

MBTSA Board of Directors Meeting  
April 7, 2024 - 10 am – 1 pm  
Sport for Life- Meeting Room 4

Present: Trina Cimino, Sarah Cimino, Meghan Stanger, Marie Speare, Linda Boyd, Wendy Narozniak, Jen Atkinson, Edie Parisien, Rhaychelle Tan

Absent: Kristin Macaraeg, Laura Tymchychyn, Sara Sabeski

Start 10 :05am

1. Agenda- Motion to accept agenda  
Motion- Linda  
Seconded- Edie
2. Accept March 3, 2024, meeting minutes.  
Discussion regarding the wording of the 2024 Provincial fee motion.  
Freestyle for B is 1 round this year. Correct minutes wording to reflect  
Adopt the fee structure from the 2023 Provincial Competition  
**Motion to accept March 3, 2024 with noted correction to motion regarding 2024  
Provincial Competition fees**  
**Motioned- Edie**  
**Seconded- Meghan**  
**All in favour- Motion carried**

**Old Business:**

3. Unicity Competition  
Congratulations on a well run competition!
4. Safe Sport Screening update – Meghan/Edie  
No current update  
Discussion that after appendix is completed, then there is the invitation to do the E-Pic online. Coaches will also have to submit their separate police check.

Edie and the Screening Committee (Meghan, Tania, Kristin) to meet after provincials to work out issues such as the fillability of appendix form and how to get the coaches police check into the committee. Will provide update at May meeting.

5. Provincial Competition
  - Hotel Update- could only get one room. Moved hotel, a bit more cost \$177+tax. Does not include breakfast, Linda to work on breakfast
  - Dawn Kamfoley Memorial Award- Edie and Trina- Will need the trophy updated, to be dropped off at Play-All
  - Volunteers- Meghan- sent email to clubs requesting parent volunteers, 1 response so far. Trina has event volunteer list to send to Meghan. Meghan working on the list of duties.
  - Provincial Team information session  
Parent part will be managed by Edie and Trina

Meghan has old athlete info/ trick list. Asking Laura to handle the athlete side.

- Canteen- Prairie Dynamic looking into managing logistics. Suggestion from Edie for the organizers to put out a pre-order form to help manage quantities.
- Red Carpet- purchased, \$33 from Walmart.
- Gifts have arrived!
- High point awards plaques- Unicity, not updated for a number of years, nor Provincials.

Danica, Emma and Kaitlyn have the Unicity trophies- Sarah to reach out to bring the Unicity trophies to Provincials in order to update the trophies and return to the athletes in June.

Discussed revisiting letters for the awardees to remind them about returning the trophies.

Discussed collecting Grand Aggregate trophies in September to update in advance of AGM- action item

Marie requested help getting ready for Provincials to get medals set up, forms. Marie's house, Sunday, April 14th to finish up preparation for Provincials.

Trina waiting on updated Provincials tabulation program, not yet received. Supposed to be simpler. To follow up with Cindy at CBTF. The program should already be available.

Meghan reported that currently, the income for the Provincial Competition to be just over \$2000

6. Badge Testing/Pre-Competitive Challenge- Jen-  
April 14th 10-4. Entries due today (April 7, 2024)

There may be outstanding submissions. Expecting about 15 participants.

Location is Gym in Iles des Chenes School, for the cost of the insurance.

Dana will be judging for the event. Dana and Meghan to do badge testing.

Emma only volunteered out of competitive athletes so far. Help from some board members is required.

Trina will do tabulation, will not need assistance.

Wendy volunteered to clerk. Meghan will check storage to see what is there what needed.

If Laura available- ask to do music and announce.

Suggest the freestyle athletes can do their routines and help while there.

Volunteer list going out. Marie volunteered to pick up food for kids (muffins/ juice boxes)

Badge testing- hope Emma and Laura can do overview with athletes first.

7. Concussion Protocol (Meghan, Laura, Kristin)

Meghan sent report draft to Karen to look at to make sure that the report is still current as it is a few years old now. Meghan has not heard back yet. Will defer further discussion at this time. CBTF protocol is online. Edie recommended sending CBTF protocol to Karen as well.

