

**2006-07 Titans Water Polo Executive Team Meeting**  
**Thursday, September 28, 2006**  
**1830hrs – 2030hrs**

**Location: University of Ottawa, Lamoureaux Building, Room 118**

**Approved Minutes**

In attendance:

1. Damian Laflamme (Treasurer)
2. Alka Steenkamer (Secretary)
3. JP Caron (President)
4. Herd Stein (Competitive Program Director)
5. Paul Massel (Facilities Director)
6. Deb Wilson (Registrar)
7. Pierre Tremblay (Past President)

Meeting called to order at 18:45.

1. Review and Adoption of Agenda.

2. *Welcome to New Treasurer*

JP welcomed Damian as the new Treasurer. Damian agreed to take on the duties of the Treasurer if the day-to-day responsibilities are revamped to focus on a higher level of involvement. This may require hiring a Competitive Program Manager similar to the ILWP position to alleviate the heavy day-to-day involvement of the Treasurer.

3. *Organization of Club – FY 2006/07*

JP presented his proposed Management Framework for the Club. The Framework identified a need for clear roles and responsibilities for the various Club positions as well as policies related to Club activities. The Executive examined the proposed structure and decided to continue discussions of this proposal at the next meeting.

4. *Approval of the AGM minutes*

Outstanding item from AGM:

A) *Surplus of Revenue over Expenses*

The Executive discussed the various options related to the 'surplus' of funds from last year. The Executive intends to work towards making a decision soon as registration cheques have not been cashed allowing for a maximum number of options. It was noted during the discussion that the Executive can not refund money. Paul Massel suggested that the Treasurer along with Lyn Jutras (with input from Doug and Pierre) undertake a closer inspection of last year's budget and end of year totals and align these number to this year's budget in order to determine more accurately the Club's financial standing. This review will work on the assumption that there will be 112 participants in 2006-07 up

to a maximum of 121. Once the review is complete, the Executive will decide on a path forward.

**Action: Damian to work with Lyne to set 2006-07 budget/business plan. Doug and Pierre to be consulted if needed.**

*5. Past President's Report attached to minutes.*

- The Executive agreed that parents of athletes participating in the Titans Club can not make \$300 donations from their personal businesses and get a receipt back from the Titans in lieu of buying Loblaw's dollars or paying for the \$300 buy-out fee out of their own pocket.

*6. Competitive Director's Report:*

1. Some issues related to Coaching and Managers' assignments still need to be resolved.
2. Proposed new award for Coach of the Year. There would be a trophy and cash prize (\$200.00). The cash prize would be donated to a charity of the coach's choosing in his or her name. David Hart and Club President would choose the winner. Selection criteria need to be defined. There will be an upper limit on number of times a coach can win as well as a policy on back-to-back wins.  
**Action: Competitive Director needs to document a clear mission statement for this award that will guide selection.**
3. Performance Polo: Hurd reported that the Performance program is going to go ahead. There have been some comments/complaints related to method of selection, who was selected, age of participants, approach and how budgeting was done. Exact fees still need to be set.
4. Ottawa Water Polo Leagues: JP plans to send a letter to the Commissioner of the Ottawa Water Polo Leagues and to meet with the Commissioner along with the Past President. The letter will seek resolution on a number of outstanding issues.  
**Action: Hurd to draft the letter and JP will send it addressing the 11 points needing clarification.**

*7. Facility Director's Report:*

1. No issues. All programs have been scheduled and entered into calendar. Currently the only concern is with the nets at Orleans.
2. Pool Scheduling: Paul and JP need to meet with Jim from AAC.  
**Action: Paul and JP will meet with Jim in the next two weeks.**

*8. Report from Registrar:*

1. Registrations are coming in. To-date there are 121 potential participants: 93 registered, not all have paid; 7 packages are in the mail; and not sure about the remaining 21. 2 have not made up their minds.  
**Action: Deb will prepare a detailed report for the next meeting tracking registrations by program & by team. She will also provide regular updates to the Treasure on the number of participants.**
2. Problems with the OWPA registration procedure. Deb has tried to enter data into the on-line database, which has resulted in a number of errors. She has tried to communicate

with Ross, but received no response. Returning members need to be registered with OWPA by November 1<sup>st</sup> to ensure proper coverage related to insurance.

