

## MBTSA Board of Directors Meeting

May 5, 2024 10 am – 1 pm

Sport for Life- Meeting Room 4

Present: Trina Cimino, Edie Parisien, Tania Muller, Meghan Stanger, Marie Speare, Laura Tymchyshyn, Sara Sabeski, Rhaychelle Tan, Patti Sabeski

Absent: Linda Boyd, Jennifer Atkinson, Wendy Narozniak, Sarah Cimino, Kristin Macaraeg,

Meeting called to order- 10:15 am

1. Motion to adopt Agenda

**Motioned- Edie**

**Seconded- Meghan**

2. March 7, 2024, meeting minutes.

**Motion to accept March 7, 2024 board meeting minutes**

**Motioned- Sara**

**Seconded- Edie**

**All in Favour- Motion carried**

3. Welcome Laura Tymchyshyn as Athletes Representative

4. Welcome Patti Sabeski as Membership Representative

5. Sanctions – Sarah C- to cover at next meeting

### **Old Business:**

6. 2024 Provincials

Amazing Job everyone!

7. Safe Sport Screening update – Meghan/Edie

Will need to have procedure in place ready for the fall registration

Currently working through the backcheck process

8. Pre-Competitive Challenge

Another good event. Thanks to everyone involved

9. Concussion Protocol

Meghan- Has received draft protocol back from Karen. Document has quite a few revisions and will add it to dropbox. Has a list of changes by Karen including dates, wording tweaks and adding section regarding athletes under the age of 18.

Everyone on board to be educated on concussions.

Doctor clearance form to be added to the website to be available to everyone  
CBTF does have protocol now on website, not on our website yet. CBTF protocol was updated 2022 and likely have been changes since then. Prior Manitoba Baton draft was approved in 2021  
Protocol needs board approval, after revision.

Recommended that everyone reads, understands and signs off understanding.  
Need to determine where to document protocol review signoff. To be determined at a later date

Add the information to the first aid kit box to have accessible at events  
Clubs needs to have the info. Will be accessible on the Manitoba Baton Website. Everyone and interacting with athletes, need to understand how to deal with it.

#### 10. Social Media Platform change / Website planning

Trina- discuss ideas. Like to see MBTSA Instagram focus, website focus. Target the focus for each platform. Potential to include discussion with strategic planning.

Membership needs to communicate to publicity if someone is not able have pictures posted online. Currently there is a checkbox in the portal in membership, not easy to check. Laura had requested the forms at the beginning of year. Discussed coordination of communication from the clubs to publicity for ensuring communication on social media.

On social media platforms- posts to acknowledge holidays

Athlete highlights- short video, short bio

During year- suggest focus on younger participants.

Leading up to Canadians, focus on competitive athletes

Summer- other athletes, include info on reg dates/ clubs

Focus on audience.

Athletes page- athlete focus. General public page- focus on general information.

General- click throughs to more detail on clubs/ programs on website

Naming for athlete's Instagram page? Manitoba Baton Athletes

Website-

Shared calendar for the board to remind and inform on events (google calendar?)- Laura to handle

Take changes in steps. Start with fixing home page. Meghan and Laura to work on it. Trina to provide

Wix login to go in and update.

Eddie has site map from quote on changing up website, to send to Meghan for info

To get MBTSA membership form on website

#### 11. Policy Updates – Policy Committee

Eddie has policy updates- safe sport screen, privacy. To be ready for Sept.

Marie- auditor had some recommendations. Would like a meeting to discuss (policy committee or financial committee?). Trina- Marie to review, then to discuss issues with the appropriate committee.

#### 12. Safe Sport Policy – Social Media, Education, Liaison for Athletes

Discussion that we are lacking education on safe sport for athletes. Our athletes need to be aware of this information.

Meghan- suggest add as a topic to discuss with athletes at fall clinic. Safe sport, mental health, nutrition

Edie noted there is a 3<sup>rd</sup> party safe sport line, for reporting. Need to understand what happens when contact it and provide the information to athletes.

Laura had a board complaint in 2022, only option was to go to Shawna to report, as couldn't go to board. Felt there was no resolution.

Suggestion of a parent night/ parent letter.

To review going forward

### 13. Competitive Bid Process

Trina- CBTF try to get back into bidding for events. 2 tracks-

- Canadians-CBTF wants to share profit loss. If a loss, then it is the board, but get some revenue. To bid, would need to submit financials. Standalone bids. Question in discussion if the event loses lots of money, who will take on the loss. For additional revenue- take on vendors, sponsors,
- Qualifiers- fewer revenue opportunities, fewer athletes, CBTF to take over. Bill province for loss?

Trying to follow WBTF process. Voting on in the fall.

Trina will send document to review.

### 14. Strategic Planning – Trina, Kristin M

Working on facilitator- Patti has an option

### 15. Hall of Fame

Met once briefly. No update

### 16. Provincials Postmortem

Meghan- not 100% completed. To put in dropbox once financials completed.

