

## DRAFT Annual General Meeting Agenda

Date: August 10, 2022  
 Time: 5:30 PM  
 Location: Michener Aquatic Center - Gymnasium

<ol style="list-style-type: none"> <li>1. Call to Order</li> <li>2. Establish Quorum</li> <li>3. Welcome, Comments and Introductions</li> <li>4. Approval of the draft agenda</li> <li>5. Adoption of the Minutes of the 2021 Annual General Meeting</li> </ol>		
Topic		Details
<b>Executive Reports</b>		
President	Lisa Driesen	Report on the 2022 Season
Treasurer	Heather Baich	Overview of the current and projected Marlins budget and expenses for 2022 season and presentation of financial statements.
<b>Director Reports</b>		
Coaching	Heidi Greenhalgh	Report on coaching in the 2022 season
Meet Manager	Bonnie Moshenko-Mitchell	Report on the 2022 Red Deer Swim Meet
Fundraising	Minette Van Zyl	Report on fundraising for 2022
Officials	Kerri Orriss	Report on officiating
Board Elections	Lisa Driesen	<p>Objectives:</p> <p>To elect the following 2-year term Director position:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Communications Director</a></li> </ol> <p>To entertain calls from the floor for the following 1-year term positions:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Meet Manager</a></li> <li>2. <a href="#">AGLC Coordinator</a></li> <li>3. <a href="#">Awards and Records</a></li> <li>4. <a href="#">Coach Contracts</a></li> </ol>

		<ol style="list-style-type: none"><li>5. <a href="#">Electronics Team</a> (2 positions)</li><li>6. <a href="#">Parent Liaison</a></li><li>7. Shadowing of <a href="#">Programming</a> responsibilities and Officiating with the intent to take over responsibilities in the 2024 season.</li><li>8. <a href="#">Volunteer Coordinator</a></li></ol>
Adjournment	Lisa Driesen	<b>Motion to adjourn the 2022 Annual General Meeting</b>

## Marlins 2021 Annual General Meeting

4 August 2021 – 6:00 PM

Michener Centre – Gymnasium

### Families Represented

Becher	Gilchrist	Orriss
Bellmore	Greenhalgh	Sampson
Berube	Hammond	Taylor
Blurton	Ibrahim	Wrench
Driesen	Moshenko-Mitchell	Zankl
Erza	Murgatroyd/Harvey	
	Nel	

## Annual General Meeting

### DRAFT MINUTES

The meeting was called to order at 6 PM

#### 1. President's Report

Kerri provided an overview of the Red Deer Marlins 2021 swim season. The club had 33 registered swimmers for our modified season. Next year we hope to resume a more standard season and bring back Mini Marlins and a 6 week Get Your Feet Wet program again to help the club grow with new members and families.

Pools we used were the Rec Centre and Michener. We started our season with coaches Claire, Sydney and Emma. Sydney resigned early in the season, and we added Madison as a new coach.

We used Team App for all communications. Next year that may change as we move to the Swimming Canada database. This will let us put our swim meets onto a national database. That change brings a website and many other new things. If it changes we would notify through Team App to ensure everyone is aware.

The swimmers are enjoying a fun swim tonight, and we have our Survivor Day coming. There will be ice cream treats for the kids outside on the grass afterwards.

The one swim meet of the season is this weekend in Hanna. We can't see how many swimmers overall are attending yet. Not all of Region D affiliated this year. We are sending 13 swimmers.

## BYLAWS

Our updated bylaws were sent out by attachment to all members. They were slightly altered for simplified wording and one addition regarding remuneration - board etc receives none for their task

Motion to pass - Lisa Driesen, seconded Elzette Nels - fully passed 100%, however the motion was unable to pass due to not having 75% of our membership in attendance. We will revisit this motion at our Kickoff Meeting in spring 2022.