8. Social Media Platform change – Website planning – Board as a whole  
Sara is now unable to help with the website. Currently, we do not have anyone to set up an updated website. Website is through Wix.

Need to do important fixes first therefore will consider changes in stages. Meghan offered to help and to look into outside assistance. Trina to set up a zoom meeting in May to talk about what we want to do with the website and work on slowly. Edie working on the CBTF website committee and can provide ideas.

9. Policy Updates – Policy Committee- Edie and Trina  
Great meeting and a lot accomplished.  
Edie sent email with the summary of the policies discussed.  
To address points relating to coaches rates and new policy. Review each and decide as a board to accept.

- **Proposed new- Coaching Rates for Local Manitoba Coaches**

MBTSA will use the following scale to reimburse local coaches hired for MBTSA programs and events.

Competition Level 3 CBTF Certification - \$25/hour

Competition Level 2 CBTF Certification - \$20/hour

Competition Level 1 CBTF Certification - \$16/hour

With the new section, to remove the specific rates from other sections and simply refer to Local Manitoba coaches rates by coaching levels. CBTF certified coaches only included in this rate scale.

**Motion to accept Coaching Rates for Local Manitoba Coaches provision into MBTSA Policy for hiring local, Provincial coach**

**Motioned- Edie**

**Seconded- Linda**

**All in favour- Motion carried**

- Changes in Provincial Team and Compulsory Elements sections

**Section F – Provincial Team**

CURRENT - 5. Salary for Head Coach \$22

**PROPOSED** – refer to New Local Manitoba Coaches rates

CURRENT 7. Salary for Assistant Coach \$18

**PROPOSED** – refer to New Local Manitoba Coaches rates

CURRENT 8. Salary for Choreographer \$35

**PROPOSED** - Increase to \$40 per hour

**PROPOSED** - Rename sections referring to “Salary” and refer to the new Local Manitoba Coaches rate scale

**Motion- Under Section F- Provincial Team- change wording from coaching salary to new Local Manitoba Coaches rate scale.**

**Motioned- Edie**

**Seconded- Wendy**

**All in favour- motion carried**

- **Section G- Compulsory Moves/Short Program Elements coach**

CURRENT- 3. Salary \$18 per hour

**PROPOSED** – refer to New Local Manitoba Coaches rates, remove section 3 referring to “Salary” and add a point under section 1 referring to the Local Manitoba Coaches rate scale

**Motion- Under Section G- Compulsory Moves/ Short Program Elements coach, suggest remove reference to salary and replace with reference to Local Manitoba Coaches rate scale.**

**Motioned- Edie**

**Seconded- Meghan**

**All in Favour- Motion carried**

- **Section K - Badge Testing**

CURRENT: 3. Badge Instructor rate \$18

**PROPOSED:** Reword to refer to the Local Manitoba Coaches rate scale

**Motion- Under Section K- Badge Testing, remove specific rate and replace with reference to Local Manitoba Coaches rate scale.**

**Motioned- Edie**

**Seconded- Marie**

**All in favour- Motion carried.**

- **Section I – Hired Coaching Staff**

**PROPOSED:** Change policy name to **Out of Province Hired Coach**

Point 1 – add “on a case by case cost share basis”.

Remove point 3 – punitive

Recommendation to remove revoking statement.

**Motion- Under Section I- Hired Coaching Staff, change name to “Out of Province Hired Coach”, under point 1- add “on a case by case cost share basis” and remove point 3 as it is punitive.**

**Motioned- Edie**

**Seconded- Sarah**

**All in favour- Motion carried**

- **PROPOSED NEW: Trans Canada Team**

*NOTE: All funding is subject to availability of funds in the designated budget item*

If MBTSA does not have a sponsored Provincial team/group available at their current level for Manitoba athletes to participate in, and

An athlete is given the opportunity to participate in a CBTF Sanctioned Trans Canada team /group outside of Manitoba,

MBTSA will provide funding up to \$200 per athlete towards out of province training costs.

