

**Annual General Meeting of the  
Kawartha Trent Synchro Club Board of Directors**  
Thursday November 4, 2021, at 6:30pm  
Via ZOOM Video Conference

**MINUTES**

**Present:** Crystal Lyons (President), Chris Kyle (Vice-President), John McCully (Treasurer), Amanda Hoyle (Secretary), Kate White (Registrar), Katie Van Rooyen, Melissa Hinze, Kristy McNamara and Dani Smith (Head Coach), Jean Olajos (Delta Bingo and Gaming Liaison), Karolyn Hardy-Brown, Shawna Clouthier, Kim Fenton, Frances Wilber-Smith, Jen McLean, Sarah Desjardins, Sheila Bourgeois, Janet Miron, Alex Soubliere, Derrick Leahy, Erin Hickey, Melissa Hope, Eva Hoard, Kerri Davis

**1. Call to order at 6:38pm with quorum present.**

**2. Approval of Agenda**

Motion – Kim Fenton

Seconded – Christopher Kyle

Vote – All in favour; passed

**3. Approval of Minutes from the 2020 General Meeting**

Motion - Katie Van Rooyen

Seconded – Dani Smith

Vote – All in favour; passed

**4. Board Report – a “pdf” version of this Report was provided to the Members. Crystal Lyons, President shared the following:**

2020-2021 brought no shortage of COVID-19 related challenges. The season saw our athletes start off with in-water training which eventually shifted to mostly virtual practices as shutdowns continued again. Understandably, this created a very different feel for our athletes. Ontario Artistic Swimming was diligent, proactive, creative and determined to in meeting the constant changes head-on and quickly laid out a plan to offer athletes all they could within COVID-19 Restrictions.

Despite the pandemic, our dedicated coaches continued to lead, inspire, and develop our athletes. The club extends a huge thank-you to our Head Coach, Dani Smith, who worked tirelessly to ensure our KTSC athletes have continued to develop within a safe, yet fun, environment.

Although this season has started with a few bumps in the road, our Board of Directors are dedicated to pushing forward and finding solutions to mediate the Trent Pool closure

and are diligently working to bring our KTSC Families a full season of programming. Thank you for your continued support and flexibility as we move forward.

KTSC also owes thanks to the many volunteers who worked within COVID-19 restrictions to fundraise throughout the year which was not an easy task. Jean Olajos, who manages our bingo schedule and also serves on the Kawartha Bingo Sponsors Association, worked diligently to keep KTSC updated around the changes happening with Delta Bingo and Gaming. Kerri Davis did an excellent job in keeping our website and social media platforms up to date.

Once again, John McCully our treasurer was tasked with sorting out refunds for our membership and put in many hours managing our budget amidst changing tides. This season, John will be leaving our Board of Directors. On behalf of The Board of Directors and the KTSC Community, I want to say a huge thank you to John for his 4 years of service to our club. Your dedication and commitment have been greatly appreciated!!

Finally, thank you to all of our dedicated volunteers that served on 2020-2021 KTSC's Board of Directors. Thank you for your dedication in providing good governance and driving our club forward.

Christopher Kyle, **Vice President**  
John McCully, **Treasurer**  
Amanda Hoyle, **Secretary**  
Kate White, **Registrar**  
Katie Van Rooyen, **Director**  
Melissa Hinze, **Director**  
Kristy McNamara, **Director**

**5. Head Coach Report – a “pdf” version of this Report was provided to the Members. Dani Smith, Head Coach shared the following:**

The 2020-2021 season was another extraordinary season with challenges that has never been seen by KTSC, or any other sport organization. The continuation of COVID-19 pandemic resulted in many sports questioning how to operate while still keeping their athletes and members safe. Through diligent research, creativity and constant monitoring, Ontario Artistic Swimming was able to develop a Framework for clubs to follow that would keep Artistic Swimmers safe but keep them active and engaged in sport.

The new regulations set by OAS, as well as our training facilities, allowed athletes to remain safe, but also presented new challenges to clubs. Restrictions in programs and athletes' participation meant a decrease in numbers of members for clubs across the province. For KTSC, this meant the smallest the club has been in recent years, which may result in challenges for our future, both in finances and recruitment.

Social distancing and the use of the virtual platforms drastically changed the look of our sport this season. Creativity and adaptability were the theme of the year, and our 8 competitive athletes, 17 novice athletes and 5 coaches rose to the challenge!

