

Manitoba Baton Board Meeting
November 27, 2023
Sport for Life- 6 pm

In attendance: Trina Cimino, Edie Parisian, Tania Muller, Wendy Narozniak, Marie Speare, Rhaychelle Tan, Laura Tymchyshyn, Meghan Stanger
Zoom- Sarah Cimino, Kristin Macaraeg

Regrets: Kim Kingdon, Linda Boyd, Caitlyn De Jong

6:05 pm- Meeting started.
Began with round table introductions for all in attendance

1. Agenda- Understand a number of items on agenda. Will review as able and table the rest
Motion to adopt agenda- Marie
Second- Edie
All in favour

2. Review of October 22, 2023 meeting minutes
Motion to approve minutes- Edie
Second- Wendy
All in favour

Action Items

3. Twirl Without Limits grant
\$19,650 grant money from the Manitoba provincial government. Manitoba Baton required to budget \$900 towards the endeavour
Review of criteria from last meeting:
 - New location, new program
 - Minimum 10 participants- participation to be reported and check in at ½ way point
 - Minimum duration of 6 weeks/ sessions
 - Cover gym fee up to \$35/hr
 - Cover coaching fee \$20/hr

Need to make sure that all participants have a membership for at least duration of program, do we cover the memberships for that period?

Grant documents note project completion date March 31, 2026

Reporting date- every thing needs to be documented- final report due May 31, 2026

Agreement end date December 31, 2026

Trina confirmed with province as we have not started yet, we need to resubmit the application with the new start/ end date

Olga bought new batons and pompoms for the program, unknown where they are.

Marie to follow up with Olga for the items and reimbursement. Manitoba Baton will only provide reimbursement once the items are in possession of the board

Small box of brand new batons in storage, part of this program? Unsure what/ where they are from

What do we do? Application process for a new club to receive funding, confirming dates/ times
Coach makes an application, sanction required. Require memberships for insurance purposes.
Despite prior discussion, criteria/ process not previously communicated to coaches

Committee to review applications.
Trina, Marie, Meghan, Laura

Set up project to discuss at next meeting
Have plan by end of December

4. Fall Clinic – discussion to consider approval of meal costs over per diem rate.
Per diem rate for judges and clinicians in the financial policy- \$25/dinner, \$15/lunch
Board members have not been reimbursed to take judges/ clinicians out for meals in the past.

Bills have been submitted for expenses over per diem for 3 meals- Friday lunch and dinner and Saturday dinner.

Following discussion on the meals and per diems, it was determined that Sarah Doherty and Cassidy Doherty were clinicians on Friday, Saturday and Sunday.
Saturday dinner per diem has been covered for Yonatan Orlov for Saturday, however he was not a clinician on that day.

Motion made by Laura that only the per diem allowance covered by Manitoba Baton for the following meals:

- **Friday lunch- Sarah and Cassidy- per diem amount only each**
- **Friday Dinner- Sarah and Cassidy- per diem amount only each**
- **Saturday Dinner- Sarah and Cassidy- per diem amount only each**
Although Yonatan was not a clinician on Saturday, as he has already been provided with per diem for the Saturday dinner, Manitoba Baton will not request reimbursement

Motion seconded by Meghan
All in favour- Motion passed

5. Missing items from storage
Inventory audit to take place. Bring any Manitoba Baton items to consolidate and inventory
Dates- Sunday, Dec 17 between 1pm-4, Dec 18th between 6-8pm.
Location- Marie/Meghan's house
Excel inventory spread sheet to be sent by Meghan

If you are actively using items, please record them on the spreadsheet. They do not need to be brought in for inventory.

6. Financial Meeting
Marie to schedule one and advise those involved
Financial committee to include vice chair, treasure and technical rep
7. Safe Sport Screening Policy – Edie and Meghan
As per previous discussion, Sport Manitoba requires creation of a screening policy for Baton Manitoba.
Coaches have been advised it would be coming, but not communicated yet.
Draft recommendations have been sent to Sport Manitoba for review and have been returned and amended.

Recommendations presented to be accepted by the board:

1. Screening Committee
 - a. recommend three members of the executive committee - Secretary, Vice Chair, Technical Chair
 - b. recommend secretary be the point person for the members to send documents or advise if they are using Sterling Backcheck. Then committee would be engaged to verify.

2. Sterling Backcheck account – Sport Manitoba recommends, and we would apply for an account which would give our members a \$25 discounted rate for an E-PIC. Information is secure online – committee can access to verify
 3. VSCs obtained through Police Service – link below is for Winnipeg residents to apply online. <https://www.winnipeg.ca/police/services/online-record-checks> - Charge is \$56.70
Outside of Winnipeg check with local police/RCMP
 4. Any physical documents received by the committee can be destroyed or returned after committee verifies.
 5. Renewals are as follows: (unless advised of new information)
 - a. A screening renewal form (appendix C) every year when renewing membership.
 - b. An E-PIC every three years
 - c. Vulnerable Sector Check once
 6. All Board Members will require an E-PIC (level 2)
 7. A Young Person, age 18 and under, will not require the E-PIC or VSC, but will need to complete the screening application form and provide an additional 2 letters of reference.
 8. Level 1 risk volunteers who help on a non regular basis will only be required to complete the Application form (Appendix A) and the Screening Disclosure form (Appendix B) at the screening committee discretion. Not all individuals associated with the Organization will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the Organization or to its participants. The Organization will determine which individuals will be subject to screening.
 9. Appeals policy can be followed for any disputes as long as the Appeals committee members are different from the Screening Committee members.
 10. Orientation and Training – Orientation and training will be reviewing our policies, Respect in Sport, NCCP requirements.
 11. Screening policy process will need to be clearly defined in a document on our website.
- Edie motioned to accept the recommendations for the screening policy as put forward
Rhaychelle seconded
All in favour- motion carried**

8. Set up Bank appt for signing authority.
Discussion that Sport Manitoba requests that signing authority be limited to few members

Need to set up- Trina, Marie, Kristin
To remove- Edie and Kerri and Tammy
9. Publicity rep (Kim Kingdon) has resigned. Require a Publicity Rep
10. Membership – discussion around recreational membership and current numbers
Any sanctioned program, requires memberships for participants
For outreach event where participants do not have memberships activities can only involve those to White Ribbon only, not beyond.
Suggestion for base line lesson plan to go over what to do and not do.

