
Bryan Wilson – Fundraising Coordinator
Holley Lundmark - Head Coach

3. Approval of the agenda - Zoe Barton, Shauna Kingsnorth

4. Approval of minutes of the previous Annual Meeting 2016: Dionne Gafoor, Zoe Barton

5. President's Report

• Update 2016

Novice Masters Meet

- success hosting the Novice Masters meet
- Net proceeds over \$9000
- Very positive feedback from Synchro Ontario, coaches, judges, regarding the running of the meet

Process for hosting meets:

Every two years a bid package comes out from Synchro Ontario allowing clubs to bid on hosting a meet. 2016/17 and 2017/18 are all set with locations. The bid may come up again later this year (for 18/19 and 19/20) or early into the 2018/19 Season. Synchro Ontario awards hosting. We are admittedly limited in what bids we would "win" due to the facilities we have in Durham Region. We have (in the past) hosted East Regionals at a Scarborough pool and got our hands slapped quite sternly. At that time, you were definitely not allowed to host outside of your "region". Even though the pool we used was only 5 mins west of Pickering.

We could host some kind of invitational but the cost would be high. If a club wins a Synchro Ontario bid, pool rental is paid by Synchro Ontario. Host club provides judges with food for the duration of the meet as well as rental for any items to bring the pool up to specs (ie. Risers for judges to sit on pool side). Plus the host club must provide all volunteers to run the event. The two 12 hour days at the Novice/Masters meet took a lot of volunteer power – although the gain can be/was big.

- Zoe was in touch with Synchro Ontario today – rules may be changing regarding hosting outside of your region
- Guidelines may also be changing regarding pool depth requirements for meets
- The final information regarding these guidelines is pending
- Zoe will follow up

Provincial Team Swimmers:

- Tara Goettisheim and Sam Low both earned a place on the Provincial Team this summer
- trained 6 days/week for a month at PanAm.
- competed in Edmonton in early August 2017
- results for both girls in figures and team were excellent

Coaching:

- Meaghan is a Level 3 coach now (?)

6. Presentation and approval of financial reports

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- **Year End Financial Statements 2016 – 2017 Season Highlights**

STATEMENT OF FINANCIAL POSITION as of July 31, 2017 - Assets vs Liabilities:

Our total Assets are \$62,250. This includes are **Current Assets** which are Cash (A), Investments (B), and Inventory (D) and **capital Assets** which are made up of Equipment minus Accumulated amortization.

We need to keep a minimum of \$37,000 in current assets to cover \$10,000 pre-paid credit card, \$15,000 for incidentals (such as if equipment breaks) and \$12,000 to cover all current liabilities.

Current Liabilities are \$9807. This includes Accounts payables (BB) and any fundraising deposits that need to be refunded to non-returning swimmers. (DO)

So, as of July 31, 2017 we had a total Net Asset of \$52,443.

Our *total profit for the season* was \$5,286.

- Revenue from competitive fees was lower than expected due to less swimmers in the competitive program.
- But, on the other hand, this resulted in coaching fees being lower than expected as well.
- Travel and accommodation costs were a little higher than what was budgeted for and;
- Synchro Ontario raised their fees this season so our registration fees were higher than planned.
- We were fortunate to make \$9,350 by hosting the Novice/Masters meet this year which helped offset our higher than expected expenses.

The profit made this season will go towards lowering swimmer fees during the upcoming season.

Parent Questions and Discussion Regarding Finances:

- Question – Bank fees – Why higher than last year?

- Fees were low last year because Alison cashed in approximately 3 years worth of VISA points against last years bank fees
- Also lots of cheques to cash
- Discussion / questions regarding possibilities for lowering the fees

- Question – Why not pay fees online?

- This option has been thoroughly explored with the club's current banking institution
- due to high quarterly fees and fees per transaction as well as having to pay over July and August when it wouldn't be used, the option would be more expensive than current method of payment at this time
- suggestion was made regarding using an e-commerce website – concerns were raised regarding the time, difficulty of finding and tracking down missing payments
- club fees can be paid for in one lump sum all in one cheque or as monthly payments, whatever better suits families

• Budget 2017– 2018 Season Highlights

Swimmer's Fees:

