

SEA LIONS

SWIMMING

Agenda

Sea Lions Committee Meeting
Wednesday, May 22, 2024, 7:00 p.m.
Hosted Online

Sea Lions Committee Members: Philip Chen, Alex MacKinnon

Regrets: Kerry Milton

Guests:

CWC Management & Swim Coaches: Kate Vanderbeek

1. Call to Order – Chair Alex MacKinnon
2. Approval of / additions to Agenda
3. Approval of April Minutes
4. Chair Report: Alex MacKinnon
 - 4.1. Thank you to everyone on the committee for stepping up and ensuring the Sea Lions had another successful season. As you all know, but now for the minutes, I am relocating out of the country at the end of the swim season and will not be able to continue on as committee chair.
 - 4.2. I am however able and willing to support as past chair in a remote capacity to ensure a smooth transition and operation next season.
 - 4.3. Kelowna swim meet chaperone cost adjustments.
 - 4.4. Additional Team Travel Feedback & Comments
 - 4.5. Projected Volunteer & Fundraising Shortfall attached in Appendix
 - 4.6. Proposed Budget
5. CWC Management & Swim Coaches
 - 5.1. James Gattinger – Director of Athletics
 - 5.2. Kate Vanderbeek – Head Coach
 - 5.2.1. Coaches Report Attached
6. Vice Chair – Philip Chen
 - 6.1. Declarations of intentions to stand.
 - 6.2. 2024-2025 Director Recruiting Initiative
7. Treasurer’s Report: Cherry Wang
 - 7.1.1. Financial Statement attached in Appendix
8. Business arising from the minutes
9. New Business.
10. Director Reports
 - 10.1. Operations Committee Director – Sharlene Speers
11. Report from operations committee meeting
 - 11.1. Equipment Manager – Liska Harbinson
 - 11.2. Fundraising Coordinator – Sarah Williams
 - 11.3. Social Coordinator – Rachel Widdifield
 - 11.3.1. Fall Officials Training Dates

- 11.4. Webmaster – Jill Sully
- 12. Adjournment

Announcements

Annual General Meeting - Wednesday, June 5, 2024

Appendix

Head Coaches Report

RECENT EVENTS

- Kelowna Team Travel meet
- Great response to new travel coordinator role, total trip cost came in \$100/pp under budget.
- Feedback from chaperones on future requirement to cover cost over their total trip (results in increased cost for all attending)

UPCOMING EVENTS

- **Spring Fling @ Seton May 25/26**
 - 16 swimmers
 - Coaches Kelly, Natalie, Matty, Tillie
- **Freeze or Fry - Red Deer June 8-9**
 - 32 Swimmers
 - Kate, Kelly, Robyn, Joel 1-2 volunteers
- **Festivals – Lethbridge June 15-16**
 - 3 qualifiers
 - Coach Kelly
- **Summer Training (Sign up on CWC Website)/Provincials (Sign up on Sea Lions website)**
 - Program break June 22-July 1: allows families to travel/vacation
 - *Training offered July 2-July 26 for Provincials Qualifiers
 - Swimmers must be available to attend a minimum of 80% of these sessions in July, or entry into Provincials will not be permitted
 - Based on lane space provided by aquatics, a maximum of 15 spots will be available for sign-up on NorthStar on a first-come-first-served basis
 - If swimmer cannot meet 80% attendance throughout July, please release their spot to another swimmer on the waitlist
 - **Females 15+ & Males 16+ can only qualify by achieving a Provincials time standard. Female 14&U & Males 15&U must be on the published Alberta top 20 list. See details [here](#)**
 - **List will be published here after June 15th. Scroll to the bottom of [this page](#) to find the current draft of top 20 times for each gender, age and event to get better idea of your swimmers potential placement. Know that these times will change over the next 3 weeks as each meet in our province takes place.**
 - *If this limits our number of qualifiers, we may have to pivot to find a better and more motivating training environment for our qualifiers and cancel our July training (training with Glencoe, NCSA, etc).
- **Year End Wrap up Events**
 - Group events at Fitset Ninja, Activate & YYC Classified throughout May/June
- **Banquet**
 - Wednesday, June 12th
- **2024-2025 Events: Room booking for events we know are happening next season, book early!**
 - Mandatory Parent Orientation: Wednesday, September 11th
 - Clothing try-on night: tbd
 - Season kick-off bbq/scavenger hunt: Friday, September 13th?

