

Titans Water Polo Executive Team Meeting
Thursday, November 30, 2006 from 1900 hrs to 2100 hrs
Ottawa University
Approved Minutes

In attendance:

1. JP Caron, President
2. Damian Laflamme, Treasurer
3. Paul Massel, Facilities Director
4. Deb Wilson, Registrar
5. Alka Steenkamer, Secretary
6. Deanna Barry, General Manager
7. Pierre Tremblay, Past President
8. Cathie English, Director of Fundraising

Regrets:

Nicole Le Saux, Special Events Director and Hurd Stein, Competitive Director

Meeting commenced at 1910 hrs.

Approval of November 15th minutes.

Moved by: Damian Laflamme; Seconded by: Deb Wilson

No conflict of interest.

JP welcomed Deanna as General Manager.

Update of web-site and communications support were two items added to the agenda.

Action items from last meeting:

1. Executive discussed delegating authority to Deanna to sign Club cheques. Damian, JP and Deanna will all have authority to sign cheques. The Executive discussed changing Club policy from requiring two Club members with authority to sign each cheque to requiring only one Club representative with authority to sign each cheque. Damian as Treasurer will provide the oversight and review all bank statements. If there is any conflict of interest (i.e., Deanna needing to sign cheques for herself) JP or Damian will sign and issue cheques in these circumstances. The bookkeeper will not sign cheques.

Delegate authority to Deanna to sign cheques. Change Club policy to require only one person with authority to sign Club cheques. Motioned by: Alka Steenkamer and Seconded by: Paul Massel.

2. Ross MacDonald has replied to Deb's email. The deadline for registering with OWPA has been extended to December 15th.
3. The November 15th minutes will be changed to indicate that Hurd will investigate the purchase of the shot clocks and identify options to Executive. Paul will

- investigate the storage of the shot clocks at Ottawa University. Paul noted that there are shot clocks at Ottawa University that the Club can use.
4. The Executive agreed to purchase 4 portable nets – a set for the ILWP at Orleans and a set for the Teen Polo program at Sawmill.
 5. The nets at the Orleans pool will be disposed of. The nets at NSPLX are in good shape and JP will pick them up and bring them to the warehouse.
 6. JP, Hurd and Dave will get together later in December to discuss expectations for the Head Coach's bonus.
 7. Team Managers meeting has been scheduled for December 4th at 4:30 pm at Ottawa University.
 8. David emailed Todd requesting if he was available to referee the Titans tournaments in late January and early February. **Action: JP will follow-up with David on this issue.**
 9. All aquatic club agreements have been signed.

Report from Treasurer:

1. Damian reported that the audit is underway and Tanya has dropped off the information with the Auditor. Damian anticipated that he would be able to deliver the audit report at the next meeting.
2. One of the parents of a Club athlete called Damian to discuss the budget for a recent tournament. Future questions should be directed to the General Manager and/or Club President.
3. At the next Executive meeting Damian will deliver the updated budget for the first quarter. Damian requested Executive's approval to investigate on behalf of the Club investing the Club surplus in a money market fund.
4. Regarding the Club's "lost deposit" by the bank. Damian will email individual families affected and will ask them to re-issue a cheque to the Bank. The Bank will be informed of this action.

Report from Registrar:

1. Outstanding issues regarding registration: coaches' material still missing and 4 Club athletes have not registered but are participating in the program. Hurd is aware of this situation and will take the appropriate action.

Report from Competitive Director:

1. Alison Davis announced her resignation from the Ottawa Titans Water Polo Club, effective after Christmas, due to personal reasons.
2. 5 sets of Turbo caps have been ordered. These will be blue and white with the Titans logo.
3. Shot clocks have not been ordered as Hurd needs confirmation that there is secure storage available at Ottawa University. Action: The Executive has asked Hurd to investigate the purchase of the shot clocks and to identify options to the Executive. The cost of the new game clock is higher than anticipated -- \$3700 plus tax and shipping and handling and may impact the purchase of the shot clocks due to budgetary concerns. Ordering the game clock for NSPLX is critical especially due to the upcoming Titans tournaments.

4. Rachael Baxter will be hired to help with the Marlins and girls' Performance Polo.
5. Executive agreed that non-paying athletes will not be permitted to practice after December 15th. **Action: Deb will send a note to Hurd and cc David on this matter. Action: Hurd will communicate the Club's position to the families.**

Report from Special Events Director:

1. Andrea Kennedy will be Tournament Director for the Titans Cup. So far, for Tier AA, we have KW, Hull, York, DDO1, DDO2, Guelph and Hamilton. For Tier A, we have York, KW, DDO and our teams. Focus currently is on getting sponsors.

The plan is to use the computer for data entry but details have to be worked out. Deanna indicated that she has the Titans computer with the program on it. Nicole knows how to run this program. **Action: Nicole will organize a training session.**

Report from Facilities Director:

1. Paul will hand over duties to Deanna. A three way call between Deanna, JP and Paul will be organized to initiate this transition. Applications for the pools are due in December for the summer programs. Pool time will be needed for Polo Tech and the summer camp. Paul discussed summer camp dates with Jim O'Malley. Executive discussed that the date for the summer camp can not be moved. **Action: Paul will follow-up with Jim to communicate Executive's position.**
2. Executive discussed needing to work with Carleton regarding their summer water polo program and the Titans stay-in-shape program.

