

AGENDA

**NORTHUMBERLAND AQUATIC CLUB
ANNUAL GENERAL MEETING
Sunday, May 27, 2018 – 4:00pm
Cobourg Community Centre
Cobourg, ON**

1. Welcome
2. Approval of the Minutes from the June 2017 AGM
3. President's Report
4. Head Coach's Report
5. Treasurer's Report
6. Registrar's Report
7. Questions for Other Board Members
8. Dissolution of 2017/2018 Board
9. Slate of Nominees for 2018/2019 NORAC Board of Directors
10. Adjournment

**Northumberland Aquatic Club
Annual General Meeting
Sunday, June 4, 2017, 5pm
Cobourg Community Centre
Cobourg, Ontario**

Present: Mary Ellen McKenna, Aly Kaczanowski, Kris Bews, Sarah Torrible, Emil Tzvetanov, Annette Otter and 33 NORAC members

Regrets: Patti Cumberland, Amy Donovan, Chris Moyer

Welcome	<ul style="list-style-type: none"> • Mary Ellen McKenna, President of the NORAC Board, extended a warm welcome to all members attending and introduced the Board members from this current year
Approval of the Minutes from the June 2016 AGM	<ul style="list-style-type: none"> • Minutes were distributed to all families in advance of this meeting <p>Motion to accept the 2016 AGM minutes - Fiona Crangle Seconded - Jocelyn Fisher Motion carried</p>
President's Report	<ul style="list-style-type: none"> • Last season the Board of Directors set three strategic goals for the Board to focus on over the next 3 years. • See attached for details of the report <p>Motion to accept President's report – Annette Otter Seconded - Lorna Ross Motion carried</p>
Head Coach's Report	<ul style="list-style-type: none"> • Coach Emil thanked families for their participation in this year's swim season and for coming to the meeting • He encouraged families to continue to approach him with any concerns and to share suggestion and recommendations • See attached for details of the report <p>Motion to approve the Head Coach's Report - Christine Olku Seconded - Terry Teno Motion carried</p>

<p>Treasurer's Report</p>	<ul style="list-style-type: none"> • Aly delivered a detailed report indicating Income and Expenses • She provided an infographic to show how all the fundraising served to keep the fees as low as possible • See attached for details of the report <p>Motion to approve the Treasurer's report - Terry Teno Seconded - Debbie Jones Motion carried</p>
<p>Registrar's Report</p>	<ul style="list-style-type: none"> • Annette explained the club's registration numbers • An increase in competitive registration was attributed to moving back to the new facilities at JBSC • Swim school and Masters enrollment also increased • Newly acquired sponsorship will allow each swim school participant to receive a NORAC t-shirt • Best advertising is word of mouth so please spread the word about swim school • See attached for details of the report <p>Motion to approve the Registrar's Report - Dave Gomes Seconded - Jocelyn Fisher Motion carried</p>
<p>Questions for Other Board Members</p>	<ul style="list-style-type: none"> • No questions • See attached for details of other Board Reports <ul style="list-style-type: none"> ○ BINGO report ○ Fundscrip report ○ Officials report ○ Social Events report ○ Director at Large report <p>Motion to accept other Board reports - Fiona Crangle Seconded - Christine Olcu Motion carried</p>
<p>Dissolution of 2016/2017 Board</p>	<p>The board as it now stands is dissolved by Annette Otter.</p>
<p>Slate of Nominees for 2017/2018 NORAC Board of Directors</p>	<ul style="list-style-type: none"> • The Slate of Nominees by acclamation: <p>President: Mary Ellen McKenna Treasurer: Alyson Kaczanowski Secretary: Christine Olcu Director of Discipline: Terry Teno Director of Fundraising: Cathryn Everist Director of Social Events: Danielle Lebel Director of Bingo: Patti Cumberland Director at Large: Michelle Jansen Forbes Past President: Annette Otter Ex officio member as Head Coach: Emil Tzvetanov</p>

	<ul style="list-style-type: none">• Three of the acclaimed nominees seek approval for board services extending beyond three consecutive years - Mary Ellen McKenna, Annette Otter and Patti Cumberland <p>Motion to accept the slate of nominees by acclamation and to accept the extension of service by three board members - Linda Gilberry Seconded - Lorna Ross Motion carried</p>
Adjournment	<p>Motion to Adjourn - Terry Teno Seconded - Dave Gomes Motion carried Meeting adjourned 5:45pm</p>

President's Report

The Board's role is to run the "dry side" of NORAC. Along with the day to day operations, the Board also conducts the business of the Club while keeping our three following strategic goals in mind.

