



**Nepean Synchro Swim Club  
Annual General Meeting Minutes  
Sunday, November 25, 2018, 8:30 am  
Water Safety Room, Nepean Sportsplex**

**Annual General Meeting (AGM)**

Members in attendance: Refer to Annex A

AGM commenced at 8:35 am

- Meeting Chair and club President-elect, Fletcher Cudmore, welcomed everyone and introduced current Board of Directors: Stephanie Wille (Vice-president), Lara Tucker and Julia Koldachenko (Co-treasurers), Michelle St. Cyr (Director of Recreational Programs), Lindsay Kemp (Secretary/Registrar-elect)
- Meeting rules were presented by Fletcher Cudmore (President-elect)

**Approval of 2017 Annual General Meeting minutes**

*Motion by Sonia Salah to accept the minutes from the 2017 Annual General Meeting.  
Seconded by Anne Waters. All members in favour. Approved.*

**Approval of 2017-18 Financial statements by Treasurers**

The treasurers presented a review of the 2017-2018 financial statements.

In 2017-2018 the club had a net income of approximately \$4,424 for the June 30, 2018 year end. Revenue was up from an increase in club membership (primarily from Competitive program as numbers in Recreation and Novice were similar to the previous year) and an increase in the number of extra routines.

Overall expenses for 2017-2018 season were higher than in recent years and the budget was in a deficit position. Previous year's profits of \$8000 were used to balance the budget. One reason was that this was the first year the club used a co-coaching format and this increased expenses for the year. Additional extra expenses included a re-design of the website, and as the club moved away from the Goalline administration system to the Google platform, there were some extra expenses from the Club Administrator to implement this, despite the decreased expense of using Goalline. With a change in the club President there was a small increase in legal fees as well.

The club's Net Assets position is strong and increasing every year and while not making a big profit annually, the club is in a good financial position with a cash balance of approximately \$92,000.

For the current 2018-2019 season the club is using some of the previous years' profits to subsidize the current season as pool and co-coaching costs have increased. Additionally, fees were increased by approximately 5%.

- A member asked what were the short term investments listed on the financial statements. Treasurers responded that the club opened a High Interest Savings account and had moved some of the assets into that. A member asked if the investment was locked in and the treasurers replied that no, it was open.
- A member asked how much money was used to subsidize the current year? The treasurers answered that \$16,000 was moved into 2018-2019.
- A member asked why profits were not used to subsidize travel from the 2017-2018 season as was discussed during the 2017-2018 AGM. The treasurers replied that pool and coaching costs went up more than expected and profits were put towards that. In the budget for the 2018-2019 season, any profits from hosting Ontario Championships have not been taken into account and so there may be additional revenue that could be reviewed for that purpose again.
- A member mentioned that the travel bill for Age Groups in particular, was expensive and cited having two coaches for all teams was a large expense. The member asked whether there had been a discussion about the value of the co-coaching and having them all attend and be paid a high per-diem including during down time. It was also asked if we have looked at ways to decrease these costs? The President-elect replied that the club received good feedback from parents about co-coaching as well as from the coaches themselves. It gives the coaches the opportunity for coaches to train or mentor other coaches (or be trained/mentored themselves). Discussions have been had about ways to decrease costs. Last year's travel to Age Groups in particular, but all meets, was more expensive than previous years because the club has grown and 2 buses are now required. Another member voiced their support for paying coaches a per diem, noting that the coaches are taking time away from their lives, jobs, using vacation time, etc to attend competitions and that the club should support them in this. The member suggested that if expenses need to be decreased, they would support continuing with co-coaching and fair per diems to keep swimmers and coaches happy and supported, and build on their abilities and lose club travel together (i.e on a team bus). Travel costs, such as travelling by bus are a luxury, and perhaps we could look at having families drive athletes to the event, but then have a bus at the event to transport athletes to and from the pool and hotel. In particular this year, when it is no longer the whole club going to one event (as with Age Groups in the past). The President-elect assured the membership that the Board discusses this regularly and that we will be evaluating options, new meet schedule, and trying new things.
- A member asked about the \$25 fee charged to families that participate in fundraising. The club is not a for-profit club, so why the approach to take \$25 from those that do fundraise when it is not something that all parents are required to do? The Vice-president replied that

the Board had decided on this because \$25 is not a lot of money per athlete but it is a lot of work for the treasurers to manage the fundraising money and apply it in each athlete's account. The new sponsorship program was mentioned, whereby 25% of any sponsor money brought in would go directly to the athlete's account.