**Action: Deb will try to connect with Ross regarding OWPA registration procedure and database.**

#### *9. Action Items, Priorities and Decisions Sought*

##### *Employee Contracts*

Need to renew Deanna's contract.

The Club has no contract with Tanya the book keeper as it is a pay as you go arrangement. May wish to set up a basic type contract.

**Action: JP will undertake the necessary actions.**

##### *Trillium package*

Carolyn has agreed to take the lead in completing the Trillium proposal for the November 1 application deadline.

##### *Equipment Maintenance*

The immediate need is to take care of the nets currently being used at the Orleans Recreational Centre. The Club needs to organize appoint a working group that will fix the nets.

**Action: Pierre Tremblay will send out an email soliciting help with this matter. If no one volunteers, the Club may need to pay someone to do this. JP will follow-up with Deanna on equipment maintenance related to ILWP.**

##### *Loblaws' Program*

Evelyn Laroche is heading up the Loblaws' program this year. The procedures related to the Loblaws' program have changed and the Club can no longer use the Loblaws' VISA card to purchase tickets. Therefore, Evelyn opened up a PC account and all Club Loblaws' cheques will be deposited into this account. Damian will work with Evelyn to confirm fees and to respond to Loblaws' request for CRA#.

**Action: Damian will follow-up with Evelyn on the CRA number and account fees.**

##### *Team Managers Training Sessions*

JP suggested a compulsory Team Managers training session. This session will allow for the veterans to impart their knowledge and experience to the new Managers and will allow the Club to communicate any new procedures and policies to all the Team Managers.

**Action: Team Managers training session to be organized.**

## **Past President's Report September 27, 2006**

Items that will need to be addressed by the Executive:

- Instead of being paid in cash and having to pay registration fees, can a coach have his honorarium reduced by \$1050 (the registration fees for his child)? I know that the club has always said no to this, but I don't know if this decision was based on tax law or personal opinion. Now that we have a subject matter expert, we should be able to make an educated decision and document it as club policy.
- We need to draft the ILWP and Camps coordinator's contract for 2006/07. Given the higher than expected profit realized at the Summer Camp, it was suggested that we consider including some sort of bonus tied to the Summer Camp performance. The coordinator's role could be expanded to cover some of the operational duties required to run the club.
- We need to draft a contract for the head coach. Of particular importance is the establishment of clear criteria for his bonus. We need to define what objectives to tie to his bonus.
- We need to discuss the current cost model for multi-athlete families and performance athletes. In both cases, the cost of participating in water polo can become an unsustainable financial drain on family resources.
- The club needs to come up with a strategy to develop local referees and coaches. Without new referees and coaches, our on-going operations will be more difficult to sustain.
- We need to remove as many operational duties from the executive as possible.
- We need to decide whether we will stick to the out of process AGM election results or try to get you in your job the right way.
- Carolyn agreed to work on a new Trillium grant application due November 1st with the assumption that most of the work had already been done in the spring (this may not be a safe assumption). We will all have to help her. Note that if we obtain a grant, Carolyn clearly indicated that she was not interested in managing it. Also note that the November 1st deadline is likely unachievable. The next target date is May 1st.
- David wants us to procure a number of portable nets (I saw a prototype and they would be very helpful at practices). These were not incorporated into the budget. In fact, once Trillium funding expired, our budgets have done very little to keep our equipment in good shape and rejuvenate our inventory.
- Tracy Wall, our equipment manager, has indicated for over a year that she would like to give up her role and possibly join the fundraising committee. We need to find a replacement for her.
- Our club is no longer invited to the Montreal Metro League. This is a huge loss for our Academy program and our Cadet B program. We have to come up with a suitable alternative to give our athletes additional play opportunities at an affordable price. I'm not sure that any of the alternate plans brought forth to date are adequate.