1. Improve communications within NORAC and to the public.
2. Increase enrollment of swimmers in competitive and non-competitive programs by 10%.
3. Increase family engagement in the Club.

1. Communications is one of the most important aspects of any organization. Much of the communications this season was a continuation of last season.

Annette Otter and Kathryn Harrison have kept the website current with the news feed, practice schedules, swim meet info etc., as well as adding content to our Facebook page. The news feed on the website along with emails from Board members and the coaching staff is the main source of communication with our families.

We continued to advertise in the local newspapers as a member of the Northumberland Sports Council and in the Port Hope Leisure Guide.

Unfortunately we had no one to create a newsletter this year but hopefully it will start up again next season.

2. NORAC had an 11% increase in competitive swimmers, 4% increase in swim school and unfortunately a 12% decrease in Masters. More details are included in the Registrar's Report. Most notable is the increase in the number of Novice swimmers this season. With such a large number of young, new swimmers the foundation of the Club is strong with the potential for significant growth in the next 5 years.

3. The family participation points show that 78% of families participated in some way during the season and earned points. Of these families two thirds earned 80% or more of the total points needed.

When it comes to organizing NORAC events it is obvious that families are engaged. This is evidenced by the number of officials attending clinics, receiving deck evaluations, officiating at away meets and fully staffing our swim meets. We have also sold a record number of pepperoni and had the most number of families at the Boston Pizza Celebrity Serve night.

This is also the time of year when, on behalf of the Board, I would like to thank everyone who is a part of NORAC. Thank you to each and every swimmer in all our programs – competitive, swim school and Masters, to all the family members and friends, to everyone on the coaching staff including our swimmer-coaches both paid and volunteer.

I have to extend an extra thank you to Coach Trish. When we asked her to fill in as Interim Head Coach she didn't hesitate and stepped in to ensure the change in coaching staff would happen with as little disruption as possible for our swimmers. Trish has always been ready and willing to do what is needed for the good of the club, including accepting the job as our new Head Coach.

This year was Patti Cumberland's last year on the Board. She has been one of the longest serving members and has made a huge contribution to NORAC. Patti will be greatly missed on the Board for many reasons, one of them being that we will now have to find two (maybe three?) people to take over all her responsibilities:

- ordered and distributed the many cases of pepperoni,
- organized bingo and managed the bingo bank account,
- managed Fundscrip,
- did all the work of the Nomination Committee,
- was NORAC's only Level III official,
- did the "little" things that needed to be done such as checking the post office box on a regular basis, and
- filled in to take minutes whenever the Secretary wasn't able to attend a meeting.

Lastly I would like to thank this season's Board. When it came to having to make significant decisions regarding the future of NORAC every board member provided valuable, thoughtful and insightful contributions to the discussion. Throughout the season everyone did whatever was needed, always keeping in mind what was in the best interest of NORAC.

Submitted by,
Mary-Ellen McKenna
May 2018

Head Coach Report

It has been a bit of a whirlwind taking over as Head Coach over the last month. Thank you to everyone for their patience as we transition. We are first and foremost a team and I am very proud of the way that the club has shown their commitment to the team. Thank you everyone.

It has been a very exciting season. We have the largest Novice group ever in the history of NORAC with 25 swimmers. You have all worked very hard this year and with only training 3 hours a week, we have been seen some amazing success, best times and minimal dq's. All of our swimmers have worked very hard and achieved personal bests at all of the meets we have attended. This has been a very successful season for NORAC and we should all be proud of the hard work it has taken to accomplish each swimmer's goals.

Club Records – SC 9 new records achieved LC – 7 new records achieved.

Many E –AA standards achieved in both LC and SC.

Provincial standards were also met.

NORAC medalled at SC Provincials several times.

We had 2 swimmers compete at Canadian Swimming Championships.

We have 2 swimmers qualified for Long Course Provincials, with another meet scheduled to allow some other qualifications.

We are looking forward to some fast swimming up until the end of the season.

I am working on a new training program for our swim school and assistant coaches so that we are ready to have a successful 2018-19 season.