Report from Director of Fundraising:

1. Cathie indicated that Adrian Steenkamer sent everyone a list of what the City needs regarding the Lottery Fundraiser. The Executive agreed to go ahead with the colour tickets and discussed selling the tickets in December. It is imperative that the Executive communicate their expectations regarding the fundraiser to the parents. Each family is expected to sell 10 tickets and will need to submit a cheque for \$100.00. Paul and Cathy have signing authority to issue cheques. **Action: Cathie will send out a letter to the Club members soon. Pierre will print tickets out on his computer. Pierre will discuss this fundraiser at the Team Managers' meeting.**

Plans are to distribute the tickets to the athletes before the second week of December. Cathie discussed having two pick-up sites for sold ticket – one in the east-end and the other in the west-end.

JP noted that a strategy for fundraising needs to be communicated to parent in next year's registration package. **Action: For December's meeting Cathie was asked to develop a proposal/strategy for next year's fundraising activities; noting goals and key objectives for 2007/08. The strategy should also discuss different levels of fundraising -- club and team level.**

Deanna suggested that a lot of new parents need to be informed of the various fundraising programs, specifically cartridge collection and Boston Pizza.

Report on ILWP (attached report):

1. Currently 78 athletes are registered for the ILWP. Last year ILWP numbers went up in the winter. Deanna is issuing an ILWP newsletter for the first time. To boost numbers: a few ads will be issued in early January, and the Orleans pool will provide ILWP brochures to their swimming lesson participants. The Executive needs to identify a Director for ILWP.
2. ILWP coaches need to receive mentoring from the Head Coach. **Action: JP will follow-up with David.**
3. Pierre Tremblay is revising the refund policy for ILWP. Pierre will draft the general guidelines and share a draft with the Executive at a future meeting. Deanna will address procedural issues with Damian.
4. Deanna included a statement on use of goggles in ILWP in the latest ILWP newsletter. This is no longer an issue.
5. 4 nets at NSPLX need to be repaired. **Action: Pierre will look into finding the requisite foam.**

Additional actions:

1. Deanna was tasked with drafting a monthly calendar that builds on the existing web-site calendar but also includes special events, meetings, deadlines, etc. This calendar will serve as a master schedule for the Executive and General Manager.

Titans General Manager Report to Executive November 29, 2006

2006 ILWP Fall Program

- **Registration as of November 29 is 78 participants.** Two participants have moved to the Academy program (one just moved, one who has paid full year ILWP fees moving in January)
- ILWP recruitment blitz completed through the Academy program. David Hart presented to a parents meeting on November 19 and has spoken to all Academy athletes at their practices. Each family received a package of brochures, a poster and a letter from Deanna. Three parents have come forward with requests for brochures to distribute in schools. A couple of other parents replied that they had distributed the posters and brochures provided to them.
- E-newsletter went out November 29 to ILWP participants. The newsletter is usually in a paper format, but a few pieces of information (upcoming merchandise sale this weekend, etc) needed to get out quickly. A few bounced back and correct e-mail addresses have been obtained. Three parents offered to distribute brochures

- in their neighbourhoods. A number of parents replied to the request for information as to whether their son or daughter would be returning in January.
- ORC was notified that the nets currently sitting outside likely belong to the City, that the Titans would not be investing \$\$ to repair them, and it was advised that they put them in the garbage.
 - Still no Team Manager in place for the Goulbourn team.

Issues/ Concerns for ILWP program (some carried over from October report):

- *Game Clock- has someone looked into getting the old clock repaired, or has a new one been ordered??*
- *The ILWP program still requires a policy developed by the Executive regarding the use of goggles and prescription goggles in ILWP. This was on the task list for last season.*
- *ILWP and Teen Polo Late Registration/ Refund Policy needs to be finalized so it can be posted on the website. The agreed upon formula for late registrations is currently being used.*
- *ILWP coaches require a coaching mentoring program. The Titans Head Coach is now coaching more than one competitive team, as well as managing the competitive coaching program overall, and the concern is that the ILWP coaches will not receive any guidance at all. It is a priority for the ILWP program that this issue be addressed and a plan put into place.*
- *NEW- Recommend that prototype nets (from David Hart) be purchased for Orleans, Brewer and St-Laurent.*

Teen Polo Report

- **Eighteen registrations confirmed to date.** Calls continue to come in and more players are trying it out each week. This program is running very well.
- Teens likely to be joining Adult Rec League on two upcoming Sunday nights for some friendly scrimmages.
- Teens were asked to propose a team name, and will discuss this when they meet for a pizza social following the next practice.
- *NEW- Recommend that prototype nets (from David Hart) be purchased for Sawmill Creek Pool for the Teen Polo program*

Summer Camp

- Deanna, David Hart and Nicole LeSaux will meet by conference call on December 12 to discuss theme and other planning details for 2007 Summer Camp. Feedback from 2006 Summer Camp will be discussed. Topics for afternoon sessions and guest speakers will be brainstormed.
- Summer Camp brochure needs to be designed and printed in time for Titans Cup (end of January), for initial distribution. Parents are already e-mailing to find out when they can register.
- *NSP staff have asked us to move the dates of Summer Camp. We provide rationale as to why we can't do this. It is requested that JP, as President,*

follow-up with this issue. The preferred week is August 20-24, as we have had for the last five or six years.

Other Responsibilities Around New General Manager Portfolio

- A number of meetings have to occur, including meeting with Hurd Stein with respect to role with Team Managers, meeting with Paul Massel to talk about which pieces get turned over, meeting with book keeper, etc.

Respectfully submitted,
Deanna Barry
General Manager