

**Annual General Meeting of the
Kawartha Trent Synchro Club Board of Directors**
Sunday November 8, 2020 at 6:30pm
Via ZOOM Video Conference

MINUTES

Present: Crystal Lyons (President), Chris Kyle (Vice-President), John McCully (Treasurer), Amanda Hoyle (Secretary), Katie Van Rooyen, Melissa Hinze, Dani Smith (Head Coach) Jean Olajos (Delta Bingo and Gaming Liaison), Kristy McNamara, Allison Sandiland, Myranda Hawthorne, Kerri Davis, Kim Fenton, Derick Leahy, Sabrina Adam, Julie Simard, Amy McCully, Allison Adam and Frances Wilbur.

Regrets: Kate White (Registrar)

1. Call to order with quorum present.

2. Approval of Agenda

Motion – Kim Fenton

Seconded – Chris Kyle

Vote – All in favour; passed

3. Approval of Minutes from 2019 General Meeting

- Amend #8 Nomination and Election of Directors.

- The only members that are finished their terms and accepting nominations to continue are Crystal Lyons and Natalie Dummitt.

Motion to Approve as Amended – Katie Van Rooyen

Seconded – Melissa Hinze

Vote – All in favour; passed

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

The 2019-2020 Brought no shortage of challenges! As you are all aware, the 2019-2020 Season was cut short by the onset of the COVID-19 pandemic. As a community, KTSC worked diligently to understand all the moving pieces that accompanied this historic event and what it meant in the immediate, as well as the future, for our club. We initially remained hopeful more of the season could be salvaged but that was not to be.

I'd like to commend the *Ontario Artistic Swimming* Board Members who worked day and night to consistently try to massage different plans that might be able to be put forward and as new information came in, they adapted with hopes to salvage some of the year. Unfortunately, that just did not happen.

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

KTSC also owes thanks to the many volunteers who make our events a success. Although 2019- 2020 season was cut short, David Sandiland had already arranged hotel bookings for each of our meets scheduled throughout the season. Jean Olajos who manages our bingo schedule, and also serves on the Kawartha Bingo Sponsors Association, works diligently to keep KTSC updated with the continuing changes happening with Delta Bingo and Gaming. John McCully our treasurer was tasked with sorting out refunds for our membership and put in many hours processing these transactions.

I would like to recognize the dedicated volunteers that served on 2019-2020 KTSC's Board of Directors:

Christopher Kyle, Vice President

John McCully, Treasurer

Kate White, Registrar

Amanda Hoyle, Secretary

Katie Van Rooyen, Director

Melissa Hinze, Director

Natalie Dummitt, Director

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

The 2019-2020 season was a season like no other, filled with challenges never seen before. The beginning of the season saw changes through all programs; the recreational program underwent a restructuring in administration as well as programming and our competitive program saw a shift in athletes' composition. In usual KTSC fashion, members accepted the changes, and it was looking to be a promising year. Then, the biggest challenge we have ever encountered seemed to come out of nowhere, when COVID-19 shut down our lives as we knew them.

Registration for our recreational program was down a little compared to last year, with 17 recreational swimmers and 4 swimmers registered for our first 2 mini sessions. However, the 3 recreational teams and 2 mini sessions worked harder than ever towards the level specifically designed for our swimmers. Lead Recreational Coach Julia and I were impressed with the progression all swimmers showed and the strong routines that were being developed. Though the season came to an abrupt early end, swimmers were able to show off their skills with a mini show for their friends prior to March Break, and they were looking fantastic. Routine suits we made, but never performed in and it was a disappointment for all to not be able to participate in our Splash Bash Swim Show, but coaches were so proud of all recreational swimmers.

Our 33 novice and competitive swimmers were working equally hard to improve their individual figures and developing strong routines to compete for the season. One novice solo, two novice teams, three competitive teams, one competitive duet and one competitive solo were getting ready to represent our club and show off their routines at competitions throughout the year.