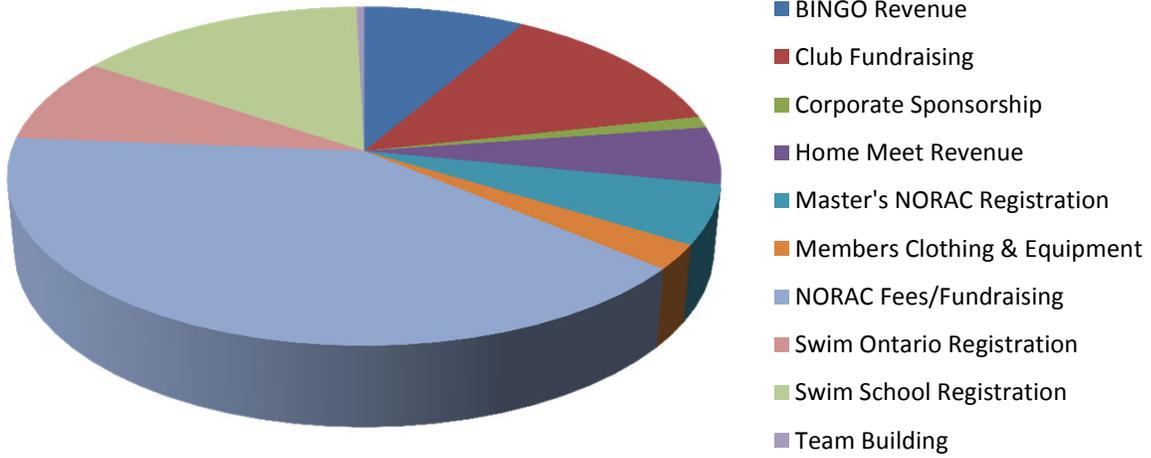
Again thank you all for your support!

Submitted by
Trish MacNeil
May 2018

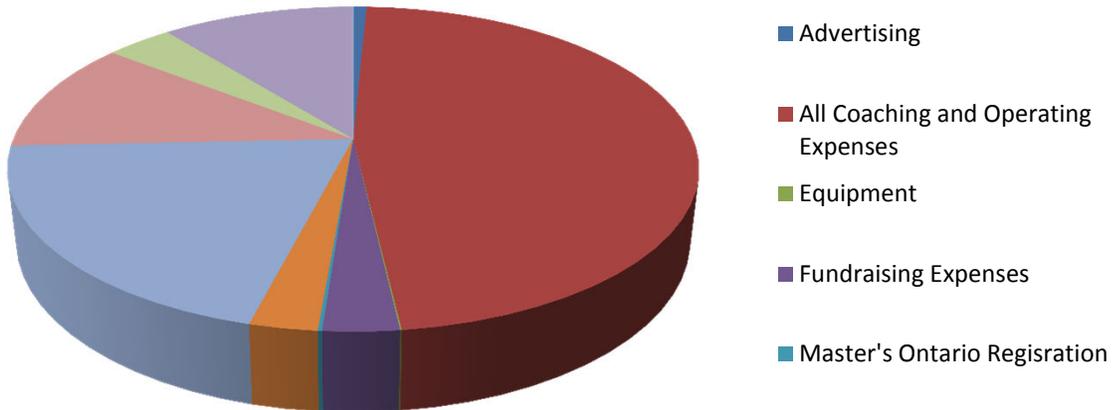
PROFIT/LOSS REPORT - SEPT 1, 2017 - MAY 31, 2018

INCOME	164,965.47
BINGO Revenue	13,938.04
Club Fundraising	21,675.00
Corporate Sponsorship	1,800.00
Home Meet Revenue	8,981.70
Master's NORAC Registration	9,297.00
Members Clothing & Equipment	3,909.45
NORAC Fees/Fundraising	66,221.32
Swim Ontario Registration	13,415.00
Swim School Registration	25,058.00
Team Building	669.96
EXPENSES	136,503.04
Advertising	1,021.94
All Coaching and Operating Expenses	64,688.95
Equipment	84.65
Fundraising Expenses	4,080.95
Master's Ontario Registration	224.40
Member Clothing/Equipment	3,664.36
Pool and Room Rental Club	27,703.70
Pool and Room Rental Club - BINGO	15,203.26
SWIM MEET EXPENSE	5,106.23
Swim Ontario Remittance	14,724.60
NET INCOME	28,462.43

