Petawawa Predators Swim Club
Executive Meeting
DDH conference room
[October 8 2026]

In Attendance
President – Sarah Voisin Vice President – Jesse Knockleby Registrar – Victoria Kloos Head Coach – Chela Breckon Swim Meet Manager – Kevin Dulude Officials Rep – Amanda Griener Secretary – Kate Quirt
Regrets
Equipment Manager – Tyler Burgess Communications – Natasha Collins Fundraising Rep – Tillie Morton Volunteer Coordinator – Shanna Day Treasurer – Edward Ebie
Quorum: Yes ☒ No ☐
Introductory Remarks
Welcome to this meeting, we have met quorum this meeting can proceed. Key items for discussion include swim camps, holiday schedule, and upcoming swim meets.
Adoption of Previous Meeting Minutes
Moved by: Amanda Griener Seconded by: Jesse Knockleby Motion to adopt previous meeting minutes: carried
Old Business
1. **Action Item** – Purchasing the Dolphin timer system assigned to Sarah Voisin who has sent an invoice to Caeley Stevens. President will continue to check in with PSP for regular updates for the executive. Status: ongoing 2. **Action Item** – Asking Caeley Stevens whether the 2026 swimathon cheque has arrived assigned to Sarah Voisin. It has not yet arrived as of this meeting. Status: ongoing

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3. **Action Item** – Booking the DDH classroom for 26 September 2026 from 0800 - 1200 for the parent meeting and timekeeper clinic assigned to Sarah Voisin.
   Status: complete

4. **Action Item** – Sending out communications about the parent meeting and timekeeper clinic assigned to Natasha Collins.
   Status: complete

5. **Action Item** – Advertising the opening of the marketing rep role to the parent community assigned to Natasha Collins.
   Status: complete

6. **Action Item** – Notifying the president of dry land training timings for the season so Sarah can book the space assigned to Coach Che.
   Status: complete

Financial Report

There is no financial update at this time. The current Treasurer, Edward Ebie, will be stepping down from his role because his children are no longer involved with the club.

New Business

1. The club has 70 remaining swim caps after all swimmers have received one for this session. In February 2027, equipement manager will determine if more caps need to be ordered.

2. **Vote** – A vote was held to charge families $12 per cap if their swimmer breaks or loses their cap and needs a replacement.
   a. Moved by: Amanda Griener
   b. Seconded by: Victoria Kloos
   c. Motion to charge for additional lost or damaged caps: carried

3. The Sn and Sn Performance programs will attend the NKB meet this 16 October. Practice for senior programs will be canceled 16 Oct and Jr and Jr Performance programs will have their practice extended from 5pm -7pm.

4. **Action Item** – Sending out communications about cancelled Sn programs practice 16 October and the extension of the Jr programs practice from 5pm – 7pm assigned to Natasha Collins.

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5. December 20 and 27, 2026 are the last scheduled regular practices in 2026. 2 January is the start of the 2027 regular programming. Discussion was had around additional practices for the competitive swim programs over the holiday break. The club is hoping to run programming in the evenings. The pool and lifeguard staff are available. Head coach informed the club that 5-6 swimmers per lane is a general rule for planning.

6. **Action Item** – Sending out an expression of interest to families in the competitive programs about their availability over the holidays to guide practice schedule assigned to Victoria Kloos.

7. **Coaching Update** – The first technical training camp was completed and a technical manual has been created for reference. The first strength and conditioning clinic was completed. 20 video clips showing proper technique has been created. A mobility clinic has been completed with video clips of proper technique as well. All coaching staff are compliant with Swim Ontario. Coach Debra Merrick is expected to complete her Level 1 in 2027. Coach Ella will soon be eligible for her Level 1. Incident reports collected by coaches from the lifeguards will also be copied to the President. Coach Mike needs 10 swim caps. Head Junior Coach Kristen is creating criteria for progression through the junior program.

8. President has confirmed PPSC has a spot at the NKB Winter Invitational for swimmers 12U in replacement of the Belleville Beast Cup.

9. **Registration Update** – There remain only 2 outstanding volunteer invoices from two families from session # 2 of last season.