Despite the new look of the sport, coaches managed to create fun and engaging practices for athletes who displayed enthusiasm, resilience, dedication, and adaptability throughout the season. Coaches were impressed by the focus and determination from our athletes throughout the season, which led to amazing improvements and results from everyone and even some new dance skills!

Where some sports chose to shut down for the season, we were fortunate enough to have a PSO, who used their creativity and vision to continue to offer competitions for our athletes, allowing them to have goals to work towards and achieve throughout the year. The new virtual format took some getting used to, but KTSC faced it like we always do with acceptance, positivity, and an amazing effort. Virtual competitions, land skills and land routines were not what we were used to, but KTSC athletes showed amazing determination and creativity and had a great time throughout the season. We even brought home some ribbons and medals in both Novice (Gold and Silver) and Competitive (Silver and 5th).

As always, the season would not have been a success without the hard work and dedication of our coaches. They were also outside of their comfort zone, but they accepted the challenge and led our athletes to the best of their abilities. They reacted without hesitation to multiple shutdowns and changes to training, managing to adapt practice plans to fit the new environment. They led by example, guiding our athletes to learn and explore new skills.

This season would not have been possible without the hard work of our Board of Directors, working behind the scenes. The work it took to get the season started, to keep our athletes safe, to keep up with the changes throughout the season, was no easy task. They were instrumental in making sure KTSC athletes has a successful season.

Season after season, coaches and I continue to be impressed with our athletes. This was true this season more than most. Obstacles were thrown at the athletes' time and time again throughout the season, and our athletes faced each of them head on, showing determination and dedication. They kept pushing through, while others were quitting, faced their fears, frustrations, and feelings of defeat, and pushed through to the end. These experiences will result in stronger, more adaptable, and resilient individuals. They grew so much throughout the year and learned lessons that will stick with them throughout their lives. We are so proud of you all!

**6. Financial Report & Budget** – a “pdf” version of the *Financial Statement for fiscal year ending June 30, 2021, and Budget for 2021-2022* was provided to the Members. **John McCully, Treasurer** shared the following:

*Please refer to the Financial Statement for the fiscal year ending June 30, 2021:*

On the right-hand side of our balance sheet:

- We can see a slight increase in our current asset position; however, it is off set by the accrued liabilities.
- This makes up all the credits we issued at the end of the year for loss pool time. - These credits have been carried over to this year and have been deducted from the fees for any returning swimmers.

On the left-hand side of our balance sheet:

- We can see how we did this year; column 2021 vs. column 2020.
- There was a substantial difference in revenue which is due to Covid.
- We had one full year of Covid plus last year we did not have a recreational program and hence no recreational revenue. Whereas, the prior year, even though refunds were issued later in the season, from the end of March onward.
- It's kind of hard to compare years as it is not equal in any way. Due to Covid and the restrictions we were facing.
- At the end of the day, this past year we broke even.
- If you look towards the bottom, we made a profit of \$221.
- I'll actually go into this a bit more when we discuss the budget.

*Please refer to the Budget for 2021-2022:*

- The budget was done prior to yesterday's news. This budget is, therefore, less relevant today than it was two days ago.
- For the budget this year, we are looking at approximately \$60,000 in revenue from our three programs.
- The competitive and the regional league programs are pretty much set.
- The recreational program we currently have 13 swimmers and hope to have those same 13 back for the next session.
  
- Bingo is an interesting one; last year we only picked up \$7,500 which was expected.
- Hopefully, this year we'll make a lot more as we are actually back volunteering at the Gaming Centre and should be able to pick up some extra bingo shifts.
- \$15,000 budgeted for this season is a conservative number.
  
- Fundraising is a key number here. When you look at last year in comparison to this year the fundraising line is about \$2,800 and if you look further down, there is about \$1,400 in expenses.
- For this budget we usually just net this out. Last year we only had a \$1,400 profit from fundraising which really isn't a lot.
- Now Covid did have a lot to do with how much fundraising we could actually do.
- After expenses, hopefully we can make at least \$5,000 this year.
  
- Advertising; we have not done any advertising for a few years.
- There is another rec session coming up in February and we will likely be doing more advertising then.
- Certainly, going forward to next Spring and Summer, we really need to start recruiting and rebuilding our swimmer base coming out of the Pandemic.
- We can put some fundraising profit towards advertising.
  
- Competitive suits; we are going to have suits this year for both the competitive and regional league programs.
  