NORAC INCOME/REVENUE

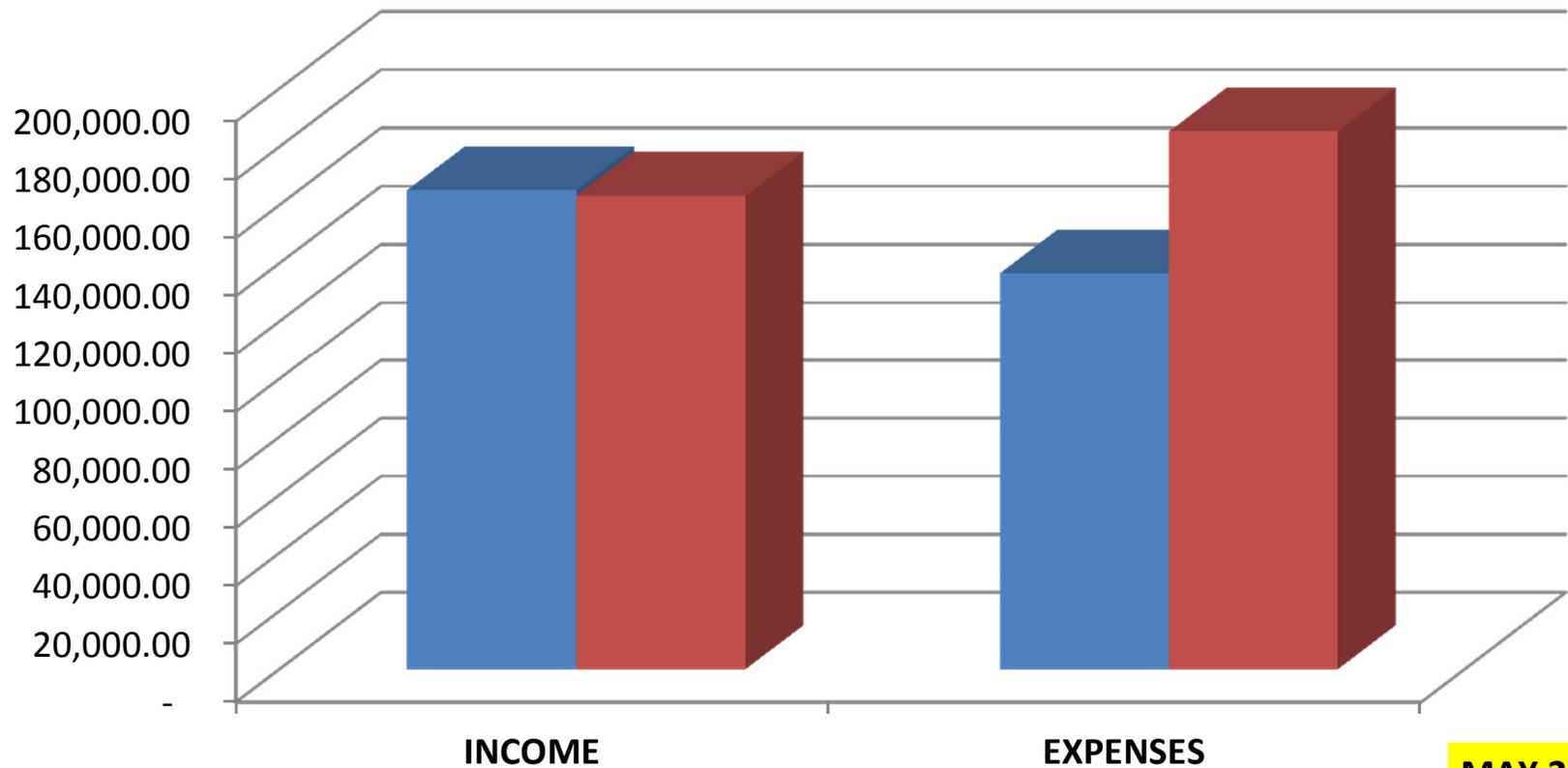


NORAC EXPENSES



NORAC Year-to-Date Actuals VS Budget

■ Sum of YTD ■ Sum of Budget



MAY 2018

Registrar's Report

Swim School Report

Session	Total Swimmers	2 x's per week	Once per week	½ hour session	New swimmers (no previous S.S.)
1	69	4	46	19	41
2	59	2	39	18	12
3	69	6	46	17	14
	195	12	131	54	67