## 2. Treasurer Report

Cathy Sveinson reviewed the budget and expense sheet previously circulated. Talked about the 2020 income statement presented to file. Presented financial statements up to yesterday (aug 3rd, 2021). Coaches paid to the end of July and not all pool costs are in. We have run a deficit this year as projected, just not quite as high of one as projected.

Refund cheques are here and available as we didn't run in May. Any that choose to not take their cheque it will roll into the scholarship program.

## 3. Director Reports

### *Fundraising*

Jessica Blurton updated - \$754.50 was raised for the bottle drop. We didn't do individual fundraising.

## 4. Board Elections

Elections were held for several Executive and Director positions on the RDMSC Board of Directors.

**Motion** to elect Lisa Driesen to serve a 2-year term as President on the RDMSC Board of Directors. ACCLAIMED

**Motion** to elect Jennifer Hammond to serve a 1-year term as Vice President on the RDMSC Board of Directors. ACCLAIMED

**Motion** to elect Sasha Taylor to serve a 1-year term as Treasurer on the RDMSC Board of Directors. ACCLAIMED

**Motion** to elect Marilee Murgatroyd to serve a 2-year term as Secretary on the RDMSC Board of Directors.

ACCLAIMED

**Motion** to elect Kerri Orriss to serve a 2-year term as Officials Director on the RDMSC Board of Directors.

ACCLAIMED

**Motion** to elect Kelly Sampson to serve the second year of a 2-year term as Registrar on the RDMSC Board of Directors.

ACCLAIMED

**Motion** to elect Brian Zankl to serve a 2-year term as Equipment Director on the RDMSC Board of Directors.

ACCLAIMED

**Motion** to elect Jessica Blurton to serve a 2-year term as Fundraising Director on the RDMSC Board of Directors.

ACCLAIMED

**Motion** to elect Ashly Gilchrist to serve a 2-year term as Social Director on the RDMSC Board of Directors.

ACCLAIMED

The RDMSC members acknowledged the intent of individuals to fulfill the following volunteer positions for the 2019 season:

- Coach Contracts: Marilee Murgatroyd
- Programming: Kerri Orriss
- Meet Manager: Bonnie Moshenko-Mitchell
- Awards & Records - Julia Chuganova

We have the following positions vacant that we will look to fill with our kickoff meeting in 2022

- Communications Director
- Parent Liason
- Meet Manager Mentor
- Electronics (possibly Brian Zankl & Elzette Nel)
- Volunteer Coordinator (possibly Elzette Nel)



## Communications Director Position Description

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### Overview

A member of the RDMSC Board of Directors, the Communications Director is responsible for undertaking and coordinating all aspects of internal and external RDMSC communication. The Communications Director chairs the Communication Committee and is responsible for coordinating committee activity.

### Responsibilities

- Attend RDMSC Board of Directors meetings and prepare and present Communications Committee reports as required
- Work with the RDMSC Volunteer Coordinator to identify individuals to participate on the Communications Committee, and/or support communications related work on an ad hoc basis as required. In addition to public relations, other activity may include website maintenance, newsletter proofs,
- Prepare and distribute monthly newsletters for April - September, including:
  - Contact Board members and coaches for submissions
  - Proof read and edit submissions
  - Disseminate via email and the RDMSC website
- Undertake, or work with the Public Relations or other committee member maintenance of the website to ensure content remains current and relevant
- Work with the Public Relations to support regular community outreach including:
  - Newspaper notification of season kick off, RDMSC swim meet
  - Develop key messages to support interviews and identify spokesperson in the event the President is unavailable
  - Develop and distribute promotional materials for City of Red Deer Look n Book and school newsletters, etc.
  - Update registration form with input from Registrar
- Monitor and respond to queries submitted through the RDMSC email address
- Work with person responsible for programming to coordinate communication-based push notifications through Team App (or other team scheduling application)

### Communications Committee Membership

- Public Relations (ad hoc 1 year term)

Term: 2 years

### Time Commitment

**April – September:** Approximately 15 hours/month

**October – March:** Approximately 2 hours/month

- Social Committee Assistant
- Registrar Assistant
- Officials Assistant
- Fundraising Assistant
- Communications Assistant
- Coaching Committee Assistant
- Highway Cleanup Coordinator
- Bottle Drive Coordinator
- AGLC Coordinator

**5. Questions from the floor**

Highway cleanup/Nova cleanup was brought up. It was noted that if we skip the hwy cleanup again we will lose them.