Athlete will be required to submit a written request for this funding, and receipts will be required.

**Motion- MBTSA to provide funding up to \$200 per athlete to participate in a CBTF Sanctioned TransCanada team/ group to participate in out of province training costs, subject to available funding.**

**Motioned- Edie**

**Seconded- Meghan**

**All in favour- Motion carried**

- For all policy updates. Determined that changes should be added to policy document. Policy requires review and re-write. Sport Manitoba has provided some recommendations for updating.

Wendy to get the coaches levels information and add the document to the drop box to be accessible to Marie to pay coaching fees appropriately.

**Motion- to make the policy changes in effect immediately and to retroactively pay 2023-24 season short program instructors at updated rates.**

**Motioned- Meghan**

**Seconded- Edie**

**All in favour- Motion carried**

10. Bidding For Team Trial or Canadians –

No information available yet. Supposed to be a bidding process. Will defer discussion for later date- defer discussion

Note- New Brunswick hosting 2025 Canadians

Alberta hosting qualifiers

Will be looking ahead to 2026 +

12. Strategic Planning – Trina, Kristin M

Kristin is getting quotes from facilitators. Reported through Meghan

Will do a session for a 5 year plan as a board and how to see MBTSA moving forward, funding from Sport Manitoba

13. Athlete's Rep

Today last day for voting. Update coming.

15. Hall of Fame

Meghan provided update from Kristin who met with Sara and Wendy. Considering timing- provincials or AGM banquet.

Categories to include team, athlete, volunteer. Still being considered. To match up to the Sport Manitoba level.

16. Unicity Postmortem

Meghan has been busy, to come. Postmortem reports have not been done for a few years. Form may be in dropbox and will complete.

17. Winter Classic Postmortem

Meghan to work on- to follow

Summer Sizzler. Request Kristin to do a postmortem

18. New Contracts provided to Provincial Judges with update.

Discussion about who is responsible to provide contracts to judges. Linda asked to do in past. CBTF Directors manual p 16- notes responsibility of Competition director of CBTF of the judging panel. Linda told in past to do it. Meghan to handle going forward

19. Provide Provincial Judges information to CBTF.

Meghan to double check and do it

20. Canadians Practice Gym schedule (at Canadians)

Meghan- link for requests to be released April 24<sup>th</sup>.

**New Business:**

21. Budget Update/Adjustments

Marie- concern about precomp/ badge workshop not budgeted for. Discussion that event is meant to be a cost recovery scenario. Cost of judge and adjudicators. Has been budgeted to be covered by fees. If a budget adjustment is required, can be considered after the event. Do not know the revenue yet (submission still open).

## 22. 2025 Nations Cup – World Majorettes and World Baton Twirling Championships

Location- Torino Italy – Aug 1 to 10, 2025. Just announced

## 23. Inventory update – need a volunteer to keep track of equipment borrowed to clubs.

Continuing to review list of missing items. Yonatan has a number of items and is to drop them off. Linda advised she had purchased 2 light up batons that Yonatan has with the provincial items. Marie advised that MBTSA had purchased 3 light up batons. Yonatan is to drop off the MBTSA items. Arrangements to be made.

Trina to advise Yonatan that if the MBTSA purchased items are not returned that will be looking at other options to have the items, including consulting legal advise through Sport Manitoba. Yonatan has acknowledged he has to return a number of items:

28 Baton

1 Baton bag

20 Pom Poms

28 Ribbons

3 Juggling Clubs

13 Juggling balls

12 scarves

1 Parachute

3 fire batons

2 light up batons

Tammy returned some batons at Provincials. Kristin has about 20 batons from MBTSA.

Wendy's items are on the spreadsheet

Currently about \$3000 in missing items

Current missing items:

Trina to proceed with contacting Sport MB and inquiring legal advice on next steps if not receive what is promised by Yonatan, by April 30, 2024.

Will look at setting up a formal inventory/ request forms, including follow up process.

If we are not able to apply the purchased batons through the Twirl Without Limits grant, will then sell the batons to people at events like summer sizzler.