- Everything else is pretty much proportionate to the revenue.
- The one big expense that we have not really had in a couple of years is the coach's expense.
- What that is, is the cost of Meets; hotel rooms, per diems (mileage etc.).

- Hopefully the events that are scheduled as in-person, will go ahead and not turn into virtual events.
- Other than that, are the pool costs. I have adjusted first few weeks, which will obviously change.
  
- We are projecting a loss of about \$10,500
- This also goes to show that swimmers fees do not cover all the costs.
- As a matter of fact, none of the fees cover cost, which is why we fundraise and why fundraising is so important.
- Bingo is critical to the competitive program and fundraising is critical to the entire Club.
- Things are so uncertain right now with the Pandemic, that it is hard to see anything with any type of crystal ball.

**Financial Statements--Kawartha Trent Synchro Club  
for the fiscal year ending June 30, 2021**

Statement of Operations and Changes in Net Assets		2021	2020
<b>Revenue</b>			
Registration fees		\$39,784	\$73,056
Fundraising		\$10,423	\$26,526
		<u>\$50,207</u>	<u>\$99,582</u>
<b>Expenses</b>			
Coaches fees and expenses		\$24,805	\$43,478
Pool rental		\$16,079	\$30,955
Swimmer costs		\$2,031	\$6,847
Office and miscellaneous		\$335	\$4,346
Association dues		\$3,796	\$6,061
Fundraising		\$1,432	\$2,665
Meet costs		\$1,508	\$1,920
Bad Debts		\$0	\$0
Equipment		\$0	\$0
		<u>\$49,986</u>	<u>\$96,272</u>
Excess revenue over expenses		\$221	\$3,310
Club Equity--Beginning of year		\$69,612	\$66,302
Club Equity--End of year		<u>\$69,833</u>	<u>\$69,612</u>

Statement of Financial Position		2021	2020
<b>Assets</b>			
<b>Current Assets</b>			
Cash		\$73,655	\$70,549
Accounts receivable		\$440	\$845
		<u>\$74,095</u>	<u>\$71,394</u>
<b>Liabilities and Fund Balances</b>			
<b>Current Liabilities</b>			
Accounts payable and accruals		\$4,262	\$1,782
Club Equity--Unrestricted		<u>\$69,833</u>	<u>\$69,612</u>
		<u>\$74,095</u>	<u>\$71,394</u>

	<b>Budget 2020-2021</b>	<b>Actual 2020-2021</b>	<b>Proposed Budget for 2021- 2022</b>
<b>Income</b>			
Membership Fees			
Competitive 13-15 year olds	\$24,400.00	\$18,760.00	\$23,120.00
Competitive Duets & Solos			
Regional League	\$30,467.50	\$20,582.00	\$27,030.00
Recreational			\$10,500.00
Swim Show Solo/Duet/Trio			
Masters Rec			
Mini Program			
Membership Fees - Other		\$442.43	
<b>Total Membership Fees</b>	<b>\$54,867.50</b>	<b>\$39,784.43</b>	<b>\$60,650.00</b>
Income from Other Sources			
Bingo	\$10,000.00	\$7,592.77	\$15,000.00
Fundraising	\$5,000.00	\$2,830.70	\$5,000.00
Sponsorship			
Swim Show			
DVD			
50/50			
Raffle			
Yearbook			
Tickets			
Yearbook Advertisements			
Yearbook parent messages			
<b>Total Swim Show</b>		<b>\$0.00</b>	<b>\$0.00</b>
Miscellaneous Revenue			
<b>Total Income from Other Sources</b>	<b>\$15,000.00</b>	<b>\$10,423.47</b>	<b>\$20,000.00</b>
<b>Total Income</b>	<b>\$69,867.50</b>	<b>\$50,207.90</b>	<b>\$80,650.00</b>
<b>Expense</b>			
Gifts & Recognitions	\$200.00	\$225.00	\$250.00
Health & Safety Supplies	\$0.00	\$459.84	\$50.00
Miscellaneous			
Fundraising Expenses		\$1,432.00	
Website	\$350.00	\$341.10	\$450.00
Advertising	\$0.00	\$0.00	\$1,000.00
Bank Charges	\$150.00	\$22.50	\$30.00
Awards Night	\$0.00	\$0.00	\$0.00
Music	\$120.00	\$0.00	\$300.00
Competitive Suits	\$0.00	\$0.00	\$1,400.00
Recreational Suits	\$0.00	\$0.00	\$1,600.00
Clothing	\$50.00	-\$47.00	\$50.00
Courses	\$1,000.00	\$75.00	\$1,000.00
Trophies & Awards	\$500.00	\$381.94	\$400.00
Badges	\$0.00	\$0.00	\$200.00
Meet Registrations	\$3,500.00	\$1,508.00	\$3,180.00
Office	\$400.00	\$410.28	\$200.00
Equipment	\$0.00	\$0.00	\$0.00
Dues and Fees	\$3,800.00	\$3,796.43	\$4,350.00
Consultants	\$0.00	\$0.00	\$2,550.00
Coaches Expenses	\$1,000.00	-\$78.25	\$4,000.00
Pool Costs	\$36,000.00	\$16,078.84	\$40,000.00
Coaches Wages	\$33,600.00	\$24,842.10	\$28,800.00
Professional Fees	\$1,950.00	\$539.46	\$1,376.00
<b>Total Expense</b>	<b>\$82,620.00</b>	<b>\$49,987.24</b>	<b>\$91,186.00</b>
<b>Net Income</b>	<b>-\$12,752.50</b>	<b>\$220.66</b>	<b>-\$10,536.00</b>

