



CAYMAN ISLANDS AMATEUR SWIMMING ASSOCIATION

MINUTES OF A BOARD MEETING

Global Captive Management Board Room

11 May 2017

PRESENT:

Officers:

Andrew Mackay

Chilian Wong-Ellison

Michael Lockwood (arrived 7.25pm)

Directors:

Jacky Rowland

CJ Moore

Steve Broadbelt

Duke Sullivan

Michelle Bailey

Ex-officio:

Bailey Weathers - Technical Director

Jeffrey Wight – CBAC Representative (left 7.50pm)

Kathy Jackson – SSC Representative (left 7.50pm)

Dean Wragg – SMS Representative (left 7.50pm)

Apologies were received from Ian Lambert, Frank Flowers and Anup Itwar,.

CALL TO ORDER

Chilian Wong-Ellison called the meeting to order at 6.10pm.

It was noted that a quorum of the board of directors (the "**Board**") of the Cayman Islands Amateur Swimming Association ("**CIASA**") was present in person.

ACCEPTANCE OF MINUTES

The minutes of the meetings dated 5 April 2017 were presented for approval. Following discussion, on a motion duly moved, and seconded, it was unanimously resolved, as amended, to approve the 5 April minutes as presented.

MATTERS ARISING

No other matters were discussed.

SUB-COMMITTEE REPORTS:

Flowers Sea Swim and UANA Open Water Championships:

Bailey updated the meeting with regards to the planning of the Flowers/UANA events coming up. Everything is going smoothly. Registration for the one mile swim is being capped at 1100 participants this year. Registration was currently at 70% on that event.

Bailey confirmed that Webster's Tours Ltd. is helping out with transportation for the events in June and that the details are still being worked out.

The meeting was informed that the CIASA Open water trailer has disappeared from Governor's beach and investigation has led to the conclusion that the trailer may be at the dump and irretrievable.

Bailey and Duke informed the meeting that in order to carry out the Flow 800m sea swim this weekend, Mr Flowers and his group are kindly lending us their buoys, weights, tables and ropes. Bailey confirmed that we will have to do a beach start. Fortunately, the materials for registration, finish place cards and safety marshals were not in the trailer and are available for use.

Open Water:

Duke presented to the meeting a 2017/2018 preliminary open water schedule and shared the document with the meeting.

The Flow 800m sea swim is running at the same time with the Caymas Parade, which is taking place on Saturday afternoon at 1pm starting in town with the parade finishing at public beach. It was suggested that an email be sent to members to inform them of the parade and of the available parking at Governor's Square and Regatta Park.

Duke informed the meeting that the organisation of this swim has been a challenge for him seeing it is his first one since joining the Board. Discussion ensued around the use of an easier and efficient way of signing up volunteers for the sea swims. It was suggested that Sign up genius be used. The Board thought unanimously that this was a good idea and that this should be looked into.

Masters:

Bailey informed the meeting that there has not been any interest from the Masters swimmers in going to Budapest for the 17th FINA Masters World Championships 2017. Bailey also informed the meeting that he is planning to send a reminder email to all the Masters swimmers of the Championships and to also inform them of how to sign up for the event if there is interest.

Aquatic Sports:

Bailey updated the meeting about the synchronized swimming team. The team had attended a meet in Florida and performed very well. The meet was the Coral Springs, Florida and was the Novice and Intermediate Synchro World Championships.

It was noted that the U.16 team placed first in their category, the U.12 team placed third and Jade Barnes won the highest points in the Figures category.

Nationals:

Duke asked if the nationals was always on the same weekend every year. The answer is that the CIASA National Championships dates are based on Carifta dates for the year.

Technical:

Jacky updated everyone on the most recent Technical committee meeting. Jacky informed the meeting that there is continued concern by the Technical committee of insufficient time to assign officials for meets. This is especially difficult when there has been confusion on dates of meets. The Technical committee is asking for summons to be submitted as per the timeline required stipulated in the sanctioning document schedule on the CIASA website.

Discussion ensued around the need to receive summons at a specified date mainly for the purposes of planning.

The sanctioning document is on the CIASA website.

Bailey informed the meeting that for meets being run from September to December, the summons requests must be submitted by June 1st of that year. As for meets taking place from January to June, the summons requests are to be submitted by August 1st of the previous year. If details such as the meet director is not yet known or undecided in the summons request, that can be left blank upon submission until further finalized.

It was duly noted the sanctioning of a meet summons should only take one week to review and revert back with any comments and approved.

On the subject of meets, there seems to be confusion on the dates for the Landon Von Kanel meet in June as there are conflicting dates on the different websites. Kathy will send confirmation of meet dates and also confirm if it is a three or four day meet.

Further discussion concluded that, similar to the Terms of Reference for the Representative Team Committee, it may be a good idea to have a Terms of Reference for the Technical Committee. The Board suggested that the Technical Committee draft a Terms of Reference and submit the Terms to the Board for approval.

