

Petawawa Predators Swim Club
Executive Meeting
Date 1 April 2025
(In-Person at Dundonald Hall)

Attendance: Jesse Knockleby – President
Sarah Voisin – Vice President
Victoria Kloos – Registrar / Officials
Debra Merrick - Fundraising Rep
Natasha Collins – Communications
Liz Morton – Volunteer Coordinator
Kate Quirt – Secretary
Lindsay Donahue – Treasurer
Amanda Grenier – Equipment Manager
Roman Nahachewsky – Swim Meet Manager
Amanda Burrows – Marketing Rep

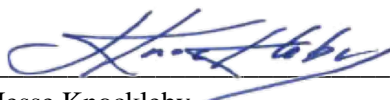
Regrets: Chela Breckon – Head Coach


Item	Discussion	Action
I	Meeting called to order at 1834hrs	Info
II	<p><u>Previous Business (Open Action Items):</u></p> <p>a. Action Item- Head Coach will look up Swim Canada/Swim Ontario guidelines on how to change the name of the club. Head Coach has sent an email to Swim Ontario and is awaiting their response. We will close this action item for now and revisit it at a later time. Status: Closed</p> <p>b. Action Item – Equipment manager has looked at viable options for digital pace clocks. She will reach out to Head Coach to see if 1 clock on a stand (protection from water) is an option or whether 2 clocks are needed. Status: Ongoing. Confirmed with Coach Chela that one clock on a stand would be sufficient.</p> <p>c. Action Item – Vice President has confirmed full pool and lifeguards are available till 1900 on 3 May if Head Coach wishes to proceed with a WAVE/PPSC water polo match for the older athletes following the swim meet. Fundraising rep will reach out to Head Coach to see if she is still interested in leading this event. Status: Ongoing</p>	<p>Chela Breckon</p> <p>Amanada Grenier</p> <p>Debra Merrick/Chela Breckon</p>

	<p>d. Action Item – Communications Representative shall forward Head Coach advertisement for adult apprentice coach to swim families and post on PPSC Facebook page Status: Complete</p> <p>e. Action Item – Vice President and Treasurer have both reached out to PSP and are awaiting their response for the steps that would need to be completed when looking to purchase an app to collect swim meet fees (such as Sports Engine). Status: Discussion was had on whether an app can solve the problem of collecting these fees in a timely manner. It was raised as an option for the club to collect the swim meet fees and establish rules on late or unpaid fees. Discussion was had on whether the opt out process is creating challenges. It was decided to discuss this topic when Head Coach is present at the next executive meeting to understand the exact issues. Ongoing.</p> <p>f. Action Item – Equipment Manager reached out to Head Coach and confirmed 2 fins of foot size 15-17 are needed. Equipment Manager has been unable to find any fins for purchase in this size. She will reach out to Head Coach to inform her of the lack of availability and to see if there is another option. Status: Ongoing. Confirmed with Coach Chela that the fins would be for swimmers with feet size 12-14 range.</p> <p>g. Action Item – Head Coach to determine Tshirt design for PPSC athletes. Status: Complete</p> <p>h. Action Item – Communication Rep will send out to communications to swim families about swim practice change over march break. Status: Complete</p> <p>i. Action Item – Equipment Manager will purchase 90 metals for the swim-a-thon. Status: Ongoing.</p> <p>j. Action Item – Equipment Manager will look at viable options for 18 kickballs as per head Coach request Status: Ongoing. Item required not currently available through any supplier, alternative option being investigated.</p>	<p>Natasha Collins</p> <p>Lindsay Donahue/Sarah Voisin/Chela Breckon</p> <p>Amanada Grenier</p> <p>Chela Breckon</p> <p>Natasha Collins</p> <p>Amanada Grenier</p> <p>Amanada Grenier</p>
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III	<u>Coaching Update:</u> a. Deferred as Head Coach not in attendance	Info
IV	<u>2025 Season Planning:</u> a. 2025 Meet Schedule Summary: 6 Apr – OYO LC Invitational (Nepean) 3 May – PPSC Home Meet 9-11 May – NKB Festival of Spring (Nepean) 17-19 May - ROCS Swim Meet (unsure if PPSC will attend) 5-8 June – Eastern Regionals LC Mid July – St. John, NB meet (unsure if PPSC will attend) b. Easter weekend there will be no swim practices c. 14 June will be the date for the annual awards banquet. d. Action Item – Fundraising Rep and Registrar will reach out to DDH and the south side community center to inquire about venue options. This will be an outdoor potluck style event but with option for indoors if weather is poor.	Info Info Debra Merrick/Victoria Kloos
V	<u>Other Business / Routine Updates:</u> b. Action Item - Fundraising Rep will order T shirts for each swimmer and the head coach after group reached a consensus to stay within budget. c. Treasure has submitted the budget. As of April 20 2025 will have a complete view of the financials of the last fiscal year d. Action Item – Treasurer will present last years financial figures and her forecast for next year at the next executive meeting. She will create a report to be distributed to the parent community as discussed at the AGM e. Only 1 swim family is still needing to complete their swim Ontario registration. 4 swim families are still needing to submit their hardcopy registration package	Debra Merrick Info Lindsay Donahue Info

	<p>f. Heat ribbons have arrived and are with the Equipment Manager.</p> <p>g. The Swim-a-thon has raised \$14 000 so far. There are still families who have yet to create their profile. It has been confirmed with PSP that no food is allowed on deck during this event. A silent auction will take place during the swim a thon. The Fundraising Rep is also looking at the option of professional photography at this event.</p> <p>h. Action Item – President will confirm date of next meeting after confirming when Head Coach is available. He will then send out an email to executive to inform.</p>	<p>Info</p> <p>Info</p> <p>Jesse Knockleby</p>
VI	<u>Next Meeting:</u> 6 May 1830 hrs at DDH conference room	Info
VII	<u>Adjournment:</u> Motion to adjourn meeting by Communication Rep and motion seconded by Meet Manager. Meeting adjourned by PPSC President at 1941 hrs.	Info


 Jesse Knockleby
 Club President
 Date: 2 April 2025


 Kate Quirt
 Club Secretary
 Date: 2 April 2025

COMMENTS:

Caeley Stevens
Recreational Coordinator

Date

Brendan Cunliffe
Manager Community Recreation

Date

RECOMMENDED/NOT RECOMMENDED

Nathan Lane
Senior Manager PSP

Date

APPROVED/NOT APPROVED

LCol N.B. Forsyth
Deputy Commander 4 CDSG

Date