- Level 1 Officiating, Level 2 Stroke & Turn sessions: tbd
- Halloween movie night: Friday, October 25th?
- Christmas Banquet: Wednesday, December 11th?
- Other items based on speaker availability: nutrition, mental performance, guest coaches

ADDITIONAL ITEMS

- **Returning Sea Lions**
 - 59 swimmers returning
- **Tryout invites to be sent out by end of May**
 - Assessments are complete, group placements have been assigned
 - June 14th sign up deadline on NS is currently live
 - Signup on NS by June 14th is your commitment to be billed monthly training fees on a monthly basis for the first 4 months (Sept-Dec 2024).
 - If a swimmer exits the program between May 14th, 2024 through December 20th, 2024 only the first 4 months of training fees will be billed.
 - If a swimmer exists the program after December 20th, 2024, the remaining monthly fees will be billed on a monthly basis until June 2025.
- **Staff Updates**
 - Joel has been onboarded and is doing a wonderful job with AGD so far
 - Looking at hiring for next season in late June/early July for 2024-2025 season
 - Looking to have current/past swimmers involved in Coach Mentorship/ Volunteer program for 2024-2025 season

Calgary Winter Club	
Sea Lions Booster Fund	
2024 - 2025 Financial Statement	
	2024/25 Budget
Revenues	
Swim Meet Entry Fees	5,000
Fundraising	16,000
Volunteer Shortfall	-
Inventory Sales Proceeds	10,000
Total Revenue	\$31,000
Expenses	
Inventory Purchases	
Swim Suits	2500
Appareal	2500
Swim Caps	1000
Total Inventory	6,000
Meet Expenses	
Swim AB, etc	1,500
Video live stream	
Swim Meets Supplies	200
Swim Meets Awards	600
Referee Gift	300
Total Meet Expenses	2,600
Equipment	
Training bunge cords x 4	-
COMMITT App	800
Mis. Purchases	500
Equipment Total	1,300
Swimmer Development	
Education Seminars	1,000
Food for Seminars	300
Long Course Training Rental	1,000
Scholarship Fund	1,000
Development Total	3,300
Social	
Sept Parent Social	500
Canmore Team Dinner	1,000
Victoria Team Dinner	1,000
Ferinie Team Dinner	1,000
Red Deer Team Dinner	1,000
Team Photos	1,000
Hourly Coach Time (Parent Conference)	1,000
Holiday Banquet	3,000
Year End Banquet	3,500
Year End Party - Trophies and Awards	600
Year End Prizes	600
Social Total	14,200
Administration and Coaching	
Holiday Bonus	3,500
End of Season Bonus	2,500
Past President Gift	150
Website Photos	500
Committee Emails	400
Office Costs	200
Misc. admin cost	100
Coach swim meets travelling expenses	1,500
Total Admin + Coaching	8,850
Total Expenses	36,250
Surplus (Deficit)	(5,250)
Opening Cash Fund Balance	20,000
Current Year Fee Surplus (Deficit)	(5,250)
Ending Cash Fund Balance	14,750
Inventory	
Beginning Inventory	13,000
Inventory Purchases	6,000
Inventory Net Sale/ Purchase Proceeds	(4,000)
Inventory Write-off	
Ending Inventory Value	15,000
Cash + Inventory Balance	29,750

Overview

Volunteer Hours Needed		335
Volunteer Hours Earned		327
Volutneer Shortfall To Bill		\$11,550.00
Fundraising Target		\$17,400.00
Amount Fundraised		\$12,328.11
Fundraising Shortfall	+	\$5,071.89
Over-Volunteering Reduction	-	\$1,679.65
Fundraising Backcharge		\$3,392.24
Other Exceptions	-	\$1,599.50
Total to Bill		\$13,342.74