Medical/Lifeguards/Safety:

With regards to the Flowers sea swims, Bailey talked of safety and the use of the lifeguards certified by Starfish Aquatics.

Bailey informed the board that this month, Darren, Ryan, Chester, Paula, Laura Ribbins and Alyssa Moberg will be trained as lifeguard instructors. The increased number of lifeguard instructors will enable the increase in training of lifeguards for future sea swims.

It was noted that the minimum age for a lifeguard is 16 years old.

The board was informed that US trained Red Cross lifeguards were not covered by the governing body when lifeguarding outside of USA. Andrew will look into the insurance policy with regards to the insurance of lifeguards and what it covers.

CAYMAN BRAC:

Bailey informed the meeting that the 800 mile swim, which took place on Saturday 22 April, 2017 went smoothly.

SPECIAL OLYMPICS:

Nothing to report.

CALENDAR/WEBSITE:

It was noted that all website and calendar requests should be sent to Michael and cc ciasaboard@gmail.com. It was also noted that Adrien, former treasurer of CIASA, had expressed interest in helping out with the website this year. Michael to follow up with Adrien.

Jacky raised a notable point that even if there is a change in the calendar, one would not noticeably be informed of the change in date if it is gets changed on the website. The board will explore finding a way on the website to make changes more noticeable; an idea is to add a "news feed/what's coming up" with 'what's coming up' updates, similar to the events coming up page that Team Unify has on their website. In the meantime, it was suggested that the secretary we would have to send an email to members to inform them of the change.

TECHNICAL DIRECTOR'S REPORT:

Bailey tabled a copy of his report, a copy of which is attached to the minutes.

Bailey has included a draft of the Carifta report in his reports but it is still being worked on.

It was reiterated that Carifta 2017 was a success in many ways.

National development camp is set for the last week in May: Thursday 25 May 2017 with sessions on the Friday 26th, Saturday 27th and Sunday 28th.

The notice of the 17th FINA World Masters Championships 2017 was discussed earlier in the agenda.

Bailey informed the meeting that there are a few athletes interested in 6th FINA Junior World Championships, which is taking place in Indianapolis. This is going to be discussed at the next RTC meeting.

Next on the agenda was the contribution to Island Games and the amount of CI\$500 for swimmer contribution was discussed for swimmers 18 and under. The question arose as to why the swimmers who are over 18 not paying the contribution? It is important to note that funding for Island Games comes from a few different sources. Island Games committee pays for all accommodation. CIOC contributes to payment for Caymanian athletes, who are likely to medal and continue swimming after Island Games. As an example, at the last Island games, Brett was covered by CIOC and Shaune covered by CIASA. It is also important to note that the procedure with CIOC contribution are that receipts are submitted and claimed. In the past flights have been covered for the Caymanian athletes.

It was also noted that there is a suit allowance for the summer allowed for athletes representing Cayman.

The Island Game contribution will be discussed during the RTC report.

Bailey informed the meeting that the coaches have done some planning and there is a plan to attend meets for Cayman swimming in the summer: ISCA (qualifying meet) in August in Florida and a long course meet (non qualifying) in Tampa at the end of July (21 July) called 2017 Floribian Swim meet. The Florida team will then attend a meet in Cayman from 28 July to 30 July, 2017.

PRESIDENT'S REPORT:

Michael joined the meeting and took over chairing the meeting from Chilian.

Michael tabled his report, a copy of which is attached to the minutes.

Discussion ensued about the CIASA website and updating its content and capabilities, as discussed previously under Website/Calendar. Steve agreed to take a look at the website to make it more seamless. If Adrien is agreeable to help with this, he could help this process along.

Michael discussed the new format of the meeting agenda and added that the agenda is an attempt to streamline the discussions and meetings so that matters are discussed accordingly and in a timely fashion. All matters discussed will be minuted and sent to members in due course, as per precedence.

CLUB REPORTS

Camana Bay Aquatic Club

Jeff tabled a copy of CBAC's report, a copy of which is attached to the minutes.

Recruitment process has started with new coach as Myriam will be leaving at the end of July. CBAC is sad to see coach Myriam leave and thank her for her dedication and contribution to the success of the club.

Seven Mile Swimmers

Dean tabled a copy of SMS' report, a copy of which is attached to the minutes.

All good. SMS has a good meet at Winterhaven and enjoyed attending the meet with Stingray Club. Sierrah Broadbelt broke two national records at the meet.. Bailey confirmed that the CIASA website has been updated with the records.

Stingray Swim Club

Kathy tabled SSC's report, a copy of which is attached to the minutes..

Kathy confirmed that her request for a Terms of reference to be drafted by the Technical committee was discussed earlier under Technical. Michael has requested the drafting of such a terms of reference to Kirsty Ann.

Club representatives left the meeting.

TREASURER'S REPORT

Andrew talked of his progress towards working on an overall CIASA budget as he has now received all the projected budget information from the sub-committees. Andrew is meeting with Adrien this weekend to do a further handover.

Michael asked Andrew to follow up with KPMG with regards to the audited financial statements.