10. **Vote** – A vote was held to withdraw outstanding volunteer invoices owing from session # 2 from the 2025-26 season by families who have not returned to the club and have not returned any communication.
    a. Moved by: Victoria Kloos
    b. Seconded by: Jesse Knockleby
    c. Motion to withdrawal outstanding volunteer invoices from last season: carried

11. Some families have asked to allow their pre-comp travel swimmers to swim at the North Bay meet. These families would be invoiced for the swim meets fees as it was not factored into registration fees. Head Coach confirmed that coaching is available to support this invitation. If there are more than 7 pre-comp travel swimmers that wish to attend, then the Nov 14 practice will be cancelled.

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12. **Action Item** – Sending out an expression of interest to pre-comp travel families about whether they want to attend North Bay swim meet Nov 13-15 assigned to Head Coach. Families will need to reply by October 16 2026 and associated fees paid by October 30 or their swimmer will be removed from competition.

13. Estimate for North Bay swim meet is $3713.41 which is within the predicted budget.

14. Discussion was had around booking further training camps. Coach Che is not available 6 December therefore Lee and Mike will be leading this technical camp at cost expected of up to $1,351. The developmental camp would be up to $1,524 in cost. Scheduling further camps will be revisited going forward and dependent on budget.

15. **Vote** – A vote was held to approve a Technical training camp 6 December 2026 and a Developmental training camp 10 January 2027 following the same format as the camps in September.
    a. Moved by: Jesse Knockleby
    b. Seconded by: Victoria Kloos
    c. Motion to approve two additional training camps: carried

16. Dry land training will start 21 October. Fridays 1700-1745 will be the Jr program then 1800-1845 the Sn program both at Dundonald Hall (DDH). The Sn programs will have additional dry land training in the Army Fitness Center (AFC) Sundays from 1830-1930.

17. **Action Item** – Booking dryland training at DDH on Fridays and the AFC on Sundays assigned to Sarah Voisin.

18. President informed club that the Poppy Meet sanction is pending. HyTek license software replacement product is needed now.

19. **Vote** – A vote was held to reimburse Sarah Voisin up to $600 for cost of purchase HyTech software replacement.
    a. Moved by: Victoria Kloos
    b. Seconded by: Amanda Griener
    c. Motion to reimburse Sarah for the cost of the HyTech software replacement: carried

20. **Action Item** – Send a list of officials already selected for roles to Volunteer Rep for sign up genius assigned to Amanda Griener

21. **Action Item** – Creating a sign up genius for the Poppy Meet and sending it out to families assigned to Shanna Day.

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22. **Action Item** – Talking to Debra Merrick to see if she knows whether Tillie is still interested in the fundraising rep role assigned to Victoria Kloos.

23. **Action Item** – Selecting a day in 2027 for the swimathon assigned to Sarah Voisin

24. **Action Item** – Registering the current meet manager for a meet manager clinic assigned to Kevin Dulude.

Round Table

1. Officials – 89 total officials associated with the club of which 37 officials need to complete their renewal with swim Ontario
2. Secretary – Next executive meeting 29 October 1830 virtual only.

Adjournment

Meeting adjourned at 19:16

Moved by: Jesse Knockleby
Seconded by: Kate Quirt
Motion to adjourn the meeting: carried

VOISIN, SARAH 370
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Date: 2026.10.19 16:37:19 -04'00'

Sarah Voisin
President
October 15 2026

Kate Quirt
Secretary
October 15 2026

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Comments:

Caeley Stevens

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Date: 2026.10.30 13:27:52 -04'00'

Caeley Stevens
Community Recreation Coordinator

Comments:

Cassista, Jesse

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Date: 2026.10.30 14:57:06 -04'00'

Jesse Cassista
Manager Community Recreation

RECOMMENDED/NOT RECOMMENDED

Dolphin Timing System has been ordered and awaiting shipping waybill as of 29 Oct from vendor.

Brendan Cunliffe

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Date: 2026.11.03 11:51:21 -05'00'

Brendan Cunliffe
Senior PSP Manager

APPROVED/NOT APPROVED

MAERZ, JOHN 302

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Date: 2026.11.03 16:51:52 -05'00'

LCol J.C. Maerz
CO CSG(C) Base Petawawa

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