Next Board Meeting - scheduled for Wednesday January 12th at 6:30pm, location TBD. Jenn to contact the YMCA and the Rec centre to look into those options.

The meeting was ADJOURNED at 6:45 PM

## Meet Manager Position Description

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### Overview

The overall role of Meet Manager is to manage the meet hosted by the Red Deer Marlins and delegate tasks to individuals or committees. The Meet Manager also determines the need for ribbons and medals off-season (in January/February) and orders as necessary with spending approved in advance by the Board.

### Responsibilities

#### *Pre-Season or Early Season*

- Works closely with the Officials Director, Head Coach, Electronics Team, and Social Committee Director.
- Monitors progress and reports regularly to the Board of Directors at meetings of the Board.
- Sets the budget for the Red Deer Swim Meet and accounts to the Board for same.
- Works with the Board and Region to determine the date and type of meet.
- Works with the Vice President to determine facility requirements and limitations and services and negotiate costs for booking.
- Coordinates with the City of Red Deer and Alberta Infrastructure to book specifics for the meet.
- In consultation with the Board, determines whether garment or aquatic supplier vendors will be invited and if applicable, negotiate revenue sharing options.
- Runs a “mock meet” or “mini meet” if the Board decides to run one of these.
- Works with the Equipment Manager and Electronics Team to ensure equipment is in good working order and meet information is loaded for the meet. Purchases any office supplies needed for the meet (e.g., pens, paper, etc.). Obtains donated necessary supplies (e.g., mats, printer/copier).
- Enters information as required into Swimming Canada and Swim Alberta/ASSA to list meetings, apply for sanctioning, and provide meet information.
- Engages a referee.
- Works with the Social Director to ensure there is an adequate supply of water, coffee, cold drinks, a meal for officials and coaches, and snacks. This may include working with sponsors to help offset the meet costs and determining if food and beverage vendors will be invited.
- Provides information to coaches and club presidents regarding the meet and answers questions from other clubs as necessary.

*During the meet*

- Responsible for helping volunteers set up and take down the meet.
- Responsible for ensuring the smooth running of the meet (e.g., ensuring officials and coaches have what they need, reporting changes to referee, monitoring the running of the meet, etc.)

Term: 2 years

Time Commitment

**Off season:** 10-15 hours

**On season:** 20-25 hours



## Alberta Gaming and Liquor Commission (AGLC) Position Description

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### Overview

A member of the RDMSC Fundraising Committee, the AGLC Coordinator is responsible for undertaking all activity related to Bingos and Casinos including scheduling, developing and tracking member commitments and sharing relevant updates with the Fundraising Director.

### Responsibilities

- Prepare regular status updates for Fundraising Director to share with the RDMSC Board of Directors
- Liaise with Red Deer Bingo Association to schedule Bingos that do not conflict with swim meet schedules
- Develop and maintain Bingo/Casino online Sign Ups
- Track member Bingo/Casino commitments and follow up as needed to ensure commitments are fulfilled
- Collect, hold and return Bingo/Casino deposit cheques
- Work with Communications Director or member of the Communications Committee to ensure appropriate information is included on the RDMSC website and in newsletters
- Ensure Bingos section of website is updated and accurate

Note: Duties associated with scheduling a Casino including coordinating and monitoring member Sign Ups are undertaken every 3 years (Anticipated schedule: 2018, 2021, 2024)

Term: 1 year

### Time Commitment

**November:** Approximately 5-7 hours to schedule and confirm Bingos/Casino

**March – August:** Approximately 4 hours/month



## Awards and Records

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### Overview

The awards and records volunteer is responsible for coordinating all elements of RDMSC awards and trophies, swim records and keeping the Michener RDMSC bulletin board current.