RA Steen program-going forward will be following policy. Program has not been sanctioned recently. There was a question that the organization/facility had its own insurance.

Laura to check for membership scenario with CBTF

11. Sanctions – inquire if all lessons been sanctioned?

Are any programs missing? Noted that currently RA Steen is separate
Sarah will review what has been received and what may be missing. Currently have sanctions for Legacy, WTT, Red River Twirling, Champlain, True North, Aerial Fusion, Prairie Dynamic

All events need to be sanctioned.

Sarah reminded the board that sanctions can't be submitted after an event. Sanction required to be sent at least 2 weeks prior.

Sanctions to be sent to the following email sc.mbtsaso@gmail.com

12. Fundraising- Rhaychelle

Ideas:

Rhaychelle advised plan is to roll out a fundraiser in the next couple of weeks, to have ready for pick up at 1st competition, then roll out the next one.

Suggestions of Mom's pantry (full menu or specific items/campaign), Bothwell cheese, Kernels. Rumours comedy fundraiser. Minimum 50 people. \$7 to rumours, just admission. (April/May)

Rumors for sure. Mom's pantry now

Mom's Pantry- purpose of fundraiser is for Manitoba Baton- to offset rising competition expenses for all athletes. Deadline to be determined for delivery to the winter competition

13. Judges- Linda

Contracts for Unicity and Provincials – Judges have not been arranged yet, Linda has been working on it. Need 1 for unicity, provincials- may be ok with 2 with a bye allowed by CBTF. Meghan to talk to Linda about options.

14. Technical

- Winter Classic – update
How much to charge? gym fee \$10, \$15 for families

Motion move precompetitive event fees to \$8 and competitive event fees to \$16

Motion made by Meghan

Seconded by Edie

All in favour- Motion carried

Entry forms to sent out soon.

Deadline Dec 10/23 for entries

Invoice club for competition to be submitted by Jan 7/24

Gift card draw for competitors. Gift card numbers will depend on number of competitors.
Precomp- get ribbons and candy

No canteen

Trina will provided duty list blank to Meghan

Trina to be head tabulator

- Unicity
 - competition director? Meghan, would like a co-director (Jen? Sarah?)
 - Defer fee amount discussion to December meeting
- Provincials
 - competition director? Meghan +co-director
 - IBTF team trials do not impact Provincials this year.
- Canteen rotation for Unicity and Provincials
 - Trina will put together rotation list, suggestion to add to dropbox
 - Aerial Fusion not at top of list as handled most recent canteen
- 2023-2024 Practice Gym Times and who can utilize.
 - High performance gym times. Dates/ times for April- Aug due to Sport Manitoba Nov. 27, 23
 - Request for 3 hrs/week between Sundays and Mondays
 - 1 hr for all competitive and 2 hrs for A and B freestyle
 - Declaration to be done

Deferred Items

Parent/Club Liaison

Policy Review Committee – to meet outside regular Board Meetings

Correspondence

CBTF showcasing our board on social media over the next few weeks.

Publicity

- Newsletter
- RA Steen
- City of Winnipeg (SPIN)
- GAME DAY – sport Manitoba
- Grand Marais Santa Claus Parade
- Is there any other clubs running as an MBTSA group?

Website and Instagram

- Website managed by Publicity.?
- Instagram managed by Athlete's Rep?
- focus more on MB athlete and MB events.

Unicity event fee discussion

Newsletter?

Travelling Trophy Document

Team Exploration

Coaches Rep

- Coaching Course – Dana
- Winnipeg in Motion funding support for low-income families

Financial and Program review

- 2023-2024 Forecast
- 2023 -2024 Sport Manitoba funding application – committee members
- Audit

- **Postmortem** reports – discuss process.
- Expense forms and contracts for all judges and clinicians going forward.
- Check lists for competitions.

	Actions from Meeting	Responsible	Anticipated timeline
1	Twirl Without Limits Committee to meet and organize Grant to be amended and resubmitted for approval	Trina, Marie, Meghan, Laura	End of December Resubmission- asap
2	Marie to schedule Financial Committee meeting for Marie, Kristin and Meghan	Marie	By end of December
3	Set up bank appointment to update signing authority Going forward- Need to set up- Trina, Marie, Kristin To remove- Edie and Kerri and Tammy	Marie	By next meeting
4	Laura to check for membership scenario with CBTF (RA Steen program re: insurance)	Laura	By next meeting
5	Organize first fundraiser (Mom's Pantry) to distribute To members	Rhaychelle	By next meeting
6	Arrange judges for Unicity (1) and Provincials (2 or 3)	Linda	By end of December
7	Confirm 2 or 3 judges for Provincial with CBTF	Meghan	By next meeting
8	Inventory spread sheet to be sent out to report all Manitoba Baton items in circulation	Meghan	By next meeting
9	Communication to coaches of Safe Sport screening requirement		By next meeting
10	Stirling Backcheck account to be set up		By next meeting
11	Duty list to be sent out for Winter Classic	Meghan	By end of December

Next meeting date/time: Sunday, December 17, 2023 4:00pm

Location: Marie and Meghan's House