Despite the shortened season, athletes got the opportunity to showcase their skills at competition, with great results. Our two novice teams competed in Trillium East Regional Competition. Two teams were entered in the 11-12 team event, bringing home a gold medal and strong 4th place finish. Swimmers also had a strong showing in their individual figures, with many personal bests achieved. Also, in the Novice category, our soloist placed 2nd.

Our competitive athletes first competed in the Lisa Alexander Figure Meet and Ontario Winter Games Team Qualifying Meet. Two teams competed in the 13-15 team category, placing 20 and 24. One team represented KTSC in the 11-12 team category, placing 17th. Routines in the Junior solo category and 13-15 duet category placed 27th and 30th. All athletes competed in individual figures, with great results. For their second competition, the 11-12 competitive team placed 5th at their Trillium East regional competition and had incredible results in their individual figure competition. For athletes 13 and over, they worked hard preparing to compete in their second competition of the season, the Leslie Taylor Ontario Cup. Despite traveling to Markham and looking great in their warmup spacing, only the soloist got to compete before athletes were sent home due to the COVID-19 pandemic.

The COVID-19 abruptly ended the season, sending competitors home mid competition and adding stress to all families. It was a shock for everyone, but as always, the focus was to keep our members and their families safe. When it became apparent that the season would not start up again, the club worked hard to wrap up the season as best we could so members could focus on their families.

Although the season was interrupted just as athletes were coming into their own and we were not able to see them reach their full potential for the season, KTSC is proud of the accomplishments of our athletes at all levels. This would not have been possible without the hard work of our coaches! The individuals who made up our coaching team consisted of both paid and volunteer individuals who dedicated hours of their time to making the season great for our athletes. Also, a huge thank you to the members of our Board of Directors who spent hours behind the scenes making sure our club ran smoothly.

If the 2019-2020 season has taught us anything, it is to cherish every moment with each other and to celebrate all accomplishments along the way, no matter how small. It reminded us that, as athletes and coaches, we need to be prepared for anything, to be adaptable and to be able to react, no matter what is thrown our way. These lessons can be taken with us as we move through our new normal and into our new adapted season.

7. Fundraising & Sponsorship

a. Bingo - Jean Olajos

I would like to thank everyone for their continued support to the Delta Bingo and Gaming.

The gaming centre's goal in 2020 was to reach one million dollars in revenue, which they did. Due to the Covid-19 pandemic, the gaming centre closed their doors in mid March and re-opened in July with customers playing the Tap & Play machines only. Due to social distancing requirements, only 28 machines could be made available. Delta opened prior to the Casinos at Shorelines and Kawartha Downs but since they have opened there has been a 9% reduction in revenue. However, revenue is increasing. It is down 46% compared to this time last year but numbers are coming out now that are very encouraging, with some of them better than pre-covid days, when we played Bingo. The only thing now that can be considered as part of our revenue is the Tap & Play machines and the Lotto centre.

We have hosted 3 Drive-In Bingos and another one is planned for November 22nd, 2020. These events have proven to be very popular with our customers.

The lounge area has been cleared of the pool tables and the dart boards and 13 Tap & Play machines have been moved to that area. This will increase the number of machines available to 45. The number of people allowed in the hall is 50, including staff.

They had to apply at the Bank to get an increase of the amount of cash available in the ATM machines as there was an increased demand for it.

Bingo at Home is now being offered each week on Wednesdays and Thursdays.

All in all, Bingo is doing very well and with the increased revenue realized from the machines and on-going promotions Rob the GM, is optimistic they will reach the one-million-dollar goal again this year, despite being closed from March to July.

Charity Director, Suzanne Davidson works from home, because if she went into the gaming center, she would be counted towards one of the 50 people allowed. Suzanne does not work for Delta Bingo and Gaming but serves as a member on the Kawartha Bingo Sponsors Association board. She continues to stress the importance of the events happening at the gaming center on all social media outlets, in order to keep our charity active. A big thank you goes out to Kerri Davis for making this happen. Failure to do so, would result in us not receiving a revenue share for that month. KTSC would then be subject to an infraction and the process of escalation.