106 different swimmers have attended Swim School this season
(102 in 2016/17 – 67, 57, 73 each session)
(75 in 2015/16 – 55, 54, 51 each session).
(46 in 2014/15 – 39, 28, 24 each session)

Master's Report

Session	Total Swimmers	1 x/week	2 x/week
1	15	5	10
2	13	2	11
3	9	1	8
	37	8	29

15 swimmers have attended Master's at some point this season
(17 in 2016/17)
(13 in 2015/16)
(10 in 2014/15)

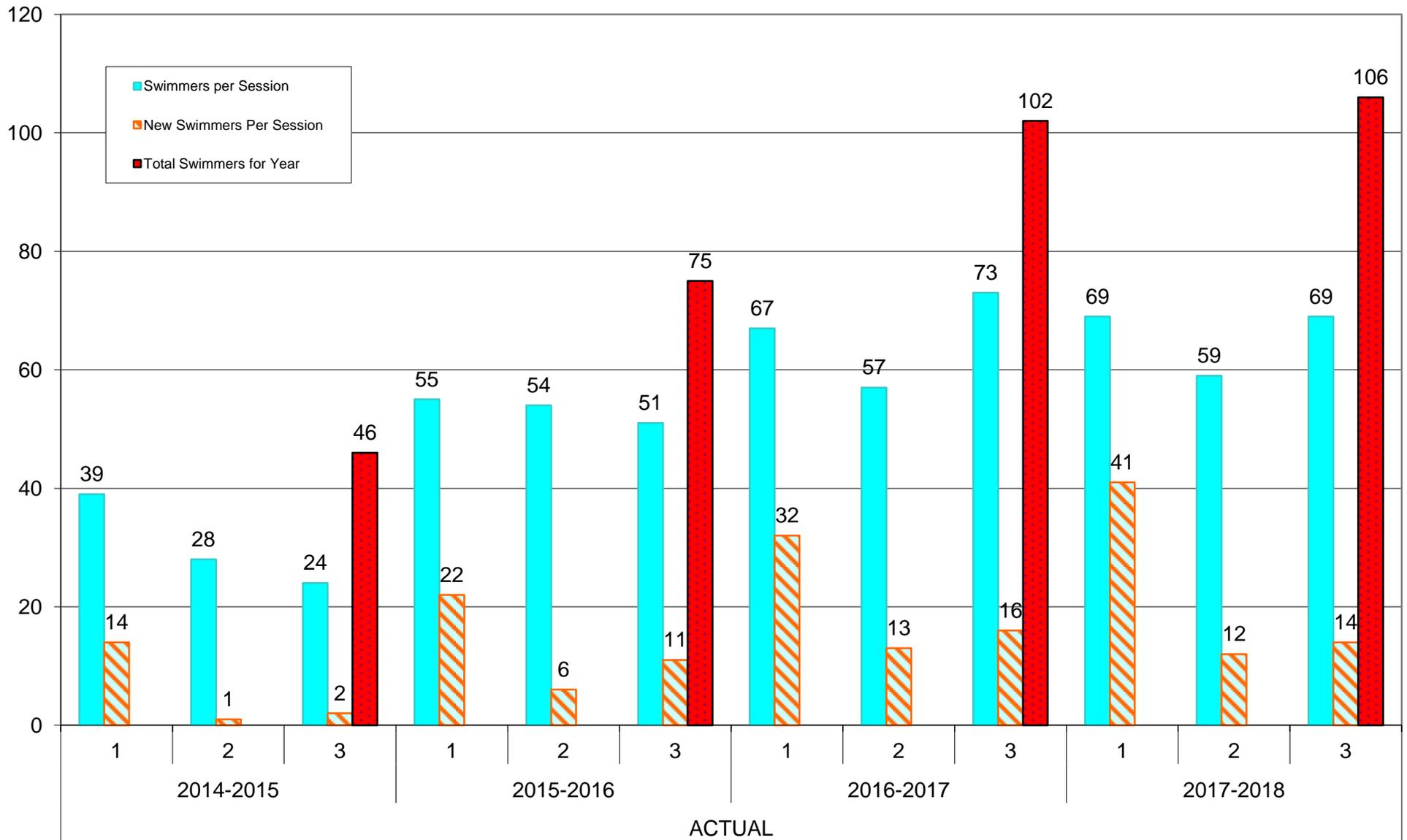
Competitive Report

Current Registration

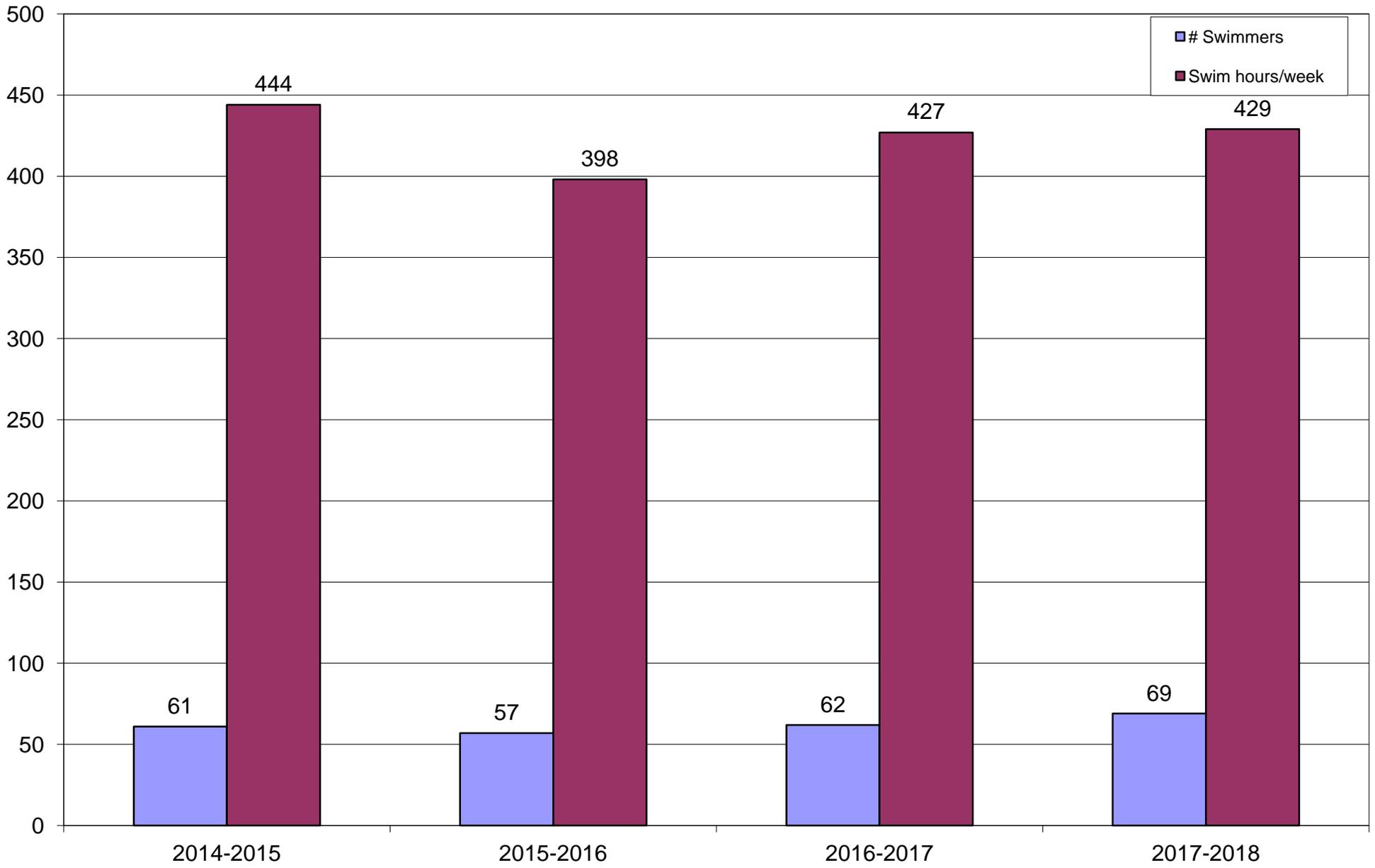
Novice	-	25
Youth	-	5
Youth +	-	13
Jr Development	-	7
Sr. Development	-	11
Elite	-	7
Varsity	-	1
		<hr/>
		69 Competitive swimmers