The member further questioned why the club needs the \$25 from the small number of families that do fundraise? Is there something specific or a line in the budget that that fundraising money is going towards? They would feel more comfortable with whole club being required to pay \$25 per athlete than just the individuals doing fundraising having to pay \$25. Another member said that they support the club doing this. That \$25 was a small amount and in many other sport clubs, fundraising is both mandatory and does not get applied directly to the family's account, but rather goes to the club. This is a bonus that the club allows individuals to fundraise, or not, and apply the benefits to their account. Another member suggested that perhaps a survey of the club on this point would be a good idea and that way everyone could have their say in it. The President-elect suggested that this could be added to the mid-year survey. He also reminded the club of the anonymous feedback form on the website, or to feel free to come to any Board member, if there are any issues or concerns, including this point. It was suggested by a member that the fundraising money could be earmarked toward something in particular, like a new underwater speaker or other piece of needed equipment, etc. Another member added that over the years the club has thought about fundraising versus having families just paying the costs and it had been decided that fundraising would be optional, and that this is a factor to consider. The President-elect reminded the membership that the club is a not-for-profit, and while there is money in the bank account, it is there for emergency purposes. The Treasurer added that Synchro Swim Ontario recommends having 1 full year of operating expenses in reserve and that our club has well under half of what that amount would be in the bank.

- A member asked if travel expenses would be invoiced us ahead of time again this season? The Treasurers replied that yes, travel invoices will be sent out on February 1, 2019 and April 1, 2019.

***Motion by Eliane Guindon to accept the 2017-2018 financials statements. Seconded by Connie Kuang. All members in favour. Approved.***

#### **Appointment of Accountant for 2018-19**

The Board recommended to continue using the services of *Kelly Huibers McNeely Chartered Professional Accountants* for the fiscal year 2018-19.

***Motion by Anne Waters to appoint Kelly Huibers McNeely Chartered Professional Accountants for 2018-19. Seconded by Marc Hinton. All members in favour. Approved.***

#### **Election to Board of Directors**

The current Board of Directors is responsible for board succession planning and solicits qualified nominees, receives their consent and presents them for election at the next AGM.

- Lara Tucker and Julia Koldachenko, 1-year extension, Nov 2018-Nov-2019

*Motion by Connie Kuang to approve the extension of the term of Lara Tucker and Julia Koldachenko as co-Treasurers by 1 year. Seconded by Anne Waters. All members in favour. Approved.*

- Fletcher Cudmore, 2-year term, Nov 2017-Nov 2019

*Motion by Sarah Atherton to approve Fletcher Cudmore as President. Seconded by David Lockie. All members in favour. Approved*

- Lindsay Kemp, 2-year term Nov 2018-Nov 2020

*Motion by Allison Korn to approve Lindsay Kemp as Secretary/Registrar. Seconded by Phyllis Tran. All members in favour. Approved*

### **Board of Directors' Report**

The President presented the Board of Director's report to the membership.

The report is attached as Annex B.

**Adjournment of Annual General Meeting at 9:19 am.**

**Annex A: Members in Attendance**

29(6)

November 25th, 2018 - AGM  
 Nepean Sportsplex - Water Safety Room  
 8:30-9:30 am  
 Member Attendance Sign in Sheet  
 a

Parent Name	Swimmer Name	Parent Name	Swimmer Name
Fletcher Cudmore	Rowan Cudmore	Petring Daley	Teagan Rodrigues
ELIANE GUINDAN	CLARA GRISIM	STEPHANIE DOWNAR	ARIANE DOWNAR
Stephanie Wille	Evelyn Connie Wille	Alyson Rütten	Zoe Rütten
Sonia Salah	Nahouka Strongy	Cassandra Crowde	Nadia Loder
David Lockie	Rachel & Sarah Lockie	MARE HINTON	Renee Hinton Nola Hinton
PHYLLIS TRAN	SOPHIE PELLERIN	Alison Korn	Clara Thomas
Janae Bacon	Charlotte Barchard		
Livia Sato	Nicole Sato		
Anne Waters	Melissa Gourlay		
Sharon Bradley	Skylar Bradley		
Tara Madson-Ralph	Madison-Ralph		
Janet Master	Master		
Tom Hunter			
Tina Gallinger	Olivia Gallinger		
Michael & Amanda Blanchard	Andsey Blanchard		
Isabelle Cormier-Richard	Lydie Cormier		
michelle St Cyr	Brianna St Cyr		
LINDSAY KEMP	Avery Kemp		
Lara Tucker	Kaylee Tucker		
Julia Koldachenko	Kat/Elizabeth Koldach		
Sally McQuinn	Trinity McQuinn		
Sharon Qiao	Sierra HE		
Connie Kuang	Isabella + Eliana Liu		
Chantal St. Michael	Veronica St. Michael		

## **Annex B: President's Report**

### **Board of Directors 2017-18 Summary for November 2018 AGM**

#### Introduction

The purpose of this report is to provide a synopsis of club activities for last year; Nepean Synchro Swim Club provided synchronized swimming instruction to just over 160 swimmers in the 2017-18 season, which about the same as last year. While the numbers were about the same, the makeup of the streams was a little different, see below:

Rec/Novice program ( From Jen and Michelle)

The Lead Coach Rec/Novice program structure continued to work well last season so was continued this season. Our club was chosen to pilot the CanSynchroSwim swimmer development program last season and was found to be a success by parents, swimmers and coaches witnessing the improvement in synchro skills compared to previous years. Synchro Canada has now officially launched the redesigned, renamed AquaGo national development strategy which our Rec program is now following. From Rec coach feedback, it was decided that a mix of AquaGO and routine classes would give our swimmers the best balance with our current goals. Our Lead Coach is finishing the official certification status with the goal to have all coaches in our Rec program over the age of 15 either be trained or certified as AquaGO coaches which would provide positive benefits to our club.