If and when Bingo returns, everyone will have to complete the on-line training once charity volunteers are allowed back into the gaming center. Shadowing would not be necessary. Please do not complete the on-line training until we hear that we are back.

For those of you that were asking if we have to make up the Bingos that we missed because of the Covid-19 closure, the answer is NO we don't have to makeup any missed Bingos.

With respect to the infraction for KTSC that was underway back in March, this has been wiped clean, so we don't have to worry about that either.

All in all, everything is positive, and our numbers are really good.

b. Fundraising and Sponsorship Opportunities – Crystal Lyons

We have a few ideas for this year which for the most part is a repeat of last year's fundraising opportunities.

FlipGive

- We are considering FlipGive again this year.
- We feel that with Christmas coming and more people doing online shopping, this is a fairly easy way to raise money for the Club.

Boston Pizza

- Headquarters Team fundraiser on the Boston Pizza website.
- If you go into the restaurant to eat or place an order online you would enter your receipt information on their website and the Club would receive 10% of your order.
- This would be another easy way to raise money for the Club.

Coffee

- I have been in contact with some coffee roasters and they sell many different flavours of fresh roasted coffee beans.

The various fundraising options is something we will discuss at our first board meeting. We have to get on this fairly soon. The reason I bring this up tonight is we are looking for some other fundraising ideas. Unfortunately, Covid has thrown a wrench into some of the lucrative fundraising events we have done in the past.

If anyone has any other ideas that we good do as a Club, your suggestions and ideas are welcome.

Katie Van Rooyen: What about doing a Bottle Drive? A lot of other sport organizations are doing this. This would be an easy fundraiser for our Club. Most people have empty cans/bottles that they would be willing donate.

Sarah Desjardins: How much money were we able to raise on FlipGive last year?

Crystal Lyons: I can't remember off hand, but I can find that information out and let you know.

Sarah Desjardins: I was just curious if this ended up being a lucrative fundraiser for the Club. I liked it; it was easy to use.

Amanda Hoyle: We raised approximately \$1,100.00.

Crystal Lyons: I am pretty sure that with Covid and the fact that more people are doing online shopping, we would be able to increase that number this year.

6. Financial Report & Budget – a “pdf” version of the Financial Statement for fiscal year ending June 30, 2020 and Budget for 2020-2021 was provided to the Members. John McCully shared the following:

**Financial Statements--Kawartha Trent Synchro Club
for the fiscal year ending June 30, 2020**

Statement of Operations and Changes in net assets		2020	2019
Revenue			
Registration fees		\$73,056	\$115,066
Fundraising		\$26,526	\$47,093
		<u>\$99,582</u>	<u>\$162,159</u>
Expenses			
Coaches fees and expenses		\$43,478	\$83,719
Pool rental		\$30,955	\$63,533
Swimmer costs		\$6,847	\$9,267
Office and miscellaneous		\$4,346	\$6,089
Association dues		\$6,061	\$6,969
Fundraising		\$2,665	\$6,227
Meet costs		\$1,920	\$8,141
Bad Debts		\$0	\$0
Equipment		\$0	\$0
		<u>\$96,272</u>	<u>\$183,945</u>
Excess revenue over expenses		\$3,310	(\$21,786)
Club Equity--Beginning of year		\$66,302	\$88,088
Club Equity--End of year		\$69,612	\$66,302

Statement of Financial Position		2020	2019
Assets			
Current Assets			
Cash		\$70,549	\$68,832
Accounts receivable		\$845	\$2,213
		<u>\$71,394</u>	<u>\$71,045</u>
Liabilities and Fund Balances			
Current Liabilities			
Accounts payable and accruals		\$1,782	\$4,743
Club Equity--Unrestricted		\$69,612	\$66,302
		<u>\$71,394</u>	<u>\$71,045</u>

