

RECREATION COUNCIL – MINUTES SIGN-OFF SHEET

Comments:

Date 27/02/17



Club Executive Member

Comments:

Please see attached.

Date



Lindsay Seguin
Ms.
Community/Recreation Coordinator
2613

Comments:

AS INDICATED LEFT TO THESE MINUTES.
TREASURER SHOULD BE PRESENT @ MEETINGS
INSTEAD OF ONLY DOING FIN. RPT.


Date



P.L. Best
Mr.
Recreation Council Chair
2241

Recommended/Not Recommended:

Date



L. Witt
Ms
Snr. Mgr PSP
2212

Approved/Not Approved:

Date



M.P.J. Roy
LCol
Chair Base Fund
2400

W1050-1 (CT-33 Thunderbird Swim Club)

13 December 2016

MINUTES OF THE CFB NORTH BAY CT-33 THUNDERBIRD SWIM CLUB
MEETING HELD AT THE FITNESS AND WELLNESS CENTRE THEATRE NORTH
BAY

ATTENDEES: William Farrell, Melissa Farrell, Kelly Hammond, Allison Denomme, Mark Stevens, Heather Paralovos, Dave Crewson, Bill Chirico, Jim Kilroy, Jade Periard, Ken Bovair.

ABSENT: Nil

INTRODUCTORY REMARKS

1. The Club President convened the meeting at 16:36 hrs.

DISCUSSION

ACTION BY

REVIEW AND ACCEPTANCE OF PREVIOUS MINUTES

2. Minutes were accepted by all members.

President
William Farrell

BUSINESS ARISING FROM PREVIOUS MINUTES:

3. Toques for the Christmas party were ordered and are ready for distribution.

President
William Farrell

4. There will be no sponsorships allowed for this swim meet as well as no T-Shirt selling by outside companies at the swim meet. In the future this request will go through PSP, and if allowable in the future would need to be non-competitive between companies; all companies would be approached.

5. The Constitution Amendments that were proposed in September were revised, posted and have been voted in today. Changes include the standards by which the executive members abide. A meeting will take place in the future with the head Coaches and parents and swimmers to consolidate the new changes to the constitution, involving the positive relationships of parents/swimmers and the executive members.

SWIM MEET

6. The Swim Meet has been sanctioned by Swim Canada

DISCUSSION

and the fee has been paid by the Club.

ACTION BY

7. After the swim meet an invoice will be sent to our club from Swim Ontario and Swim Canada to collect fees from our meet as per usual procedures.
8. Valley East Waves are not attending this meet, Sudbury Laurentian Swim Club will be participating.
9. Kelly Hammond is filling positions for the office jobs during the meet.
10. Jim Kilroy is filling the positions for officiating during the meet. An email will be sent from Jim to our swim parents to try to fill positions with our members before requesting from other teams' parents.
11. Mark Stevens consolidated three "To Do" lists from previous years streamlining the process of filling volunteer jobs for the meet.
12. Jim Kilroy to check the ribbons left over from last year and order more ribbons. More ribbons will be ordered.
13. Dean Papatheodorou constructed a binder with material that is necessary for the swim meet, including signs, documents, officials materials. It will be kept in the lockup storage room.
14. Military Police will be notified by William about the use of the starter pistol at the swim meet for the ceremonial start. Allison Denomme will invite the Palangio Family.
15. Kelly will inquire about the use of the P.A. System for the pool and gym.
16. Jim is able to run another strokes and turns and timing clinic prior to our meet.
17. William will write a communication to Mark for the website in order to gain as many volunteers as possible from our membership for the swim meet.
18. Ken Bovair is in charge of the Facilities and notification of staffing and cleaners for the meet. The Sauna will be requested to be shut down.

DISCUSSION

ACTION BY

19. The Ceremonial Start shall include the following:
- a) A piper for the officials
 - b) O'Canada
 - c) President Speech by William Farrell
 - d) Wing Chief (few words)
 - e) Wing Commander Ceremonial Pistol Start.