### Responsibilities

- Check club, region and provincial records against current swimmer times from each meet
- Make changes to the record board at Michener as required
- Update the Michener bulletin board with new information and pictures
- Confirm with Head Coach recipient of the Shelly Dyrland Award
- Confirm with Head Coach short list for the Joy Anderson Memorial Award
- Confirm with Head Coach and Coaching team recipients of squad awards
- Collect trophies from previous year recipients and deliver to Nymans Trophies Awards Promotionals Ltd
- Work with Secretary to update online award survey
- Email Nymans to confirm arrangements for trophy and award engraving (typically 2 weeks prior to AGM) and confirm recipients
- Collect and check all awards for errors/mistakes and bring to AGM
- Complete 5-year certificates for presentation at AGM
- Complete endurance swim certificates for presentation at AGM

Term: 1 year

### Time Commitment

**May, June, August:** 1-2 hours per month

**July:** 4-6 hours



## Coach Contracts Position Description

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### Overview

A member of the RDMSC Coach Committee, Coach Contracts supports the Coach Committee Director in coach recruitment and retention.

### Responsibilities

- Work with the Coach Committee Director to undertake all aspects of coach recruitment and retention
- Develop coach position descriptions
- Identify and enact recruitment process including posting available positions
- Work with Communications Director or member of the Communications Committee to ensure appropriate information is included on the RDMSC website
- Interview candidates
- Negotiate salary and benefits in accordance with established budget and finalize coaching contracts
- Support the Coach Committee Director to supervise coach staff during season

Term: 1year

### Time Commitment

**January – April:** Approximately 10-12 hours/month

**May – August:** Approximately 20 hours/month



## Electronics Team

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### Overview

Part of the Officials Committee, the three member Electronics team is responsible for undertaking all activity related to the Officiating Equipment at our home swim meet as well as the Regional swim meet if required. At least one member of the team must be a Level 2 official, all members must have completed online Chief Finish Judge/ Chief Judge Electronics course.

### Responsibilities

#### Prior to Meet

- Ensure laptop is running and all timing software is up to date.
- Set up meet on Hy-Tek. Once entry deadline has passed, load all swimmers from the database into the program.
- Work with meet manager to ensure meet start time and finish times are within allowable time frame. Produce and send Meet Session report and heat sheet (for printing or posting) to Meet Manager 2-3 days before meet.

#### Day of Meet

- Work with equipment manager to ensure all equipment (starter, timers, computer, printer and photocopier) is working together properly before the meet begins
- Input scratches and relay changes
- Print heat sheets for officials and lane sheets for timers
- Oversee the operation of the Semi-automatic Officiating Equipment
- Load results and send to Referee for verification
- Post results, upload to Meet Mobile, print ribbon and medal labels
- Upload results to ASSA immediately following the meet

Term: 1 year

### Time Commitment

**Week Before Meet:** 2-3 Hours on Wednesday or Thursday day/evening to load swim meet

**Day of meet:** Approximately 10-12 hours (Additional time Friday night if running an evening session)



## Parent Liaison Position Description

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### Overview

The Parent Liaison provides a communication link between parents and coaches during the swim season. By listening to parents and bringing their concerns forward to coaches, the Parent Liaison can help resolve conflicts and problems, as well as help to improve general communication by providing feedback and suggestions to the RDMSC Executive regarding ongoing concerns. The Parent Liaison can also encourage parents to ensure that they are providing positive feedback to their coaches on an on-going basis.

### Responsibilities

In receiving information from a parent, the Parent Liaison should:

- Remind parents about the 24-hour rule (i.e. Having parents think over their concerns over the next day before raising issues)
- Respond to parent concerns privately and with undivided attention
- Actively listen to the parent concern
- Ask questions if unclear about the concern
- Paraphrase and summarize the concern to the parent (i.e., focus on what was said, reflect only the essentials, and include a description of how it made the speaker feel)
- Elicit input from the parent as to how they feel the problem might be resolved as well as what they would like you to do with their concern
- Check in with the parent regarding the resolution to the issue

Parents have the right to ask that their concerns be addressed anonymously with coaches.