Kawartha Trent Synchro Club Budget for 2020-2021

	<u>Actual 2019- 2020</u>	<u>Budget for 2020-2021</u>
Income		
Membership Fees		
Prov. Competitive	\$41,540.00	\$24,400.00
Competitive Masters & Varsity	\$0.00	\$0.00
Novice	\$15,395.00	\$30,467.50
Recreational	\$14,893.00	\$0.00
Membership Fees - Other	\$1,227.50	\$0.00
Total Membership Fees	<u>\$73,055.50</u>	<u>\$54,867.50</u>
Income from Other Sources		
Bingo	\$18,325.21	\$10,000.00
Fundraising	\$6,936.78	\$5,000.00
Sponsorship	\$1,250.00	\$0.00
Swim Show	\$0.00	\$0.00
Miscellaneous Revenue	\$14.00	\$0.00
Total Income from Other Sources	<u>\$26,525.99</u>	<u>\$15,000.00</u>
Total Income	<u>\$99,581.49</u>	<u>\$69,867.50</u>
Expense		
Gifts & Recognitions	\$0.00	\$200.00
Miscellaneous	\$0.00	\$0.00
Fundraising Expenses	\$2,665.09	\$0.00
Website	\$419.52	\$350.00
Advertising	\$1,230.66	\$0.00
Bank Charges	\$230.59	\$150.00
Bad Debts	\$0.00	\$0.00
Awards Night	\$0.00	\$0.00
Music	\$310.75	\$120.00
Competitive Suits	\$3,689.31	\$0.00
Recreational Suits	\$2,904.22	\$0.00
Clothing	-\$56.89	\$50.00
Courses	\$1,871.46	\$1,000.00
Trophies & Awards	\$0.00	\$500.00
Badges	\$0.00	\$0.00
Meet Registrations	\$1,920.00	\$3,500.00
Office	\$410.27	\$400.00
Equipment	\$0.00	\$0.00
Dues and Fees	\$6,060.93	\$3,800.00
Consultants	\$2,491.65	\$0.00
Coaches Expenses	\$2,647.84	\$1,000.00
Pool Costs	\$30,954.56	\$36,000.00
Coaches Wages	\$36,541.74	\$33,600.00
Professional Fees	\$1,979.30	\$1,950.00
Total Expense	<u>\$96,271.00</u>	<u>\$82,620.00</u>
Net Income	<u>\$3,310.49</u>	<u>-\$12,752.50</u>

Please refer to the Financial Statement for the fiscal year ending June 30, 2020:

- Starting with the Statement of Operations and Changes in Net Assets and the 2020 column you will see that we had a profit or excess revenue over expenses of \$3,300.00.
- Let's keep in mind that last year was a very different year.
- You will notice revenue and expenses are way down. That is because the season was cut short in mid-March.
- This year's numbers are hard to compare because we are not comparing a full season to a full season.
- We will discuss those numbers in a minute when we move onto the other page.
- Looking at what we have in Assets and Liabilities; our bank account is still healthy.
- As of June 30, 2020, we had about \$70,000.00 in our bank account which was an increase of about \$1,800.00 from the prior year. Basically, the equity in the Club is almost \$70,000.00.
- In a nutshell that is where we stand financially.

Please refer to the Budget for 2020-2021:

- Looking at last year a bit more closely, the net revenue typically for most years is well over \$100,000.00, however, because we had to give out all those refunds, I had to drop that amount considerably to almost \$40,000.00 to where it could have been.
- Bingo income was substantially low, as Bingo ended in mid-March as well.
- Fundraising income, we did not get too far with this. We only made about just over \$4,000.00; then again it was not a full year.
- Moving down to Expenses, let us take a look at Meet Registrations. We are sitting at \$1,900.00 and in prior years that is well over \$5,000.00.
- I think we only had two meets last year on the Competitive side and Novice only had one.
- Typically, the coaching expenses are due to the travel.
- Pool costs last year are down a fair bit. It was a short year and Trent ended up charging us less than we expected.
- Coaches wages were also lower as last year was the first year, we did not have a Rec Coordinator on our payroll. I don't see us having the need for a Rec Coordinator position in the near future.