Andrew confirmed with the Board that the funds earmarked for 50m pool will still be kept separate. The balance sheet is in good financial shape. However, Michael reiterated that we are approaching the budget from a precautionary vantage and reminded us of the deficit of USD 100K from Carifta in Aruba a few years back.

Andrew will confirm with Ian with regards to the CIASA insurance costs.

The members requested that Andrew prepare a report summary of the accounting numbers for the meetings.

Lastly, Andrew updated the meeting and saying that currently the Bank of Butterfield were requesting updated KYC information from the signatories on the CIASA account.

SUB-COMMITTEE REPORTS:

Representative Team Committee:

Michelle tabled her report, a copy of which is attached to the minutes.

The first item of discussion was the ratification of the team to represent Cayman at the 2017 Island Games in Gotland, Sweden. As per the email of 24 April, 2017 the proposed Island Games team of Lauren Hew, Ella Plunkett, Sabine Ellison, Jonathan Key, Rory Barrett, Eddie Weber and Matthew Sommerville, with three staff ; Bailey Weathers, Sue Weathers and Caleb Miller was presented for approval and discussion. Following discussion by email on a motion duly moved and seconded, the approval of the 2017 Island Games team and staff was ratified at this meeting.

CJ queried the team selection for Island Games. There was discussion around the table regarding the subject of country v/s club and the issues around this subject.

CJ and Steve queried whether: "If swimmers are selected to go and represent Cayman in a meet and decline the offer; should the offer be extended to the swimmers who are willing to go?" It was unanimously agreed that this matter needs to be discussed in conjunction with discussions and approval of selection criteria going forward.

From the CIASA PR and promotion point of view, we need to decide what meets and targets and reason for attendance of a meet and for the overall development of Cayman swimming, budget dependent, we should be sending as many swimmers as possible to international meets.

A second item for ratification was the team selection for the 2017 Commonwealth Youth Games team from Cayman. As per email of 25 April, 2017 the proposed swimmers will comprise of the Youth Commonwealth Cayman team 2017: Sarah Jackson, Jonathan Key and John Bodden. Following discussion by email on a motion duly moved and seconded, the approval of the Youth Commonwealth 2017 team was ratified at this meeting. Staff selection is still under discussion.

CJ needed some clarification on the selection criteria. RTC confirmed that, in this case, powerpoint was used. It was agreed to share the details of the powerpoint selection with CJ. It is important to note that the powerpoint selection calculated for the 2017 Commonwealth Youth Games was calculated on an open age group.

Jacky suggested that RTC prepare a list all swim meets so that CIASA has a clearer vision of which meets are being targeted in the future. The board agreed and suggested to RTC that this would be useful. RTC will work to have a one page sheet listing of all RTC competitions for junior and senior national team on a four year cycle.

Funding for Island Games was further discussed in this section. Following discussion and motion duly moved and seconded, it was unanimously resolved to approve the CI\$500 contribution per athlete towards the Island Games 2017. It was also agreed that should there be a refund from CIOC for any of the swimmers, those swimmers will get a refund.

We anticipate that two Cayman swimmers would be attending the Long Course Swim FINA swim meet in Budapest, Hungary. The two swimmers will be funded by FINA.

Bailey informed the meeting that UANA was planning a big age group meet event in December, likely to be the first or second weekend in December. It will be a sizable meet and Bailey confirmed Canada and USA have already confirmed their attendance at the meet.

Public Relations:

Steve tabled his report, a copy of which is attached to the minutes.

April was a good month for PR.

Steve has drawn up a draft media plan, a copy of which is attached to the minutes.

Fund Development:

CJ tabled his report, a copy of which is attached to the minutes.

CJ enquired whether CIASA would be open to a scholarship fund to contribute to one athlete towards their education. The scholarship would be about \$5K/10K a year.

Michael and Andrew confirmed that CIASA has a hardship fund which can be used for swimmers who cannot afford swimming related events and training. Usually this fund would be applied on a confidential basis.

Bailey said he would have to check but believed that such a scholarship would affect a swimmer's recipient status from the NCA down the line.

Michael informed the meeting that Bailey has conducted a presentation on the topic of college and scholarships and there are plans for more presentations, possibly in partnership with Cayman 27.

Facilities/50m pool

Michael informed the meeting that Kurt Tibbetts and the political party of Progressives has approved the pool. We also have confirmation and in the light of the upcoming election and unknown results that there is a bipartisan support of the pool

Currently the government has a grand plan for the Truman Bodden sports complex and the 50m pool is part of the plan.

Club Development:

Ian to update the board on the extra costs with regards to the new insurance policy.

Athlete Protection:

No updates

Strategic Plan

Documents are to be finalised soon.

ANY OTHER BUSINESS:

No matters arising.

DATE OF NEXT MEETING

It was noted that the next meeting would be 14 June, 2017.

ADJOURNMENT

The meeting adjourned at 10.07pm.



Michael Lockwood
Chairman of Meeting



Chilian Wong-Ellison
Chairman/Secretary of Meeting