

Present: Krista Jansen ED, Russ Dickson President, Jaime McClintock Treasurer, Rae Lee Colcleugh, Johnny Hayward, Erin Aubrey, Krista McKenzie, Bradley Gibbons, Dorian Llewellyn

Regrets: Todd Spalding, Erin Aubrey,

1. Call to Order 7: 05 PM EST	Russ
2. Confirmation of Quorum	Krista
3. Approval of Agenda	Motion: Bradley 2nd: Rae Lee
4. Declarations of Conflict - See Board Declared Areas of Conflicts List (Google drive) - Reference: SDRCC Conflict of Interest Overview http://www.crdsc-sdrcc.ca/eng/documents/SDRCC_COI_Brochure_ENG_final_web.pdf	Krista gathering declarations of conflict for a new Board conflict matrix.
5. Confirmation of Statutory Obligations - Confirmation of Payment of Staff and Government Statutory Deductions (EI, CPP, Tax Withholdings) - Confirmation of Payment of Taxable Issues (HST)	Krista confirmed
6. Approval of Previous Board Meeting Minutes (Google drive) Oct 15, 2024	Motion: Rae Lee 2nd: Jaime

<u>Item:</u>	<u>Date Initiated Discussion</u>	<u>Person Responsible</u>	<u>Date Completed / Update if any</u>
Schedule HR meeting	Sept 10	Krista	Oct 23 2024
- Krista to follow up on suggestions for HR Manual	Oct 23	Krista	Ongoing
- Seek Board approval for 2 Contract positions	Oct 23	Krista	Nov 12
Krista to send declaration of conflict form to BODs	Sept 10	Krista	Ongoing
Revise National Membership Policy	Nov 12	Krista	Ongoing
Revised Council Terms Of Reference	Nov 12	Krista	Ongoing

8. Standing Business

Item	Topic	Lead
8.1	Treasurer / Finance Report - Financial statements - most recent are uploaded to the drive. - Sport Canada Funding Update - New Application Received. Dec 11 deadline. - Finance Policy - Insurance Update - Jaime - Membership data was presented. - Motion to approve insurance fee adjustments. Changes to WSWC's Membership in 2025 ■ NO members 18 and over (other than a spouse/partner) can/will be listed as a dependent on a Family Membership. Messaging will go out to the community prior to renewal ○ <i>The family membership requires a head of household (HOH) to register as the family administrator with up to six members under one account (spouse and children 17 and under at the same address).</i> ■ Coach Section on Membership Profile (where you can upload first aid certificate, PCOC and NCCP #) ■ Membership Committee will review the membership types and fees structure at our next meeting Update on CF Management activity was presented and discussed.	Jaime / Krista Motion to approve insurance fee adjustments: Jaime 2nd: Rae Lee Motion carries.
8.2	Strategic Plan - current plan is through 2025 ● Working through all items on the operational plan.	Krista / Russ
8.3	Reports Waterski Council Report - Bradley Wakeboard Council Report – Todd Athlete Council Report – Dorien Executive Director Report - Krista WSWC Executive Director Report, November 12, 2024	

9. New Business

Item	Topic	Status of Matter (Info / Discussion / Decision)
9.1	HR: Seeking approval of:	

	1. Contract Position: Membership Coordinator 2. Event Manager	Motion on 1: Rae Lee 2nd on #1: Bradley Motion on #2: Rae Lee 2nd on #2: Bradley
9.2	Finance Policy needs to be revised to reflect our current procedures for AR and AP. Krista and Jaime will complete this and present the revised policy ASAP for approval. Recommend that we include a new section re Grant submissions.	Motion on revising the finance policy to reflect current practices and approval process for WSWC grants Motion: Rae Lee 2nd: Bradley
9.3	Discussion re. WSWC purchase of a video camera for event live streaming. Russ to present information. VS DJI Value In Kind donation	
9.4	Motion for mandatory use of the WSWC membership system for all clubs and schools who are members of WSWC. National Membership Policy to be revised ASAP to reflect this change. All in favor, none opposed to this motion. The motion carries.	Motion: Jaime 2nd: Rae Lee
9.5	Motion to update and revise the Sport Council Terms of Reference. All in favor, none opposed to this motion. The motion carries.	Motion:Rae Lee 2nd: Jaime

10. In Camera 8:32

11. Next Meeting: Dec 10

12. Meeting Adjournment 8:47