- Moving on to the Budget column. I am budgeting about \$55,000.00 in revenue off everybody's fees.
- That is based on a full year. Everyone has been invoiced till the end of December.
- The fees for the second half of the season will be approximately the same as the first half; but will increase slightly by about \$50 - \$100.00 more per swimmer. This is because we have more costs and expenses associated with the second half of the season.
- The second half of the season is also when the coach's expenses go up with more weekend time that the coaches are putting in with Meets.

- Pool Costs - we were initially told by Trent that our pool times were in effect till the end of December. We have not heard anything different at this point; we are assuming they will remain the same in January.
- Unless they increase our hours or if there is another shut down, these numbers will be relatively accurate as far as our revenue goes.

- The big kicker this year or the biggest downfall as far as revenue goes is that we do not have a Rec program.
- We generate a fair bit of money for a lesser cost with the Rec program in comparison to the Competitive program, as with the Competitive program there is a lot that goes into Meets and extra sessions. Hopefully, next year this will change.

- Going down to the Bingo line, I've budgeted about \$10,000.00 in Bingo. Most years we budget \$25,000.00 for this.
- For the first 2 months of the season, we have averaged about \$1,000.00 a month in Bingo revenue.
- I haven't heard what we will receive for the month of October yet, but I am sure Jean Olajos will find this out in the next few weeks.
- The Bingo revenue could very well be higher than that, but we are going to go with \$10,000.00.

- \$5,000.00 in fundraising is net of expenses. This can be an aggressive number in terms of net.
- During my monthly meetings with the Board, I tend to not net them out. I show the revenue and expenses and you have to off-set them.
- Last year, we were just over \$4,000.00. We have a full year to try and increase what we made last year but have less to work with in the sense that a lot of it is virtual and/or online.

- Looking at expenses this year, there are a lot of empty lines.
- There will not be any swimsuits this year.
- No advertising as we are not in a position to recruit new swimmers.
- Our dues and fees are down considerably as we only 25 swimmers, whereas in the past we had more when you add the Rec program in.

- We are forecasting a budget of about \$12 -\$13,000.00 as a loss.
- Hopefully, we can better that.
- We will have to see how things pan out with Bingo and a bit more Fundraising.
- The extra revenue is pretty well set unless we have another shut down again.

Lastly, I'd like to recognize Kerri Davis. She has done a great job with promoting the Bingo and sending the links to Suzanne Davidson. Thank you, Kerri, for keeping us in compliance with Delta Bingo and Gaming.

Jean Olajos: I'd like to add, that Delta Bingo and Gaming has lost another charity and are now down to 50; we were at 53. What this means is that the revenue is only divided among 50 charities. This could end up bringing in a few more dollars for KTSC. And at the moment, we can not entertain any new charities. That falls under the rules of the OLG. We lost those 3 charities; due to the fact they cannot maintain their office or cannot make a go of it. This will make a difference as far as our revenue is concerned. We are getting about two shares a month. The big thing we must do, is we keep posting events on social media.

Crystal Lyons: I as well would like to recognize Kerri Davis because she has made my job so easy. She has been posting things before I even have to ask. She has already got it up and sent to Suzanne. Kerri, it is really appreciated.

8. Nomination & Election of Directors

The following members of our Board were acclaimed last year:

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

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

- Natalie Dummitt

With this we are looking to fill 1 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:

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

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

- Kristy McNamara

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

9. Any Other Business

John McCully: A big thank you to both Crystal and Dani for everything you have done to get us through our "new" normal and to get the girls ready for the season. The amount of work you two put in during the months of August and September putting together the various forms so that our Club would be COVID-19 compliant with OAS and Trent University, is very much appreciated.

Chris Kyle: I would like to second that John. I would also like to thank Kate White who did have an absorbent amount of paperwork to go through to get us through the registration process.

10. Adjournment

Motion to adjourn – Dani Smith