TREASURER REPORT (Financial Statement attached)

Treasurer

20. N/A

REPORTS FROM SUB-COMMITTEE MEMBERS

Sub-Committee

21. N/A

GENERAL INFORMATION/CLUB CORRESPONDENCE

All

22. N/A

NEW BUSINESS

23. Nicole Hotson is no longer with our swim team and has stepped down as Meet Manager. Kelly Hammond will assume the role of Meet Manager.

President
William Farrell

24. Key to be left at front desk and is able to be signed out by the following members for the lockup storage upstairs: William Farrell, Melissa Farrell, Kelly Hammond, Jim Kilroy, Heather Paralovos, Allison Denomme.

25. For parental points: Jim will notify Mark Stevens as to the members who have officiated so that Mark can input points into the Parental Points Tracker on the website.

Jim Kilroy

26. There will be a Military Time Trial occurring in early February. Pierre and Jim are looking into a possibility for our older swimmers to have a sanctioned time trial at the same time.

ANNOUNCEMENTS

27. The YMCA Titans have extended a huge thank you to our Team for helping officiate and volunteer at their NEOR #2 Swim Meet held at the YMCA. They were very appreciative of
3/5

Dave Crewson

DISCUSSION

our volunteer efforts.

28. There were 60 disqualifications total at the NEOR#2 swim meet in December, but there were only 2 for CT-33 members. Thank you to our coaches for the excellent preparation of the swimmers.

DATE OF NEXT MEETING

29. TBA through email

Adjournment:

30. The President adjourned the meeting at 17:13 hrs.

ACTION BY

Jim Kilroy

President
William Farrell

President
William Farrell




President



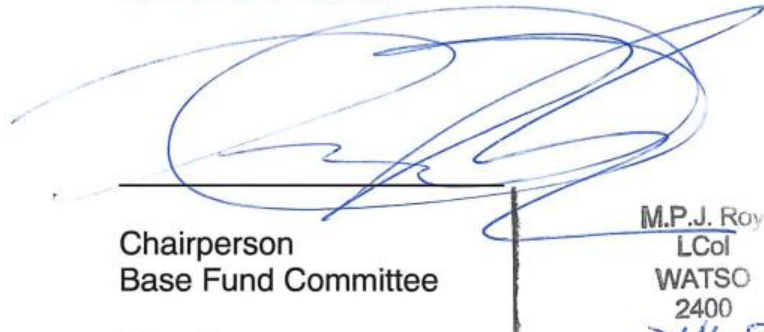
Secretary



Paul Best
Manager, FSR
Chair
Recreation Council



Leanne Witt
Snr. Manager PSP
Personnel Support Programs



Chairperson
Base Fund Committee

M.P.J. Roy
LCol
WATSO
2400

20 Nov 17

Distr List:

Club Membership
Recreation Council Chairperson
Snr. Manager PSP
Base Fund Chair

Hosted Meet

In Advance of Meet

- Requisition Coffee Urns, Percolators, Tables (20), Chairs (80), Garbage cans (10) (from base)
- Notify Subway and Canex
- Equipment testing in advance of Meet
- Borrow from Titans?
- Music for warm up
- Make sure that the PA system is reserved
- Ensure music device is available for meet
- Meet Program
- Hytek Submission
- Liaise with Titans for officials
- Order Ribbons in advance of necessary
- Request Volunteer Officials (Use our own parents 1st) - Open and Filled positions posted to site
- Request Volunteers - Open and Filled positions posted to site
- Treasurer to provide float and cash box
- Ensure adequate supplies card stock etc.
- Food Prep in advance of meet

Friday Setup

Set up at 4 pm. Come when you can. The more the merrier - lots to do.

