



CAYMAN ISLANDS AQUATIC SPORTS ASSOCIATION

MINUTES OF A BOARD MEETING

Dart Board Room, Nexus Way, Camana Bay

Tuesday 4 July 2023 at 6.00pm

PRESENT:

Officers:

Stephen Broadbelt ("Steve")- President (arrived 6.18pm)

Kathryn Jackson – Vice President

Chilian Wong-Ellison – Secretary

Martin Trott – Treasurer – Treasurer (left 8.30pm)

PRESENT:

Directors:

Adam Butler – arrived

Colleen Williams – Director

Sarah Sellars – Director

Dean Lynee – Remote (arrived

Ex-Officio:

Jacky Pellerin – Technical Director

Karen Watson – Stingray

Tricia MacDonald - CBAC

Frank Flowers – apologies

Alicia Proud – Federation Coordinator

Chevala Burke - SISC

Call to Order

Kathy took a roll call and called the meeting to order at 6.11pm. Conflicts of interests were noted.

Apologies

Apologies had been received from Frank Flowers

It was noted that a quorum of the board of directors (the "**Board**") of the Cayman Islands Aquatic Sports Association ("**CIASA**") were present at 6.40pm.

ACCEPTANCE OF MINUTES

The minutes of the meetings dated 2 May 2023 were presented for approval. Following discussion, on a motion duly moved, and seconded, it was unanimously resolved, to approve the 2 May 2023 minutes as presented.

Matters arising

There were no matters arising.

Whilst waiting for Steve to arrive, the meeting went ahead with the Technical Director report.

Technical Director

Jacky updated the meeting verbally. Jacky informed the meeting that the meeting that he, Steve, Joan West-Dacres and Minister Bush had a very informative trip to the Myrtha factory in Italy. Joan will be writing up a report on the visit and this will be shared with the Board. Joan will also be preparing the cabinet paper. Myrtha is currently revising the quotation for the construction of the pool.

Jacky informed the meeting he is planning to set up a meeting for all the clubs to do a comparison test of the timing system; Hyteck and Swimify, the other software system we are looking at. Jacky plans to set this up in the next month or two.

Jacky informed the meeting the Island Games team is all set to go. The gear had been distributed. The entries for Youth Commonwealth Games have been entered.

Discussion surrounded purchase of gear and the processes. The Board will require to approve the amounts for purchase of gear before an order is put in. The Treasurer has to be copied in all correspondence involving purchase or agreements of purchase. It was suggested that there should be a sub committee for gear purchase.

The calendar was presented to the Board for discussion and review:

1. Discussion is taking place with Stingray to host the Pete Ribbins meet in January Pete Ribbins at Clifton Hunter pool
2. CIASA Awards will take place on an evening on Saturday 28 October 2023. The booster committee is still working on ideas for venue
3. It was discussed that we would keep the Flow 800 m swim in as 800 m swim until a confirmation of the sponsorship from Flow
4. Discussion surrounded the May Development Camp taking place in the Brac.
5. It was discussed that the December Jamaica meet would be attended and organised by each respective clubs but that they could swim under Cayman swimming.
6. Colleen was concerned about the closeness of events for the Open Water schedule; it was therefore decided that the Friday 20 October 400m OW relay for U12 athletes would be run by the clubs collectively.
7. It was decided that there is a budget for open water for the fixing the buoys and the purchase of new radios to enhance the equipment. It was also agreed that Chilian would contact Butterfield to discuss the sponsorship of a first aid buggy.
8. The topic of volunteers was discussed at length for open water and pool. There will need to be a tighter system of volunteer commitment going forward whether it be by getting everyone to re confirm presence a day prior to the event or mandating that each club provide a set number of volunteers per event, especially in pool events. It was discussed that many federations have a mandatory volunteer requirement hours per athlete's family.
9. Budgets for CiASA events are due by end of August

Following discussion, on a motion duly moved, and seconded, it was unanimously resolved, to approve the 2023-2024 CIASA calendar in principle subject to resources.