## 24. Discussion on working on follow up with participants from outreach events. Consider as part of marketing.

Linda got a group of 6 out of the last summer sizzler

We need to be talking to people and supporting clubs. Need to be present at events.  
Require follow up after outreach events.

#### 25. Awards Banquet/AGM

Are we doing a banquet? Leaning towards hall of fame around the AGM event.

Sport Manitoba an option for a venue. Open to think about options.

Consider AGM and banquet separate?

Discussion of banquet use of a restaurant room area, order own food. Decorate room to make special, make it a formal event.

Consider AGM separately, weekend of clinic if it is run. At Sport Manitoba after Sunday gym time.

Marie noted that year end is October 31, 2024. Having clinic at end of October is problematic for expense resolution. Suggested considering alternate timing for clinic to make expenses easier.

#### **Position Reports:**

##### 26. Round table

Rhaychelle- Fundraising- gave out Rumors tickets to clubs. May 22, 2024, 7:45pm. Need unsold tickets back the week before. Gave at Unicity to allow get more tickets at provincials. Minimum sales of 50 tickets required to get maximum profit. More than 125 tickets allows MBTSA to hold silent auction/ 50/50. 160 tickets printed. May 1st deadline set to ensure resolution in time to get unsold tickets back to Rumors.

Moms Pantry- \$183 profit. Fundraiser did not as well as hoped. Local market likely saturated as it is a popular fundraiser. Consider other ideas? Calendar draw? Kernels? Gift card fundraiser- raffle?

Eddie- safe sport webinar. April 10, 2024, 7 pm specifically geared to sport organizations (le board).

Discussion- Coaching time sheet updating from an online form to a pdf. With a line for the coach to verify that report is accurate for time worked, then signed off by event director. Can they indicate their coaching level on the form, to help with Marie? Need to update the website. Kristin to be asked to handle this switch. Trina to provide website login info to Meghan to make the change.

Kristin- Chaired technical meeting #5 on Monday, April 1. Wendy, Meghan and Jen attended and provided updates.

- Coaches corner with Loren Dermody planned for April 28<sup>th</sup>. Will send Sara Sabeski Loren's headshot for media communication around the event. Will let CBTF know the can post and technical folks can use as part of CPD points
- Coaches connect mixer will be planned for Thursday, June 13, 2024.

- Group upgrades for adult groups (4 adults from Legacy and 5 adults from WTT) as they have group routines. May compete and do Pride Parade. Laura was emailed on March 31<sup>st</sup> and will let Beth know.
- Currently working on policy templates provided by Edie. Reached out to Dana and advised Manitoba Baton has Concussion Protocol. Will search for it.
- Contacted Pascal at Sport Manitoba about strategic planning. Reached out to a few facilitators and getting quotes for cost. Sending in grant application. Will connect with Trina, Edie and Marie to ensure capturing the correct information.

Adjourned 1:00 pm

Next meeting

May 5 10-1; May 14<sup>th</sup> 6-9- Whatsapp poll to go out.

June TBD

Actions from Meeting	Responsible	Est. Resolution Date
Collecting and updating travelling trophies for Unicity and Provincials		
Collecting Grand Aggregate trophies in September, in advance of presentation to have updated	TBD	
Send CBTF Concussion Protocol to Karen to review with the MBTSA Concussion Protocol draft	Meghan	As soon as possible
Postmortem report-Unicity competition	Meghan	Before May 2024 meeting
Postmortem report- Winter Classic	Meghan	Before May 2024 meeting
Postmortem report- Summer Sizzler	Kristin	Before May 2024 meeting
Schedule gym time for Manitoba athletes at Canadians in Oshawa	Meghan	April 24, 2024 (when booking opens)
Arranging strategic planning session with facilitator funded through Sport Manitoba	Kristin/Trina	
Request and follow up with Yonatan for Manitoba Baton items	Trina	End of April 2024
Work through Safe Sport Screening process. Make Appendix A pdf form fillable	Meghan, Kristin, Tania	Before May 2024 meeting