Submitted by,
Annette Otter
May 2018

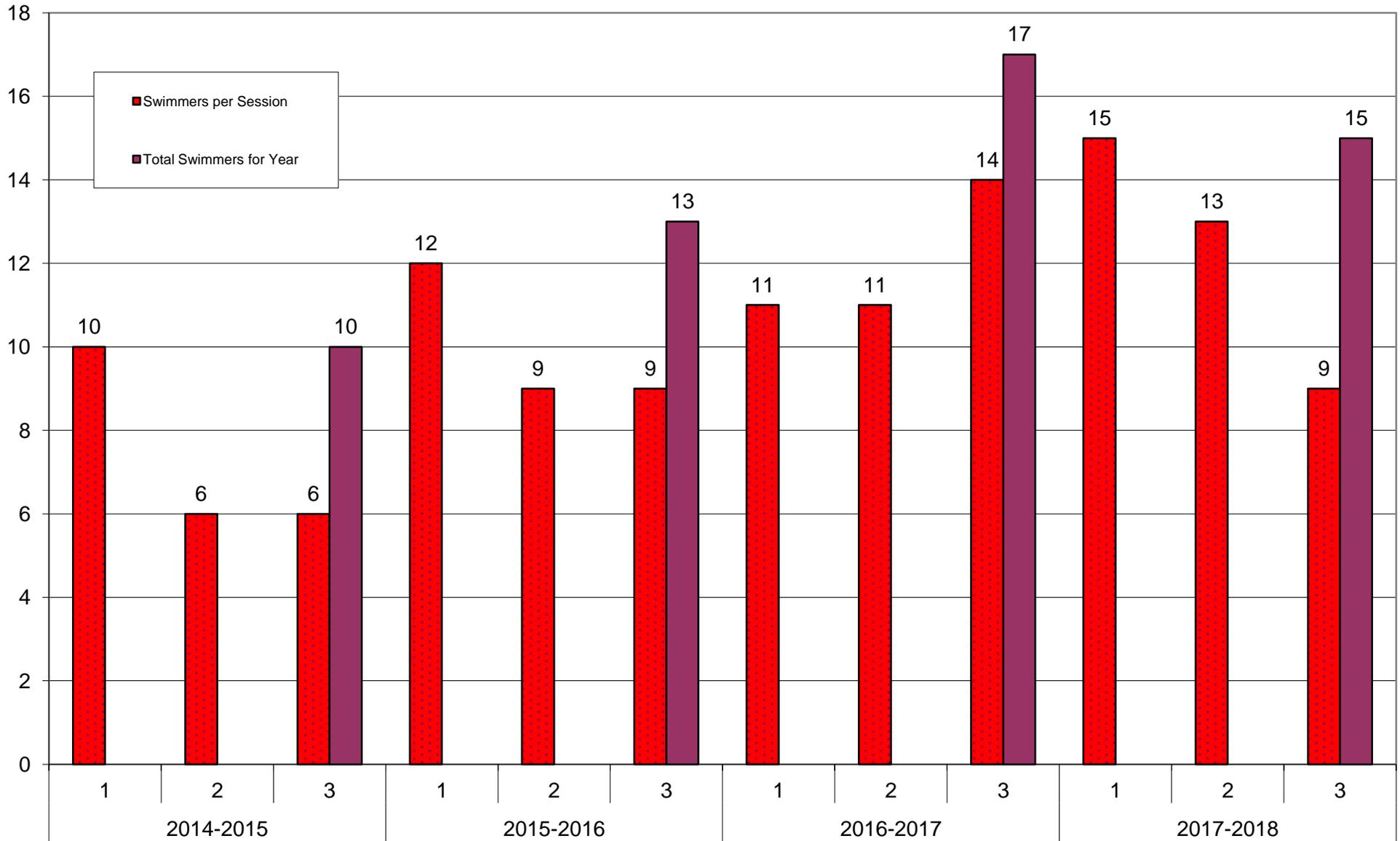
NORAC Swim School Registration AGM Report June 2018



NORAC Competitive Swimmer Registration AGM 2018



NORAC Masters Registration AGM Report June 2018



Bingo Report

September 1, 2017- May 15, 2018

Total revenue received to date: **\$14,177.05**

Total paid out (pool rental and bank fees): **\$15,234.86**

Bingo remains a significant revenue stream for the club. It is completely dependent on parents to run bingos.