With the development of a new Rec program, it was also necessary to make changes to the entire registration process including a new website that allows for easier to follow menus for potential new registrants to our club. The levels were changed from numbers (Level 1, 1/2, 2,) to colors that follow the AquaGo program. These changes were deemed a success as there were much fewer questions or complaints about registration this season and less errors during the registration process.

We continue to have the Director and Lead Coach work together within the Rec program. Feedback at the end of last season was much more positive than the previous year, with respect to the value parents felt they were receiving in both synchro skills being taught and positive communication from the coaches and the club as to what their swimmers were learning and what was happening within the program and the club. The coaches invited their Rec swimmers and parents to watch Competitive practices and special events such as the Holiday Demo, to increase the club experience and showcase our Novice and Competitive streams. Communication was a skill that was worked on and emphasized with the Rec coaches and lead to our first ever Rec coach of the Year Award and Excellence in Communication award. The goal of each was to emphasize the

	2016-2017	2017-2018
<b>Recreational</b>	75	71
<b>Novice</b>	18	24
<b>Masters</b>	17	3
<b>Competitive</b>	55	63
<b>AWD</b>	0	2 + Competitive + Recreational
<b>TOTAL</b>	165	163

importance of working hard at the Rec Coaching job level for the club as it is the base level for these swimmers to feed into our Novice and Competitive streams in the future.

Our competitive Novice program was a huge success with both our 13-15 teams and a 16-20 team. The swimmers competed at the Novice East Regionals and at the Novice Championships, where the 13-15 teams placed 3rd & 6th (NTCH), 5th & 3rd (NTRE), and the 16-20 team won 1st at both. When observing other Novice teams & speaking with coaches, it was evident that we need to put more of an emphasis on the fundamental skills of the sport. Demand for the program continues to be high and we have added a 4th team this season in the 11-12 Novice category, as well as regular dryland training.

#### Competitive Program

2017-2018 was a big year for Nepean Synchro! The club's new Head Coaching team came forward and introduced a few changes and new initiatives to the club, all while balancing both the SSO Provincial Stream changes and the Synchro Canada National Stream changes. We had one National Athlete who made it all the way to the Canadian Open Championships - this is the first time a Nepean Synchro athlete has qualified for this competition. On the same note, we had one team qualify for the Ontario Winter Games and our club won the Club Aggregate Award at the 2018 Ontario Open Age Group Championships, showcasing the strength of our club through the different age groups and routine styles..a great achievement for all our hard working athletes.

Being named the top club in Ontario was a huge win for the club. With a total of 24 routines, it speaks volumes about the hard work our coaches put towards helping our athletes succeed. On top of that, we are positive that the new dryland programs put in place helped our athletes reach these podium finishes. Our three dryland programs were: Mental Prep with Kyle, Ballet with Cara and Athletic Therapy with Sarah. More specifically, Sarah implemented an activation sequence for our athletes to perform before every practice, which we believe helped reduce muscular and joint injuries throughout the year. Our Head Coaching team also enforced additional safety steps at the pool and with coaches to reduce the risk of concussions, on top of strictly following the SSO return to sport concussion protocol.

Furthermore, an Athlete with Disability program was added to our club. This brought us two swimmers, one of which was in the competitive program. The Head Coaching team also pushed for co-coaching on all team routines to reduce team coaching replacements (due to personal events) and to increase extra routines opportunities for swimmers. In the Fall of 2017 our athletes had the wonderful opportunity to meet Jo-Annie Fortin during a special "Olympian Weekend" and our coaches got the opportunity to receive judge feedback at our mock meet

and Holiday Demo. We strongly believe this gave us an extra edge, especially for when we attended our first routine meet in January.

#### 2016-17 Operations

On the operational side of the club, the club hosted the Trilliums 12 & Under Championships. It was a lot of work; more than we anticipated because there were four panels for figures, which hugely impacted the number of volunteers needed. But the club pulled through, all families volunteered multiple shifts and we hosted a very successful meet. Many thanks to Tara Whalen-Ralph, the meet coordinator.

As you heard, the club had a successful year, financially, due to the profits from the meets, and new programming such as Jr. Squirts.

#### Conclusion

In conclusion, it was another strong year for the club. Moving into the new season, we have some new challenges ahead of us:

- ● adapting to the new SSO competitive structure
- ● Rebranding our club
- ● Looking for our next round of board and coordinator volunteers to help the club sustain its success

going forward.

- ○ Director of Ops,
- ○ Treasurer, Vice President, terms up in the summer
- ○ Director of Rec/Novice in Summer.
- ○ Routine Suits/Clothing, volunteer to train

I and the other board members do encourage members to consider joining the board with a view to stepping into any role.