

**Titans Water Polo Executive Team
Monday, March 28, 2005**

On deck classroom, Nepean Sportsplex

Present: Pierre Tremblay, President
Douglas Hodgson, Finance Director
Carolyn McGill, Registrar, Secretary
David Hart, Head Coach

Call to order at 8:05 p.m.

1. Review of Agenda

2. Status Reports and Other Business

Head Coach

Information/Discussion: Paul Hébert is the volunteer coordinator for the Stay-in-Shape program for Summer 2005.

Action: Doug to send last-year's Stay in Shape budget and attendance records to Paul Hébert.

Action: Rosemary to send dates for Stay in Shape to David.

Action: David to contact Paul Hébert for the Stay in Shape budget, find staffing and provide a proposal to the Executive.

Information/Discussion: Executive members provided feedback on David's draft communiqué to coaches on directions for next year.

Information/Discussion: NLS certification for most Titans' coaches expires on or before October 2005. The club will encourage re-certification by refunding the cost and paying a bonus to NLS-certified coaches. Coaches must make their own arrangements for obtaining recertification.

President

Action (carried forward): Pierre to make inquiries about upcoming events in the Bantam Provincial program. The following action item may be revised according to his findings.

Action (carried forward): Pierre to write to Darren Ablett and Ross Macdonald of the OWPA to affirm our club's support for provincial programs; and our expectation that there be reasonable limits and advance notice of the nature and amount of work Titans volunteers may be asked to provide.

Action (carried forward): Pierre and David to finalize criteria for the Head Coach's bonus.

Information/Discussion: OWPA has informed the Titans that sanctions against our two athletes are upheld, but athlete suspensions have been revised so that our members may participate in Youth Nationals and the National Youth Team training camp.

Action: Pierre to write to OWPA to request the rationale behind this decision.

Treasurer

Information/Discussion: A member who has left the club requested a cash refund of the balance in his Water Polo Account.

Action: Doug to inform the former member that there can be no refund in this case. The funds may be used towards fees for Stay in Shape or the Girls House League.

Information/Discussion: Planning has begun for the end-of-year banquet and awards. Mary Clare Carter is the volunteer coordinator. Britannia Yacht club has been booked. David is contacting coaches about athlete awards.

The Executive reviewed a draft budget for the event. The budget should include an allocation for free tickets, all of which must be approved by the Executive. This year, the cost of awards will be included in the club's operational budget, not the banquet event budget as formerly.

Action: Doug to send the draft budget to Mary Clare Carter, and request that she submit a finalized budget to the Executive.

Action: Doug to supply a deposit cheque to Rosemary to hold the booking at the Britannia Yacht club.

Completed Action: Doug relayed the Executive's offer to Alison, and she accepted the adjustment to her honorarium.

Action (carried forward): As soon as possible, Doug is to start producing a report tracking actual/committed expenditures against budgeted expenditures, starting with major items such as coaches' salaries and pool rentals.

Action (carried forward): Doug will ask Nancy Snihur for a report on the allocation of remaining Trillium funds.

Action (urgent): Doug will begin to budget the 2005-06 competitive season. Pierre to provide information about expected registrations and coaching requirements.

Information/Discussion: The Executive reviewed materials from the 2003 Audit. The auditor's letter identified "Matters of Interest to Management". The Executive has already taken steps to address some of these issues. The bill for the audit is far more than in previous years.

Action: Doug to consult with our bookkeeper on whether current practices sufficiently address the matters of interest.

Action: Regarding the club's Capital Assets: Doug to contact Chris Cope about the club equipment inventory; also to advise Tracy Wall to do a merchandise inventory at the end of the season.

Action: Doug to request a detailed accounting from the auditor; and to inquire within the club about the understanding regarding the cost of the audit.

Facilities Coordinator

Information/Discussion: Rosemary and David reviewed dates for special events in the remainder of this season and in the 2005-06 season.

Academy Intake 2005 – starts May 29, runs Sundays and Wednesdays for 12 sessions at Sportsplex (except for 3 sessions at Carleton University)

Stay in Shape, will start June 1, 2005 and run Sundays and Wednesdays at the Sportsplex until the start of the regular season, with a week off during Summer Camp

End of year events, will be organized on a team basis, and will not require additional pool time

Christmas Camp – December 29 and 30, 2005

Spring Break Camp – Tuesday, Wednesday and Thursday evenings, March 2005

Bantam Titans Cup – last weekend in January 2006

Cadet Titans Cup – four 4-hour blocks on the weekend following Bantam Titans Cup.

Bantam Boys and Girl Provincials – the Titans will bid to host this event, last weekend in May

The Titans will not bid to host any Nationals

Summer camp 2006 – Last week of August

Practice times for 2005-06 – We will maintain the current competitive program pool bookings, except

Try to get a later session on Thursday at University of Ottawa

Cancel shallow end at University of Ottawa on Sunday.

Pool bookings for ILWP are complete for 9 pools.

Completed Action: Rosemary confirmed that Adult Recreational program pool time does not affect the Titans contract with U. of Ottawa.

Registrar

Completed Action: Carolyn has asked the webmaster to post the club's Constitution and By-laws on the web site.

ILWP report

Information/Discussion: Deanna submitted a written report to the Executive on March 21.

Action (carried forward): Pierre will re-draft Deanna's contract.

Competitive Program

Information/Discussion: Clem Pelot has reviewed pool invoices, and reported to Pierre there is evidence that the Titans have been over-charged for NLS staff. He is prepared to pursue the matter with the pools.

Information/Discussion: Volunteer coordinators for Stay in Shape and Academy Intake programs are, respectively, Paul Hébert and Zsuzsannah Etesi.

Action: Pierre will request bi-weekly reports from the program coordinators.

3. Old Items

Strategic Plan for the Next Four Years

Information/Discussion: Clem Pelot has finished his work following the last planning session, and has handed the plan to Executive to supply target dates and names.

Action: Pierre will send completed plans to members of the Executive.

Titans Code of Conduct

Action (carried forward): Pierre to produce an updated version of the Code of Conduct.

Action (carried forward): Pierre to contact Ross Macdonald of OWPA for a recommendation regarding the Titans' response to WPC's sanctions against a club member.

Senior Men's and Women's Teams

Action (revised): Pierre to contact Andras Szeri to remind him of the content of the Agreement between the Titans and the Senior Men's Team.

Canadian Tire Jump Start Program

Action (carried forward): Rosemary to obtain more information from her source at Canadian Tire.

Adjourn at 10:00 p.m.

Next meeting: Monday, April 11, 8:00 p.m.

5. Items to Be Brought Forward

1. **(BF – April 05)** Doug and Carolyn to propose a new set of registration policies
2. **(BF – June 05)** Minor Capital City of Ottawa Grant (bring forward – June 05)
3. **(BF – August 05)** Consider formal commitment to Team Accommodations
4. **(BF – September 05)** Arrange a Sportsplex skills check-off session for Titans coaches
5. **(BF – October 05)** Organize a session on bullying for competitive program members