- We need to deal with the imparity with which pool time is allocated within the city. We are NOT getting our fair share of time and of quality pool space. This will require lobbying with city officials.
- We have to do a major revamp of our code of conduct. We also have to deal with the "party mentality" that seems to have taken over our older boys (and possibly girls). We now know that it was common practice for our Youth and some Cadet boys to disregard their curfew and engage in "unapproved activities". Some of our Youth boys will go to KW during Thanksgiving weekend. They need "a talk" before this event.
- Although David is going back to coaching, we must not lose sight of the fact that we need him to train our coaches. This is particularly important in light of our upcoming Trillium application where coaches training will play a key role in securing part of David's honorarium. How we train our coaches needs to be formalized even more than last year. Last year, we asked each coach to identify their own learning objectives for the year and David's job was to help them achieve their objectives. This should be repeated this year but we should add "measurement points" to make sure that our coaches are getting the training they need and that David is getting the attention he needs.
- We should come up with a "Plan B" to determine what it would mean to the Titans if we had to start charging GST.
- We need to find out if we have to file Income Tax reports (Damian knows what to do on this one).
- We need to relook at how we have been using the services of our bookkeeper and determine whether we will continue as per the 2005/06 season. We should probably define a set of policies and/or processes to be followed to help simplify the treasurer's and bookkeeper's jobs.
- The Constitution needs to be updated.
- We need to foster better relationships with Hull. This is particularly important now that MML can accommodate us anymore.
- We need to update the club's Strategic Plan, in light of our recent foray into offering programs to older athletes and performance athletes. David's objective is to have Ottawa become one of the decentralized National training centres and this should be considered for inclusion into the Strategic Plan.
- A parent asked me if they could make a \$300 donation from their personal business and get a receipt back from the Titans in lieu of buying Loblaws dollars or paying for the \$300 buy-out fee out of their own pocket. This is a good question for Damian, our subject matter expert.
- It's still too early to make drastic decisions, but the number of athletes on some of our teams is going to cause challenges when it comes to attending tournaments. This is an issue that needs to be carefully monitored as these athletes deserve proper training and competitive experiences.
- We need to keep a close eye on Teen Polo to ensure we keep these athletes interested (they need to play a lot more games).

- We need to contact the high school league to see if we can help them in getting the boys high-school league restarted. This could involve some sort of collaborative effort with our Teen Polo program.
- We need to take a close look at our Stay-in-Shape program. The Carleton U summer program is growing in popularity and many of our athletes opted for this less expensive and much more fun program (all they do is play games). We also increased our fees this year which was probably an additional turn off.
- Pierre Fiset's Polo Tech camp was a successful experiment. We need to slightly restructure the program and come up with a better schedule and offer it again next year. This camp should also be presented as a great training opportunity for our coaches.
- We decided not to offer Xmas and Spring Break camps this year. Instead, we have open practices. Maybe we need to think of offering something special instead of only open practices (e.g. mini tournament).
- We need to come up with a more effective recruitment strategy for ILWP. What we are doing right now requires a lot of work and is expensive. In Ottawa, we have to rent outdoor pool space to run our free clinics and we have to advertise for these free clinics ourselves. In Hull, they get free access to the pool to play water polo during the summer under the condition that the club provides coaches free of charge to offer free water polo clinics. Vive la difference! We need to partner with the city to come up with a better arrangement.
- We need more NLS certified coaches and athletes. The problem is that our athletes can't find the time to take the necessary courses due to their training schedule. Maybe we need to come up with a special program where they are excused from pre-approved practices to encourage them to become NLS certified. The 2nd NLS can be in the water (i.e. can be an athlete at a practice). We also need to find an incentive to get our coaches to obtain their qualifications. Again, it's difficult for them to find more time out of their personal lives to get the NLS certification.
- We need to come up with a clear plan and strategy for the development of coaches training material. This could be a mix of written material, DVDs and computer programs. David can contribute a lot to this (it should be one of his top bonus criteria) but he will need help translating his knowledge onto paper or magnetic medium. I also believe that Pierre Fiset could contribute a lot to this. We could also explore using some of our athletes to produce part of the training material as a school project. The training material could be created such that it could become a source of revenue for the club, David and/or Pierre as we can sell copies to other clubs and organizations.