



**CSCTA Annual General Meeting
March 31, 2015
Toronto, ON**

MINUTES

Attending: Dean Boles (Swim Ontario), Ryan Mallette (Victoria), Tom Johnson (VNSC), Peter Carpenter (McGill), Dave Johnson (Cascade), David Fry (Acadia), Chris Hindmarch-Watson (CSCTA), Jeff Slater (UW), Justin Daly (SPART), James Brough (MMST), Linda Kiefer (TSC), Patrick Paradis (Chena), Jason Morcuski (BTSC), Miads Hansen (UCSC), Mike Blondal (UCSC), Cathy Pardy (OAK), Brad Dingey (PSW), Kevin Thorburn (ESWIM), Jordan Harper (AMAC), Mandi Smith (RDCSC), Ginny Smith (YYW), Jason Morawski (BTSC), Derrick Schoof (Keyano), Robert Novac (MAC), Kendra Burton (GMAC), Carl Simonson (UCSC), Jim Snow (WD), Andrew Craven (LAC), Don Burton (GMAC), Byron MacDonald (UT/TSC), Bill O'Toole (TSC), Ken Radford (SNC), Tom Rushton (SNC), Rod Barratt (UVPCS), Alan Swanston (NEW), Steve Price (UBCD), Sean Baker (OAK), Scott Wilson (HPC-VIC), Michelle Wilson (DCSC), Anne Ottenbrite (Dick), Marie Arzai (SWOT), Paul Midgley (Western/LAC), Mark Perry (Swim AB), Mark Botrill (HYACH), Stuart McLean (BOLTS), Lance Cansdale (Dal/Swim NS), Dave MacDonald (OSC), Brad Dalke (KCS), Chris Nelson (Keyano), Jason Smith (PGB), Nathan Kindrachuk (U of A), Rob Pettifer (Rapids), Ben Keast (WDSC)

Observers: Iain McDonald (SNC), Brian Edey (SNC), John Atkinson (SNC), Cheryl Humphrey (Swim AB), Bette El-Hawary (Swim NS)

Regrets:

1. Call to Order 12:20pm local time

- Dean welcomed everyone and introduced the Board and Staff of the CSCTA.

Approval of Agenda

**MOTION: To accept the Agenda as presented
Carl Simonson/Tom Rushton CARRIED**

Approval of Minutes from April 1, 2014 AGM

**MOTION: To accept the minutes of the CSCTA AGM from April 1, 2014 as presented
Steve Price/ Brad Dalke CARRIED**

2. Board of Director Reports

President's Report – Dean Boles

- CSCTA has continued to improve and strengthen their role in the decision-making framework at the local, domestic and international levels. There is a common voice and solidarity of all coaches. They continue to establish sustainable working partnerships.

- They are working to further develop trust in the coaching fraternity and Swimming Community.
- The CSCTA is working through their committees to interact with Swimming Canada regarding important decisions that impact Coaches.
- CSCTA still has a seat on the WSCA Board of Directors.
- Staff Update:
 - Lauren Lavingna has been hired as the Administrative Assistant;
 - Chris Hindmarch-Watson, Executive Director: employment agreement is through August 31, 2017.
- Coach Education:
 - CSCTA continues to be one of Swimming Canada's largest funding partners for the NCCP and Coaching Development.
 - \$50,000 contribution for the 2011-12, 2012-13 and 2013-14 season
 - Reduced the contribution of \$25,000 for the 2014-15 season.
- CSCTA continues to strengthen partnerships with their partners.
- Board Meetings take place regularly via conference call; The Board held a face-to-face meeting in Vancouver in May 2014. Another face-to-face meeting will take place in May or June 2015.
- Four Pillars were outlined at the meetings in June:
 1. Ethics and Professional Practice
 - Policies, Screening of Members, Code of Conduct
 2. Education & Professional Development
 - NCCP, Regional Conferences, National Conference, Personal Coach Program, Coach Grant program, Professional Development
 3. Awards/Recognition
 - Domestic Excellence Awards, Provincial Coach of the Year Awards, Olympic/Paralympic Medal Incentive Funding
 4. Operations
 - Registration, Webpage, Finance, Human Resources, Day to day