Calgary Winter Club
Sea Lions Booster Fund
2023 - 2024 Financial Statement

	2023/24 YTD Actual	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2023	Feb 2023	Mar 2023	Apr 2023	2023/24 Budget
Revenues										
Swim Meet Entry Fees	\$4,800				\$1,400	\$3,400				\$7,600
Fundraising	\$4,898		\$3,673		\$1,225					\$16,000
Volunteer Shortfall	\$0									\$0
Inventory Sales Proceeds	\$14,309			\$9,159	\$4,808		\$343			\$6,990
Total Revenue	\$24,007	\$0	\$3,673	\$9,159	\$7,433	\$3,400	\$343	\$0	\$0	\$30,590
Expenses										
Inventory Purchases	\$14,494		\$1,606	\$4,607	\$3,283		\$10	\$4,513	\$476	
Meet Expenses	\$1,816	\$0	\$326	\$1,019	\$0	\$206	\$100	\$0	\$167	\$2,700
Swim AB, etc	\$1,550		\$326	\$1,019		\$206				\$1,500
Video live stream										
Swim Meets Supplies	\$167								\$167	\$0
Swim Meets Awards	\$0									\$600
Referee Gift	\$100						\$100			\$400
Equipment	\$1,044	\$0	\$0	\$0	\$0	\$144	\$0	\$0	\$900	\$3,784
Training bungee cords x 4	\$0									\$0
COMMITT App	\$0									\$784
Back up starting ledge, 2 extra push buttons and cable for starter	\$0									\$0
False start poll set	\$0									\$0
Starter	\$0									\$0
Mis. Purchases	\$1,044					\$144			\$900	\$3,000
Swimmer Development	\$1,636	\$0	\$0	\$275	\$0	\$761	\$600	\$0	\$0	\$4,500
Education Seminars	\$875			\$275			\$600			\$1,000
Long Course Training Rental	\$761					\$761				\$2,500
Scholarship Fund	\$0									\$1,000
Social	\$3,128	\$0	\$1,733	\$0	\$750	\$0	\$0	\$0	\$644	\$14,900
Team Photos	\$0									\$2,000
Hourly coach time for parent conference	\$0									\$1,000
Food & Drinks charged for parent conference	\$0									\$1,000
Sep Parent social	\$0									\$500
Swim meets dinners	\$1,565		\$915		\$650					\$1,000
Food for Nutrition and mental wellness edu session	\$218		\$218							\$800
Victoria Team dinner	\$0									\$500
Ferlinie	\$644								\$644	\$1,000
Holiday Parties	\$700		\$601		\$100					\$3,000
Year End Party	\$0									\$3,500
Year End Party - Trophies and Awards	\$0									\$600
Administration and Coaching	\$7,022	\$0	\$647	\$1,159	\$1,553	\$2,039	\$43	\$1,534	\$46	\$13,868
Xmas gifts	\$3,300				\$1,300	\$2,000				\$3,500
Yearend Bonus	\$0									\$2,600
Website	\$94					\$31	\$31	\$31		\$1,000
Office Costs	\$669		\$23	\$435	\$174	\$7	\$12	\$3	\$14	\$168
Misc. admin cost	\$1,460		\$624	\$725	\$79				\$32	\$100
Technical strok training of coaches	\$0									\$2,500
Technical training of swimmers										\$2,500
Coach swim meets travelling expenses	\$1,500							\$1,500		\$1,500
Total Expenses	\$29,139	\$0	\$4,312	\$7,059	\$5,586	\$3,149	\$753	\$6,047	\$2,233	\$39,752
Surplus (Deficit)	-\$5,132	\$0	-\$639	\$2,099	\$1,846	\$251	-\$410	-\$6,047	-\$2,233	-\$9,162
Opening Cash Fund Balance	\$21,403		\$639							\$21,403
Current Year Fee Surplus (Deficit)	-\$5,132									-\$9,162
Ending Cash Fund Balance	\$16,271									\$12,241
Beginning Inventory										
Inventory Purchases	\$14,494									
Inventory Net Sale/ Purchase Proceeds	-\$14,309									
Inventory Write-off										
Ending Inventory Value	\$185									
Ending Total Asset Balance	\$16,456									\$12,241