

**Titans Water Polo Executive Team Meeting**  
**Wednesday, November 15, 2006 from 2000 hrs to 2200 hrs**  
**Nepean Sportsplex, Ottawa**  
**Approved Minutes**

In attendance:

1. JP Caron, President
2. Damian Laflamme, Treasurer
3. Hurd Stein, Competitive Program Director
4. Paul Massel, Facilities Director
5. Deb Wilson, Registrar
6. Nicole Le Saux, Special Events Director
7. Alka Steenkamer, Secretary

Approval of October 24<sup>th</sup> & 28<sup>th</sup> minutes.

Moved by: Paul Massel; Seconded by: Damian Laflamme.

No conflict of interest.

Treasurer's Report:

1. Damian indicated that the Audit of the Club's 2005-06 financial records will begin within the week, lasting about two weeks
2. Damian will provide the updated 2006-07 budget at the next meeting.
3. Damian will check to ensure all coaches were paid.
4. Tanya is running out of signed cheques. **Action: Damian will bring signed cheques to Tanya.** Damian suggested that the Executive needs to re-examine its policy/procedure related to two parties needing to sign each cheque.
5. Damian spoke to Arthur Drache of Drache LLP, a law firm that specialized in charity and Not-for-Profit (NPO) law. Arthur confirmed that refunding any amounts to members would breach the NPO status of the Club.
6. RBC lost a number of the Club's cheques in August. **Action: Damian will look into this and report back to the Executive.**

Registrar's Report:

1. Some families still have not paid their fees. Hurd will address this matter soliciting the Head Coach's assistance.
2. Deb Wilson informed the Executive that she is still having problems entering information accurately into OWPA database and is awaiting a response from Ross to her emails. **Action: JP requested that Deb send him all relevant information and he will follow-up with Ross on this matter.**

Competitive:

1. Deanna Barry notified the Executive that the clock at NSPLX needs to be repaired or replaced. Since this clock has already been repaired, the Executive agreed to purchase a new clock. Also, the Coaches have requested shot clocks at Ottawa University. The Executive asked Hurd to investigate the purchase of the shot clocks (one set for Ottawa University and the other for NSPLX).
2. Portable nets are needed at a number of the pools (i.e., Sawmill, University of Ottawa, etc). The Executive agreed to purchase 4 portable nets. **Action: Hurd will follow-up with Deanna to check if nets are needed for the ILWP or Teen Polo programs. Hurd will investigate the durability and construction of the nets and report back to the Executive at the next meeting.**
3. The Executive discussed purchasing blue and white caps for the Club. The caps could run up to \$900 depending on the quality, style and whether the Club wants the Titans logo to be added to the caps. These caps will replace existing ones that have been lost or found rotting in the storage bins at NSPLX. The purchase of caps is a priority for the Executive (See summary of Rob's presentation to Executive).
4. JP will call Jim O'Malley to inform him that the Club does not want the nets outside of the NSPLX as they will require substantial effort to repair.
5. **Action: JP and Hurd need to draft the expectations related to the Head Coach's bonus.** Hurd proposed that the Club request that the Head Coach document a curriculum for all levels of athletes (e.g. Atom, Bantam, Cadet, and Youth) as well as set up a developmental program for the Coaches.
6. Hurd will organize a meeting/training session for the Team Managers. Dave, JP, Pierre and Hurd should be in attendance along with all the Team Managers. A location needs to be secured and an agenda set.

#### Special Events:

1. The invitations for the Titans Cup have been sent out and some Clubs have already replied. A meeting with the Academy Parents has been scheduled for November 19<sup>th</sup> to solicit volunteers for some of the key positions, specifically Tournament Director.
2. Sue Sidebottom has volunteered to be Tournament Director for the Cadet Tournament in February.
3. Nicole indicated that she received an invitation for the Bantam Tournament in Hamilton. She will forward it to Hurd to reply.
4. Nicole notified the Executive that the Club could be in a crisis for referees for tournaments.

#### Facilities:

1. All pool bills have been paid. The Aquatic Club Agreement still needs to be signed. JP and Paul plan to meet with Jim O'Malley on Wednesday, November 22<sup>nd</sup> at 9:00pm to sign.

#### Fundraising,

Deferred to next meeting.

## Action Items, Priorities and Decisions Sought:

### Increasing ILWP Enrolment:

As noted by Hurd, Dave has some ideas about how to raise ILWP participation numbers and will discuss his strategies with Deanna. JP volunteered to help out with the Teen Polo program as he feels the Club needs to strengthen its ties with the high schools.

### General Manager:

JP solicited final comments from the Executive on the General Manager's work description. Hurd suggested that the process associated with informing the players of which team they have been assigned to prior to the start of the season can be added to the GM's responsibilities as this is a very time consuming process and requires a lot of interaction with families. The Executive suggested that since this year was the first year that this process was implemented, there may be some lessons learned that will reduce the effort in the future. **Action: JP will add this process to the GM work description.** The Executive also noted that a number of Club procedures may need to be modified once the GM is in place, i.e., cheque writing process, credit card procedure, Stay in Shape program, etc.

JP requested approval from the Executive to discuss the GM position with Deanna.  
Moved by: Damian Laflamme and Seconded by: Nicole Le Saux

**Action: JP will announce the hiring of the GM to all Club members via the newsletter as soon as the GM is hired. JP also noted that he needs to redraft the constitution to formalize the new Club roles and GM position.**

### Insurance:

Club athletes and Coaches are insured via OWPA. The only players and Coaches that are not covered are the ones that have not submitted their paperwork. **Action: Hurd and Deb will address this outstanding issue.**

The Executive discussed insurance coverage when personal vehicles are used to transport athletes to events and the need for parents to sign disclaimers. Additional analysis is needed to ensure adequate insurance coverage of all Club activities.

### Security checks:

The police have been returning the completed checks. Some parents are submitting photocopies of their security checks done for other club or activities, Boris is wondering if these are adequate. Executive agreed that Boris should be informed that the Club will accept the photocopies as valid documentation.

### Presentation by Rob on Swimsuits and Caps:

Rob made a short presentation to the Executive on possible designs for a new Club custom turbo swim suit. He indicated that he could get the Club a good price – \$82 for girls and \$42 for boys (everything included). He also indicated that he could supply tournament caps - \$899 (30 caps – two goalie caps) – as well as latex caps. The

Executive liked the design of the new suits, however decided that new suits will not be purchased this year. **Action: Hurd was asked to undertake additional research related to purchasing of caps (how many, style and from which supplier) as this is a priority for the Club. The GM will be asked to undertake an inventory of all equipment once hired.** Meeting adjourned at 10:15pm.