Policy, Governance & Professional Practice – David Fry

- Templates for dealing with positive responses to screening questions continue to be evaluated and reviewed
- Continue to work closely with the Provincial Sections and National partners to develop a framework for jurisdiction for complaints
- All policies and the Code of Conduct were reviewed extensively last Spring with changes implemented in August 2014.
- Continued to screen all applications for membership and process any positive responses to the Screening questions.
- Review and process any and all of the complaints that are received against the CSCTA.
- David extended thanks to Dr. Peter Vizsolyi for his ongoing assistance in each of these areas and the expertise of Chris Hindmarch-Watson in expediting each stage of the process.
- Chris Hindmarch-Watson attended the Safe Sport Conference in February 2015 with Ken Radford (SNC) in Colorado Springs. Look for a joint venture around this as they move forward.

Operations – Tom Johnson

Registration

- No major changes to the registration process
- Registration numbers are healthy and just over 2,200 Coaches
- Relationship with I Can Swim and Teacher memberships are still under review and discussion.
- Over 360 Coaches who have been paid for by their clubs but have not yet completed screening/registration. Coaches are reminded that they are not members until they complete the screening portion of registration. It is important that Head Coaches ensure their Assistant Coaches are fully registered. The Club Register through the Swimming Canada Registration site can verify the status.

Funding Programs

- Personal Coach Programs
- Coach Grant Program
- Olympic Medal Incentive Program
- Paralympic Medal Incentive Program
- Regional Conference Funding

NCCP

- Working with Swimming Canada to ensure the program is accessible
- Investment level was reviewed and reduced to \$25,000 for the current 2014-15 year.
- National Conference in Calgary in September was very successful with a representative turnout. As an organization this is a great opportunity for Coaches to work together and build the association with a great value add for the Coaches (professional development).

Professional Development- Ryan Mallette

Regional Conferences:

- Increased support in 2014 from \$7500-\$10,000 across five separate conferences
- Support will continue for the 2015 Regional Conferences

National Conference:

- Held in conjunction with the SNC AGM, Officials Symposium and other meetings
- Very successful weekend in Calgary
- Focus on Canadian content
- Next National Conference will be September 2016, location TBC

Video Project:

- First video (activation video) released in conjunction with the National Conference and available to all Members.
- There are plans for a number of other videos utilizing the skill sets of IST professionals.
- Thanks to Eugene Liang, Dr Allan Wrigley and Graham Olson for their support on this project.

Personal Coach Program:

- CSCTA provided funding to non-selected personal coaches for the 2014 Pan Pacific Championships in Australia (\$10,000).
- CSCTA will provide funding for non-selected personal coaches to the FINA World Championships, Pan Ams, IPC World Champs and Para PanAm Games this summer (\$27,000 total).

Other programs under consideration:

- CSCTA delivered
- Partnered programs with Swimming Canada
- Partnered programs with Provincial Sections/Regional Coaches Associations
- Expanded online resources
- Mentorship programs

High Performance - Dave Johnson

- CSCTA High Performance Committee was created this year with members including:
 - Sean Baker
 - Dave Johnson (Chair)
 - Tom Johnson
 - Nicholas Perron
 - Derrick Schoof
 - Ben Titley

Members are appointed for 1 year until August 31, 2015

- Several conference calls and memos have been sent to Swimming Canada focusing on:
 - Coach Selection
 - On Track Times
 - Swimming Canada Coaches Advisory Group

Discussions with Swimming Canada on these issues are ongoing. Communications have been very positive, however it is still in its infancy. The role of the Committee is to build the bridges and ensure there is an improved understanding on decision-making.

Noted from floor to communicate as gender neutral.

