Petawawa Predators Swim Club
Executive Meeting
Held Virtually
July 2, 2025

In Attendance

Vice President – Jesse Knockleby
Registrar – Victoria Kloos
Officials Rep – Amanada Grenier
Fundraising Rep – Debra Merrick
Marketing Rep – Amanda Burrows
Communications – Natasha Collins
Volunteer Coordinator - Liz Morton
Secretary – Kate Quirt
Treasurer – Lindsay Donahue
Head Coach – Chela Breckon

Regrets

President – Sarah Voisin
Swim Meet Manager – Chris Balkham
Equipment Manager – Tyler Burgess

Quorum: Yes ☒ No ☐

Introductory Remarks

Welcome to this meeting, we have met quorum this meeting can proceed. Key items for discussion include season schedule, rates, and registration plan.

Adoption of Previous Meeting Minutes

Moved by: Victoria Kloos
Seconded by: Natasha Collins
Motion to accept previous meeting Minutes: Carried

Old Business

1. **Action Item** – Training schedule for next season assigned to Jesse Knockleby. This final schedule was sent out via email to parent community June 13 2025.

   <u>Foundations of Competitive Swimming</u>
   Program A: Wednesday 6:30pm – 7:15pm
   Program B: Wednesday 7:15pm – 8:00pm

   <u>Pre-Competitive</u>
   Pre-Comp Junior: Tues/Thurs 7:00pm – 8:00pm
   Pre-Comp Senior: Tues/Thurs 7:00pm – 8:00pm and Sat 9:00am – 10:00am

   <u>Junior Competitive</u>
   Tues/Thurs 5:00pm – 7:00pm and Sat 7:00am – 9:00am

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Senior Competitive
Tues/Thurs 5:00pm – 7:00pm
Wednesday 5:00pm-6:30pm and Sat 7:00am – 9:00am
Status is complete.

2. **Action Item** – Clarify the e-transfer process with PSP and NPF assigned to Lindsay Donahue.
   Status is ongoing.

3. **Action Item** – Distribution of CANDU ribbons from May Home Meet by outgoing meet manager Roman Nahachewsky assigned to Amanda Grenier.
   Status is ongoing.

4. **Action Item** – Forward contact information of incoming meet manager with outgoing meet manager to facilitate handover assigned to Victoria Kloos.
   Status is complete.

Financial Report

Lindsay Donahue presented the club's financial report for May 2025.

GL- Account	Actual Month	Budget Month	Actual YTD	Budget YTD	Actual YTD	Budget Total Year	Notes:
ENTERTAINMENT REV FUNDRAISING	$3,618.33	$3,000.00	$3,618.33	$3,000.00		$20,000.00	May 3rd- Silent Aunction/ Canteen + Bottle Drive Requires Deposit
MEMBERSHIPS	$0.00	$0.00	-$89.10	$79.75	-$943.15	$122,000.00	
SERVICES REV- Meet Fee	$7,175.00	$5,250.00	$7,175.00	$5,250.00		$13,000.00	Meet Fees from May 3rd Require
MISC REV	$116.81						Meet Fees from Poppy 2024
ENTERTAINMENT Expense FUNDRAISING	$766.94	$500.00		$900.00		$3,100.00	May the 3rd Expenses
PROGRAMS EXP	$2,430.00	$4,500.00	$7,511.73	$9,500.00	$15,178.74	$30,300.00	Meet Fee Expenses/T-Shirts
SERVICES EXP	$9,767.74	$9,000.00	$15,178.74	$19,000.00	$5,560.83	$111,000.00	Coaching Contract
WAGES EXP	$3,382.50	$2,300.00	$5,560.83	$4,500.00	$0.00	$23,890.00	Life Guard Wages

New Business

1. **Coaching Update** – Head Coach has confirmed that the upcoming season is fully staffed with coaches.

2. **Registration Update** – Meet fees will be included in registration fee excluding any invitational meets.

3. **Schedule Update** – The season will be split into 3 sessions each culminating in a home meet. First session September to December Holiday Break with Poppy

Home Meet. Second session January to March with Cabin Fever Home Meet. Third session March to June with May Home meet.

4. **Action Item** – Creation of next season's registration package assigned to Victoria Kloos and Jesse Knockleby.

5. **Action Item** – Program recommendations for returning swimmers assigned to Chela Breckon.

6. **Action Item** – Updates to parent volunteer points program (part of registration package) to reflect the new 3 session season format assigned to Jesse Knockleby.

7. **Action Item** – Update program level descriptions with PSP and Canadian Forces Welfare services website assigned to Victoria Kloos.

8. **Action Item** – Identify invoices owing for volunteer points program from recently completed swim season assigned to Liz Morton.

9. **Vote** – A vote was held to determine financial support for a swimmer who qualified for the Ontario Swimming Championships. The vote was to fund $2,800 for the cost of the meet and $264 to fund additional coaching in advance of the competition.
    a. Moved by: Amanda Grenier
    b. Seconded by: Victoria Kloos
    c. Motion: carried

10. **Vote** – A vote was held to decide session 1 program fees. This session is 15 weeks in length (September to mid-December). After considering expenses, expected fundraising revenue and the desire to keep fees stable, the following was proposed:
    Foundations of Competitive Swimming rate = $218.50 or $190 with PSP plan
    Pre-Competitive JR rate = $552 or $480 with PSP plan
    Pre-Competitive SR rate = $805 or $700 with PSP plan
    Junior Competitive rate = $1,265 or $1,100 with PSP plan
    Senior Competitive rate = $1437.50 or $1,250 with PSP plan
    a. Moved by: Debra Merrick
    b. Seconded by: Natasha Collins
    c. Motion: carried

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11. PSP had contacted our Registrar regarding how the club would like to proceed regarding the outstanding swim fees owing by a swimmer who had setup milestone payments.

12. **Vote** – A vote was held to waive the outstanding swim fees owing by a swimmer facing a unique situation who has a long history of participation and support to the club.
    d. Moved by: Debra Merrick
    e. Seconded by: Victoria Kloos
    f. Motion: carried

Round Table

Routine updates discussed:

1. Equipment Manager – Handover between outgoing and incoming manager will happen shortly.

2. Fundraising Rep – Fundraising amounted to an estimated $37, 000 this past season.

3. Marketing Rep - Expressed an interest in having a PPSC booth present at Garrison day.

4. Communications Rep – Will send out an expression of interest email to swim families later this summer .

5. Secretary – Next meeting will be held **26 August 6:30pm** virtually via MS teams.

Adjournment

Meeting adjourned at 8:11pm

Moved by: Lindsay Donahue
Seconded by: Amanda Grenier
Motion: carried

Jesse Knockleby
President (Acting)
10 July 2025

Kate Quirt
Secretary
10 July 2025

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Comments:

Caeley Stevens
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Caeley Stevens
Club Liaison
Community Recreation Coordinator

Comments:

Out of office - unavailable

Brendan Cunliffe
Manager Community Recreation

RECOMMENDED/NOT RECOMMENDED

Lane, Nathan
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Date: 2025.07.21 08:44:46 -04'00'

Nathan Lane
Senior PSP Manager

APPROVED/NOT APPROVED

FORSYTH, NICOLAS 515
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LCol N.B. Forsyth
Deputy Commander 4 CDSG