## 7. Fundraising & Sponsorship

### a. Bingo - Jean Olajos, Delta Bingo and Gaming Liaison shared the following:

The past year has definitely been a challenge. However, things are beginning to look promising and as long as it doesn't become necessary to close down, everything is destined to improve. I am going to borrow some comments from Delta's General Manager, Rob Runnett, and Charity Director, Suzanne Davidson, which were shared at the Kawartha Bingo Sponsor's Association's AGM.

The work of all the charities has been greatly appreciated throughout the COVID pandemic. A huge vote of thanks has to go out to Kerri Davis for continuing to post the news and happenings at Delta Gaming on social media. This was necessary in order for KTSC to receive funding. Due to the social distancing requirements, they have been unable to host any special events such as the Drag Queens which are always very popular. As of September 22, 2021, everyone entering the gaming centre had to be fully vaccinated. Rob lost 17 employees, so the charity attendance is very helpful. As of November 1, Delta Gaming opened from Thursday to Sunday with two sessions a day. There are 61 Tap & Play machines available with 2 more arriving shortly offering new games with larger jackpots. The Gaming Centre is open every day.

The charity volunteers were scheduled to return to the Gaming Centre on November 1<sup>st</sup>. Currently, there are no bingo responsibilities; so, no training is required at this time. You are acting in the capacity of a Greeter, getting contact tracing information from the customer. No policing will be placed on the greeter. This will be handled by Delta staff. Dress code is in effect. There is a sign-in binder in the charity area for you to sign and record the time you were there. Name tags are also in our file so please have one on – first name only. The blue metal cabinet where the charity signs are kept is now located in the area opposite the washrooms at the front of the building where the Tap & Play machines are.

Needless to say, revenue is down some \$29,000 or 19.23% for the first 5 months of the fiscal year which began in April. Hopefully, going forward, this will increase.

In closing I would like to extend a huge vote of appreciation to everyone for their continued support.

### b. Fundraising and Sponsorship Opportunities – Crystal Lyons, President shared the following:

All fundraising this season will be Covid friendly. The two fundraising opportunities we have arranged so far are:

1. The Domino's Pizza Family Night.
2. FlipGive

For now, this is direction the Club is going.



If anyone has any ideas or suggestions, for any other Covid friendly fundraising opportunities, please let me know.

## 8. Nomination & Election of Directors

The following members of our Board were acclaimed last year:

- Amanda Hoyle
- John McCully
- Kate White
- Katie Van Rooyen
- Kristy McNamara

The following members have completed their most recent terms and are not returning:

- John McCully
- Melissa Hinze

With this we are looking to fill 2 Directors' position. With our current enrolment, our Board should have 8 members.

The following members are done their terms and are accepting nominations to continue:

- Crystal Lyons
- Christopher Kyle

Crystal Lyons received nominations for the following people who would be new to our Board:

- Shawna Clouthier

Executive positions will be determined at the first board meeting after the AGM.

## 9. Any Other Business

### Pool Closure:

Discussion regarding the latest news we received from Trent, that the pool will be closed indefinitely, due to a supply chain issue; with respect to the part needed to fix the pool.

Crystal Lyons: - We don't have a lot of information about how we move forward, but what we can tell you is we have made a lot of effort to try to re-create what happens next.