Artistic Swimming

Dean updated the meeting. The ARTC has recommended sending 6 athletes to the next meet. There will be 2 Juniors and 4 – 13-15 year olds. Steve requested that all artistic events be updated on the 2023-2024 calendar. Martin also asked that a budget be submitted for each event.

As with the budgets of the pool and open water events, the budgets for artistic will be due by the end of August.

Technical Committee

Adam updated the meeting. Continuing from above, the enlisting of volunteers continues to be a challenge. It was hard to get enough officials for the last meet. A new push will have to be taken for next year or the volunteer hours may have to be mandated, along with rewards for extra commitment hours.

The need for more open water officials was brought up. Jacky and Adam to get an OW training organised asap. Scott M, Karen, Steve, Adam, Alicia, Martin, and Chilian expressed interest to take part.

Further discussion is needed on this topic.

Other matters

An Agreement for Timing system use and Stingray, SMS and CBAC has been circulated to the stakeholders to agree to and sign.

Facilities

Steve gave a brief verbal report on the Myrtha pool visit. A more in depth report will be published soon.

Club reports

CBAC

Tricia updated the meeting verbally.

The news is that CBAC have hired two new coaches for their program. They will be arriving in August. The Director of Swimming will be Head Coach. CBAC had their AGM in May and Denis Corin has stepped down and Andrea Kilam-Higgo has joined the Board. Tricia is Chairperson of the Board.

SISC

Chevala updated the meeting verbally. Chevala informed the Board that the main programs are winding down and that swim camps are being organized.

SSC

Karen updated the meeting. The new Coach is settling in well. Liam Henry and John Bodden have been assisting Coach Jo for the Stingray programs. Karen informed the meeting that CBAC had requested Stingray to host the Summer Finale meet, planned for 23 July 2023.

There was some confusion on this matter and discussion will take place between Tricia and Karen and their respective Boards with regards as to the venue of the Summer Finale Meet.

SMS

There were no updates. Steve informed the meeting that Dean has stepped down as president and Duke is the interim president.

ACTION: Clubs to discuss encouragement of parents to volunteer at events and to enquire on officials process. Clubs to discuss 'incentive' program.

Clubs left at 8.00pm.

Federation Coordinator:

Alicia confirmed that she is working on the report on the research conducted on the swim schools earlier this season.

Treasurer's Report / Budget

Martin informed the Board that he is expecting to have budgets in before the beginning of the year

Chilian asked Martin if he could look to see how much was spent on the Water Safety website. It was suggested that we could also ask Bailey on the details.

Martin requested an update from Dean on the Maples sponsorship. Dean would follow up.

Martin left the meeting at 8.30pm.

Representative Team Committee

There were no updates.

Fund Development

This matter has been discussed in other sections of the meeting.

Booster Group

Sarah informed the meeting we raised C\$3000 at the Bingo.

Education and Training

This matter has been discussed in other sections of the meeting.

Any Other Business

Chilian informed the meeting that Dart has agreed we can use the funds towards another initiative to do with water safety.

Chilian asked about the website overhaul and the need for this.

Other Matters

The director vacancy has had two expressions of interest. Much discussion surrounded this topic and it was decided that the candidates would be nominated and voted on at the next board meeting.

Appropriate due diligence is to be carried out.

Furthermore Chilian reiterated to the meeting the importance of documenting issues and decisions.

Kathy has drafted processes for the following:

1. Meet Director Notes – Chilian to share with the Board for input

From the CARIFTA 2023 post discussions, it was agreed that Kathy work on process guidelines for

1. Rooming allocation, Team Captain selection, and General Guidelines for training

ACTION: Steve to set up meeting with the interested parties for director vacancy

Kathy to finish process guidelines for the above

Chilian to share Meet Director notes to be shared with the Board on Drive to make suggestions/changes.

Jacky/Alicia to set up a welcome and numerous parent meetings to share information and enhance communication.

Next Meeting

Next meeting will take place the first or second week of September 2023.

Adjournment.

The meeting adjourned at 9.00pm.



Stephen Broadbelt
Chairman of Meeting



Chilian Wong-Ellison
Secretary of Meeting