- Use a “bucket” system: all costs that are applied to competitive swimmers go into the bucket. These items include:
 - pool costs
 - coaching costs
 - Synchro Ontario and Synchro Canada registration fees
 - planned competitive meet fees (**optional meets not included**)
 - spacing suits
 - strength program
 - bathing cap
 - routine suit
 - music
 - jacket
 - Respect in Sports Course (Information to follow)
- This total is then divided by the number of competitive swimmers to arrive at a cost per hour

- Then for each team, it is determined how many hours they swim – taking into account missed practice days for holidays, meets, etc.
- Cost variations between teams are due to varying number of hours and lengths of season
- The bucket system is used to avoid unfair and overly high fees for any one team (ex. a team of 5 that swims at Iroquois vs. a team of 10 that swims at B&G)

Parent Questions and Discussion Regarding Fees/Budget:

- **Question- about getting out of having to use Iroquois as it is expensive (have to pay for a lifeguard)**
- It has been looked into but we need to use it as we need the practice hours there
- **Question – Why are all teams not swimming the same number of hours and getting coaching time with Holley?**
- Holley has been freed up one day/week for admin time – this time is used to help other teams' coaches with lesson plans, to help with choreography, etc.
- Parent (Dionne Gafoor) shared that in the past Holley has met with any and all teams that need her support and has provided insight and solutions when needed and as needed
- Parent asked if Holley could share her coaching expertise with all teams
- Best answered by the head coach: Holley Lundmark – Zoe Barton will talk to Holley to inform her of the points raised

- **Other Information about Finances**

- Choreographer
- was booked twice last year and cancelled due to weather both times
- Plan was/is to have a full weekend of choreography
- Holley will look into it for the New Year
- New Rules
- 16-20 figures are no longer – now they are elements in line with Jr.'s
- Also now team and tech routine and free routine option
- If not part of a team – must do tech routine

- Rates at B&G
- To increase by \$3000 on January 1, 2018
- Amounts to an increase of 21% per hour
- Questions from parents were raised regarding fans and GFCI on deck
- Zoe and Melanie to meet with B&G representatives to discuss

- Website
- current one is very difficult to edit and update
- Waterloo club website was mentioned as an exemplar
- perhaps the services of a graphic designer should be considered
- Go Daddy was mentioned as a possible option
- needs to be something easy to update

7. Other Business

- **Sponsorships and Grants**(Diana Hill)
 - Working on soliciting continued support of long term sponsors
 - Email has gone out to team parents to tap into connections club members may have – anything large or small counts and is appreciated
 - Sponsors do not have to be within our region
 - Anything offered – gift cards, raffle items, printing services, etc. – it all helps!

- **Bingo** (Drinda Gomes)
 - Bingo went very well last year – did 46 bingos
 - worked out to 4 per person
 - continues to go well so far this season
 - parents generally don't need to worry if they need to switch or pay for someone to do their Bingo – historically lots of people willing to do so

- **Fundraising Initiatives** (Bryan Wilson)
 - QSP – cookie dough and magazines – if club orders over 360 units for cookie orders – return of 40% that goes to the individual; for magazines return is believed to be around 33%
 - wrap up for cookie orders is Sunday, October 22 – all orders to Bryan
 - this fundraiser is for individual travel accounts – paid out in Jan/June 2018

 - Burning Bright – Yoga in the Park – Sunday October 22 – charity event for cancer research

 - Euchre night – sometime in New Year
 - looking for a location – inexpensive or free?
 - this would be a club fundraiser

 - Bottle drive – sometime shortly after New Year
 - this will be an individual fundraiser for travel accounts
 - Bryan can help transport bottles to LCBO/beer store for refunds

- Other possible fundraisers:
- ladies movie/martini night?
- axe throwing?

Parent Questions and Discussion Regarding Fundraising:

- Can individual teams do their own fundraising?

- suggestion by parent that teams decide themselves if and what fundraiser to do
- concern was raised that this would take away from the ability of the club to solicit enough support for full club fundraisers – would lead to “fundraising fatigue”
- a suggestion from a parent was made to direct a percentage of earnings from individual team fundraisers to the club
- discussion was set to be included on the agenda for the next executive meeting

- **Recreation Program** (Kristine Simpson)
- **Newsletter** (Jen Cuddie)
 - newsletter to come out monthly
 - will include photos/information on team bonding activities, coaches information, highlight swimmer accomplishments and a section for FAQ with a focus to help new families learn the world of synchro, among other things
 - will be shared by email

8. Adjournment 8:20 pm