There will be extra bingos available through the summer.

Each bingos worked over the required number will earn you:

40 Participation Points to be applied to the 2018-2019 swim year and \$40 credit applied to your swim fees.

There continues to be a need for new bankers.

Matt Forbes has taken over the task of bingo organizer and has put his name forward for Bingo Director.

Interesting Stats:

Families that have worked bingos: 29

Approximate expected Bingo Income 2017-2018: \$19,000

Bingos per year assigned to Norac: 46-52

Bingo positions to fill: 184-208

Submitted by,

Patti Cumberland

May 15, 2018

Conflict Resolution Committee Report

This year saw a few complaints which were resolved with early intervention. Coach Emil and I sat down and had a discussion with a parent and swim child which was resolved by communicating what were the needs of the child and parent, and how the coach and club could work together to help the child succeed. A solution was achieved and positive results occurred. The other two complaints resolved themselves by parents communicating with each other prior to the committee even having to become involved in the matter.

The complaint protocol is a step process which is easy to follow and can achieve successful conclusions. It is clearly outlined under the NORAC Conflict Resolution Procedure located on the NORAC website. If people communicate with each other and work towards the same common goals within the club (success of our swimmers) there should be no conflicts.

Submitted by,
Terry Teno
May 2018

Fundraising Report

Pepperoni - 240 bags sold,
- total profit to NORAC: \$3917.10

Fundscrip June 1/17-April 30/18
- families participated: 15
- amount earned by families: \$1215.97
- amount earned for NORAC: \$405.38

Ten Thousand Villages, Adventures in Fair Trade and Fundraising!
- total sales for the afternoon: \$850.53,
- 10% commission on sales goes to NORAC totalling \$85.05

Swim-A-Thon - a total of \$5,730.00 was raised
- 5,157.00 goes to NORAC (90% of total)

Still pending: Boston Pizza Event
Yard and Bake Sale Event

Submitted by,
Cathryn Everist
May 2018

Officials Report

There are currently 71 officials registered with NORAC. Of these, 63 are Level I, 6 are Level II, 1 is Level III and 1 is Level IV. Thank you to Danielle Lebel who moved up to Level II this season.

Swim Ontario requires a club of our size (35 to 69 families) to have a certain number of Level II, III and IV officials registered with the Club in order to be able to host a sanctioned meet. We have the required 4 Level II, 1 Level III and 1 (alumni) Level IV officials.

Summary of NORAC officials qualified at each position:

Position	Number of NORAC officials who have taken the clinic
Timekeeper	71
Strokes and Turns	27
Chief Timer	25
Chief Finish Judge	15
Starter	7
Clerk of Course	11
Meet Manager	2
Recorder	2
Chief Judge Electronics	6
Referee	2

This year Annette Otter conducted 6 clinics. It was great to see so many officials interested in starting their officiating "career" as well as learning new positions. Annette has never had as many people attend the timekeeper and safety marshal clinics as she did this year. We also had 25 deck evaluations made during our November and February meets.

Clinic	Number of attendees
Timekeeper/Intro to Swim Officiating	18
Safety Marshall	19
Clerk of Course	5
Chief Finish Judge	7
Strokes and Turns	9
Chief Timer	7

Thank you to all of our officials who officiated at our home meet and those who officiated at away meets. We can't host a swim meet without you!

Submitted by,
Mary-Ellen McKenna
May 2018

Social Events Report

NORAC Annual Holiday Celebration (skate and pot-luck) held at Jack Burger - November 26/17.

Approximately 115 people attended.

Comment: The event was a success, and future Holiday Celebrations could certainly be held at Jack Burger, with confidence.

Boston Pizza Celebrity Server night - May 9/18

Attended by approx. 100 people, including fourteen (13) swimmers/servers

Fundraised \$270.

Comment: For the amount of effort required, I would propose that this event be discontinued, and replaced with a new fundraiser/social event (suggestions welcome).

AGM & End of the Year Banquet held at Cobourg Community Centre on May 27/18

Submitted by,
Danielle Lebel
May 2018