- Tables/Chairs delivered – to be delivered at 3pm -- Set up these, garbage's
- Clear Pool Deck
- Bleachers in lobby
- Set up Podium/Starter Strobe on deck
- Stopwatches, Pencils, Clipboards for Timers (upstairs in storage room)
- Clear classroom & put benches
- Tables (5) on pool deck w/ 2 chairs ea for coaches
- Tables in front of office for ribbons
- Tables (4) in far side of gym for food
- Tables for eating (like a dining area) on far
- Side of gym for volunteers/officials
- Post signs: "Must wear shoes beyond this point" ; "Viewing Area"
- Get barrier stands from Subway to direct viewers to the stands
- Program /cards preparation (need at least 4-6 for this)
- ICE for deck buckets (secure it and pick up on Saturday)
- Coffee Urns, Percolators, Tables (20), Chairs (80), Garbage cans (10) (from base)
- See pictures for set up of pool deck
- Need Two Big coolers on Pool Deck
- Video Streaming -
- Test PA system on Deck on Friday
- Ensure music device is available for meet and tested Friday

SATURDAY - warm up noon

- Canteen set up at 10:30 for 11 am opening –sell programs/food/raffle basket
- Clean up after session (need several people)
 - Change Garbages
 - Check Tidy bleachers/changeroom/gym

Sunday - Tear Down

Volunteer Positions

Officials

Meet Manager (1) –
Officials Coordinator (1) –
Meet Referee (1) –
Session Referee (1) –
CHIEF TIMER (1) –
STARTER (1) –
Chief Finish Judge (1) –
Safety Marshalls (2) –
Meet Marshalls (3) –
Stroke and Turns (3)
Head Lane Timers (?)
Timers(?) -

Office

Clerk of Course (2) –
Recorder/Scorer HyTek Meet Manager (2) –
Ribbon Co-ordinators (2) –
Runners (3-4 rotate) –

Other

Canteen
Facilities Coordination (Military)
Change Room/Bathroom Monitors (1 male, 1 female)
Streaming
Popcorn Machine (have to be trained individual)

Food Donations – Template on Website

Notes From 2016:

Time Keepers - Hoping for four per lane including Head Lane Timers.

Saturday - Want 20, currently have 19 including 3 HLT. + 3 Strokes & Turns Far End + Chief Timer

Sunday - Want 20, currently have 18 including 4 HLT. + 3 Strokes & Turns Far End + Chief Timer

Strokes and Turns and Head Lane Timer is strong with 7 for Saturday and 8 for Sunday

Chief Timer will be filled by Strokes and Turns Judge

Yes, so your head lane timer should be strokes and turns qualified. Also, since they are concentrating on the turn and may have to leave to DQ a swimmer, the head lane timer (strokes and turns) is never on the clip board. As I say, the starter and referee can do strokes on the outside lanes. If I only had 1 qualified strokes person at the start end in a 5 lane pool, I'd put them in lane 3. Then between them, the ref and the starter, you could cover strokes on all lanes.

So shoot for:

- 3 strokes and turns at the far end
- 1 strokes and turns person as HLT in lane 3 at the start end
- 3 timers in all lanes

NOTE:

if you get more timers, fill from the middle out, since the outside lanes are often empty, but the inside lanes are never empty..also the inside lanes have the fastest swimmers If you get more strokes persons, start with putting them in lane 2 & 4 (not 3), then you have every second lane covered at the start end. You can go with 3 strokes persons at the turn end all weekend, so fill your start end first, you'll need DQ slips, if you don't have any, you can likely print some off of the swim ontario, website

Just a suggestion for all your strokes persons. They are senior parents. The start end is sort of busy, so if you put one of them as HLT on Saturday, give them a break and put them at the turn end the next day. Makes for happy parents.

Balance Sheet

	DEC-17
PC/IMPREST	
BANK ACCOUNT (OVERDRAFT)	19,153.19
DEFERRED MEMBERSHIP A/R	941.50
PRE PAID EXPENSE	
CURRENT ASSETS	20,094.69
TOTAL ASSETS	20,094.69
ACCRUED LIABILITIES	287.00
UNEARNED REVENUE	7,002.72
CURRENT LIABILITIES	7,289.72
TOTAL LIABILITIES	7,289.72
RETAINED EARNINGS	2,663.77
+ NET INCOME / - LOSS FOR THE YEAR	294.01
RETAINED EARNINGS	2,957.78
CONTRIBUTED CAPITAL	9,847.19
CONTRIBUTED CAPITAL	9,847.19
TOTAL EQUITY	12,804.97
TOTAL LIABILITY+EQUITY	20,094.69
Unencumbered Cash	12,804.97