In discussing conflicts with a coach, the Parent Liaison should:

- Ensure that the concern is brought to the coach without the emotion that was expressed by the parent
- Relay the concern clearly and concisely without judgement or commentary
- Listen and reflect the coach's feelings
- Ask the coach for input as to how the problem may be solved
- Check in with the coach regarding the resolution to the issue

The Parent Liaison should record in writing information received from both parties and document how the issue was resolved or attempted to be resolved. If the concern or dispute is not resolved through this process, the Parent Liaison should make the documentation available to the Vice President, where it will be addressed as the last step in the process.

Term: 1 years

Time Commitment

**May – August:** 1-2 hours/month



## Programming Position Description

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### Overview

A member of the RDMSC Coach Committee, Programming supports the Coach Committee Director in pool facility allocation and coach resourcing.

### Responsibilities

- Work with the Coach Committee Director to enact decisions regarding pool facility allocation and coaching resourcing
- Look at amount of pool time expected for different programming (squad) levels and allocate pool facility and time to each squad accordingly. Things that are considered:
  - Weekly pool time and session length per squad in accordance with Long Term Athlete Development (LTAD)
  - Coach to swimmer ratio (i.e. smaller squad size for lower squad level)
  - Size of swimmer (i.e. older swimmers are typically taller and need more lane space)
  - How these elements fit together to maximize efficiency of pool time.
- Work with coaches to incorporate special programming (technical sessions, Season Kick Off, endurance swim, pancake breakfast swim, mini meets, time trials, Survivor Day and year-end swim) into pool resource availability
- Liaise with RDMSC Vice President and Red Deer City to confirm pool facility bookings and update/revise as needed through the season
- Populate online scheduling (i.e. Team App) with squad schedules, swimmers, special event deadlines (i.e. swim meets) and updating/revising as needed
- Support member sign up on online scheduling (i.e. Team App) including guardian sign up and swimmer allocation
- Work with Head Coach during evaluation weeks to ensure pool booking is maximized, and schedule is communicated with swimmers in a timely manner (through online scheduling (i.e. Team App) or personal email for families not yet signed up)
- Work with Coaching Committee and coaches to secure coach mentoring if requested by RDMSC Head Coach
- Work with Communications Director or member of the Communications Committee to ensure appropriate information is included on the RDMSC website
- Support the Coach Committee Director to supervise coach staff during season

### Term: 1year Time Commitment

**October – November:** Approximately 10 hours total

**January – March:** Approximately 10-12 hours/month

**April – May:** Approximately 60 hours total

**June – August:** Approximately 5 hours/month



## Volunteer Coordinator Position Description

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### Overview

The Marlins Volunteer Coordinator is responsible for tracking volunteer commitments as established by the Board of Directors, responding to questions from Marlins' families and providing families and the Board of Directors with periodic updates on commitment status.

### Responsibilities

- Drafting a description of volunteer commitments for posting on the Marlins website and for inclusion in club communication
- Working with the Social Committee Chair and Meet Manager, and others if needed, to identify volunteer opportunities for non-sanctioned events.
- Working with Secretary to post volunteer opportunities online on Sign Up
- Creating and regularly updating a volunteer commitment tracking spreadsheet
- Touching base with families who have lower than expected volunteer hours to provide opportunity for everyone to fulfill their commitment
- Managing volunteer commitment deposit cheques, returning to families upon completion of volunteer commitment
- Ensure the Get Involved section of the website is updated and accurate

### Time Commitment

**March – April:** Approximately 5 hours finalizing volunteer opportunities and updating Sign Up

**May – August:** Approximately 3-4 hours a month fulfilling responsibilities described above

**September – February:** Optional attendance at Marlins Board meetings