Domestic- Peter Carpenter

- CSCTA Domestic Committee was created this year with the members including:
 - Peter Carpenter (Chair)
 - Alan Swantson
 - Patrick Paradis
 - Martin Gingras
 - Kevin Thorburn
 - Derrick Schoof
 - Tom Rushton
 - Ron Jacks

Members are appointed for 1 year until August 31, 2015

- Committee held two conference calls and two sub committee conference calls so far this year focusing on a number of different items including:
 - Bonus swim structure at all national meets
 - Order of events
 - Rule and scoring changes at Easterns/Westerns
 - Selection process for Open Water swimmers
- Two memos sent to Swimming Canada related to:
 - Bonus swim structure at Olympic Trials
 - Order of events at the Canadian Swimming Championships

- Both were received and are being reviewed by Swimming Canada staff as well as the Officials Competition and Rules Committee (OCRC)
- Communication and discussion with Swimming Canada is continuing both subjects
- If Coaches have suggestions please email Peter (noted that the scratch deadline should be reviewed)
- CSCTA is working on a communication strategy back to the members on the correspondence with Swimming Canada at their General Meetings. The CSCTA Board of Directors evaluates the work of all committees and will communicate as required to the members.

3. Financial Report

- Tom Johnson spoke on the financial statements that were distributed. The association is in a healthy position; thanks to Chris Hindmarch-Watson for his leadership around the financial aspects of the organization.
- Chris read a letter from Darin Cleary – Accountant for the CSCTA:
- Approval of the 2013-2014 Audited Financial Statements

MOTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS AS PRESENTED March 31, 2015
Carl Simonson/ Michelle Wilson CARRIED

- Changes to Operations: CSCTA Audit
 - The CSCTA adopted the Canada NFP Corporations Act last year accordingly the Act does not require a full financial audit but allows for other types of financial reviews such as the establishment of financial statement or a review engagement.
 - In order to further support the management of the CSCTA finances, the CSCTA also hired an outside bookkeeper to help provide further oversight, checks and balances for the CSCTA financial reporting.

Motion: To accept the recommended changes to the annual financial reporting of the CSCTA as presented March 31, 2015
Byron McDonald/Jeff Slater CARRIED

- Appointment of the Auditors for 2015-2016

Motion to retain Millard, Rouse & Rosebrugh as the Auditor of the CSCTA for the 2014-2015 fiscal year
Ginny Smith/Brad Dingey CARRIED

4. Election of Officers:

- The Process was outlined by Chris Hindmarch-Watson
 - Today's election is for the Board of Directors
 - Four positions open – all for two-year terms.
 - Ballots must include four votes. Any ballot not containing three votes will be considered spoiled
- Appointment of scrutineers- Cheryl Humphery & Bette El-Hawary
- Nominations received prior to the AGM:
 - Dean Boles
 - David Fry

- Cathy Pardy
- Dave Johnson
- Nominations from the Floor
 - After three calls no nominations were received from the floor
 - Carl Simonson nominated Mike Blondal; Mike declined
 - Dean Boles, David Fry, Dave Johnson and Cathy Pardy were all acclaimed.

5. Official name change of CSCA to CSCTA

- CSCTA Staff flagged this item in consultation with our legal counsel.
- We do not use Canadian Swim Coaches Association or operate as CSCA in any part of the day to day business and have used CSCTA exclusively for a number of years.
- This will help to remove confusion and close some potential loopholes when it comes to Policy and Governance of the association.

Motion to amend the corporate name from *Canadian Swimming Coaches Association* to the *Canadian Swimming Coaches & Teachers Association* effective upon receipt of approval from Corporations Canada.

Mike Blondal/Dave MacDonald CARRIED

6. New Business

- Wayne Parro from Coaches of Canada gave a brief update. He noted that Dave Johnson would be added to the Wall of Fame in the Coaches of Canada for his leadership and professionalism as a Coach.

7. Adjournment -

**MOTION TO ADJOURN THE CSCTA ANNUAL GENERAL MEETING at 1:16pm local time
Janice Hanan**