- We have been in contact with pools; Lindsay pool, Port Hope pool and the Cobourg pool but unfortunately, we don't have any actual confirmation from these pools.

Dani Smith: We are working diligently.

- I know that the Cobourg pool is not ideal for us to practice at, but we do have it in our back pockets, if we are not able to connect and firm up with any other pools.

- OAS is aware of our current situation and they are going to do anything that they can to support our Club and swimmers and keep them eligible throughout the season.

Crystal Lyons: as Dani said we don't have useful information right now, but if people have questions that perhaps we can answer, I welcome them. I can promise you that as

soon as information becomes available, whether or not it is what we want to hear, we will let you know.

Sarah Desjardins: I just wanted to confirm that the regional swimmers only have the one practice this coming Sunday.

Dani Smith: Yes, that's correct. Sunday morning at the Cobourg Pool.

- I will be at Sunday's practice for suit measuring and the competitive team will be measured at Friday night's practice.

Kim Fenton: I just had a question on the girls missing out on so many practices. Are we still ok to be competing as a competitive team, or should we be competing as a regional team?

Dani Smith: As I've said OAS is very aware of our situation. I sent them an email, asking worse case scenario, if we don't have a pool till January, what are our options?

- They are definitely willing to work with us, whether they give a by to the Club.
- Again, I don't want to rush the girls and risk injury in trying to get them ready for a meet, and OAS does not want that either.
- These are extenuating circumstances; OAS has never had to deal with either.
- Both the competitive and regional league teams have a meet in January. If the regional league doesn't compete at this meet, they are still allowed to go on; however, the January meet is a mandatory meet for the competitive team.
- If they don't compete at this meet, technically, they can't go on.
- OAS is willing to work with us on how to make the season happen for our girls.

Karolyn Hardy-Brown: I just wondered about the fees of \$175 due at the first of the month? Should we continue paying our monthly fee or hold tight until we hear more?

John McCully: We will try and have an answer to that before December 1<sup>st</sup>.

- Will there be a reduction in fees? The year is trending that way, yes.
- We still need to gather all of the facts; and take a look at all the costs.
- Yes, give us the rest of this month to address that.

Kerri Davis: If you hear back and we can't sort out any pool details, what is plan B? Is there a point in time where you call the season or we go down to regional league level?

- Looking at the schedule right now, without confirmed pool times, outside of the Wellness Centre, we are practicing two hours a week.

Dani Smith: At this point, I'm going to sit down this week and weekend and think about it.

- I also need to look at the competition schedule again.
- So what hasn't really released to the public is that the part has been ordered, however, they are having supply chain issues.
- We are not counting on getting back in to the pool before the end of the year, but I'm hoping come January we will be.
- I am thinking about this Kerri, and what's best for the girls and the season.
- I have ideas, but they are not completely formed yet.

Kerri Davis: I don't want to see the season have to be called, but it is frustrating.

- We are so behind the 8 ball. I know you are working hard, and everyone is working hard, and it is not the Club's fault.

- Typically, in a good year we have pool maintenance and break downs without Covid and restricted hours. Its just difficult to foresee the future.
- I'm trying to stay positive and appreciate everything you are doing, but it gets difficult when we are driving all over the place and don't know where we will be practicing, arranging rides etc., while we have other commitments as well during the week. It gets tricky.

Dani Smith: In terms of the girls being in shape with conditioning, we can't always give at home workouts. I'm happy to do that, but that is only part of it. We are trying to look at the other part too.

- And I don't mean virtual practices; I mean girls here is a workout to do at home that will help you keep up.
- I want to see what kind of pool time we can get and go from there.
- I realize you can do a lot on land, but you can't do everything.

Karolyn Hardy-Brown: the dates for the meet in January, I don't have written down. I have a date for the February meet but not the January.

Dani Smith: The dates for the meets have been adjusted.

- Katie doe you have the dates for the meet in January.

Katie Van Rooyen: Yes, I do. It was actually moved this week.

- The meet in January is January 20-23<sup>rd</sup> for both Competitive and Regional League, in Nepean.

Karolyn Hardy-Brown: So, the meet in February got moved to January and there isn't a meet in February.

Dani Smith: Correct.

Crystal Lyons: Again, if people have any questions along the way, we welcome them. I can promise you that as soon as information becomes available, whether it is what we want to hear or not, we will let you know.

## 10. **Adjournment**

Motion to adjourn – Crystal Lyons at 7:20pm