Notes for adjustments for next year. Not as much of a deficit as expected. So far \$56 ahead. But some expense outstanding.

Winter classic/ unicity- broke even. Winter classic lost money, gained on Unicity. Saved lots of money with medals with some DIY. Reused whatever medals could. Will have to get more for next year, will result in some expense.

### 17. Pre-Competitive Challenge Postmortem

Jen planned the event- defer

Gym was free. Some small expenses (candy, bags, 1 hr judge time)

#### 18. Unicity Postmortem and Winter Classic Postmortem

To be loaded to Dropbox

#### 19. Road to Canadians

Practice Gym schedule:

Meghan has practice schedule out already, up to Canadians. A gym booked for day before, will cancel it due to travel time. Gym time has been booked for July/ August. Laura only Manitoba athlete competing at Worlds this year. Providing Laura with gym time in lieu of funding noted in the policy. Will cancel currently booked August gym time. For July gym time- suggest allow any Manitoba athlete to use this gym time to practice during summer.

Cancel August gym times currently booked.

Meghan to send out schedule, for under 18- require a chaperone. The time is not for lessons. To identify time for Laura to practice to ensure she has the ability to use the gym without distraction.

**Motion to provide gym time in July to all athletes in Manitoba with a membership with the intent to encourage practice in summer.**

**Motioned- Meghan**

**Seconded- Edie**

**All in favour- Motion carried**

Send off for Canadians- Laura

For athletes going to Canadians. Laura will coordinate a day/ event. Favour park idea. Laura to coordinate a good day with clubs. Funds available under Canadians budget line.

#### 20. Awards Banquet/AGM

Pick dates? Sport Manitoba can provide Hall of Fame room for \$60/hr, and bring in catering for banquet. Decided to hold AGM on a separate date.

Will not coordinate banquet with a clinic as clinic will be in November.

Dates? Sport Manitoba only avail to 4:30pm Sunday. Trina will check availability (Oct 27th)

#### 21. Coaches Course

Trina advised Wendy will work on this- defer next meeting

#### 22. Fundraising

Rumors- Rhaychelle reviewed sales to date. Needs the unsold tickets by May 15<sup>th</sup>. Over 50 tickets sold already so we will get max profit. Will confirm that tables are set aside for the group.

Rhaychelle leaving province at end of June. Need to review constitution whether able to be on board living out of province. Will continue to be in touch.

### 23. Checklist for the year

Years ago, had a checklist to help board to make sure doing what needs to be done during the year. Volunteer to look at it? Edie has a copy, will put out and see who can take on

### 24. Unicity/Provincial Trophy Clean up

The trophies are in rough shape. Not much room for any more plaques, some are mismatched. Need to be revamped. Before spend money on this, discuss options. To replace, cost is \$400 for a new trophy. Plaque option would be around \$200. Patti to talk to PlayAll to see what they can do. Leaning towards plaque. Will phase in as too expensive to replace all at once. Provincials one year, unicity next year.

Laura will collect trophies from Emma/ Danika to be updated

### **New Business:**

### 25. Budget Update/Adjustments

Marie- some areas left to spend money (coaches development \$275 )  
publicity- not much spent yet this year (\$2000 budget)- suggestions-updated banners, stickers?  
Promo stuff

some money left in gym rentals. Didn't project remaining costs. \$2000 approx left in budget.

Awards- budget \$100, \$33 already spent.

Meeting expenses \$500 in budget line

Information storage cost going up

Competitions expenses not as high as anticipated

GIC not making much money. Locked in until Dec/24. In December- will have to look at options in advance to avoid auto-renew at lower rate. Need to look at splitting up the funds and diversify accounts with different maturity timelines.

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

Don't know what started with. Consider focus? Supporting clubs? Outreach? Sanctioned events?  
Noted typically clubs would purchase their own equipment.

Confusion started with COVID outreach, handing out equipment without inventory.

Suggest that clubs pay deposit for use of equipment. Provide a rental agreement. Need outreach specific equipment (ie one time events like Red River Ex). Use needs to be confirmed by Manitoba Baton. Establish a contact, arrange pick up date with form to be signed. Store form in dropbox for access. Notice required minimum 1 week in advance and arrange for return time. Will arrange locations at case by case basis.

Draft agreement required.

Manitoba Baton owns fire batons (unused) with request in to borrow them. As no one trained to use properly, will return for refund or sell.

### 27. Membership Report

Memberships:

Athletes:

24 Competitive – A

3 Pre-competitives – B

55 Recreational – BR

37 Group – G

Coaches:

21 T1 coaches

0 T2 coaches

8 board memberships

Patti- Group athletes provision wording notes only for group events. Should also have multiple memberships. Unicity, a lot participated without individual membership, only group. look at updating the membership forms for better clarity. New membership fee structure was outlined in September 2023 minutes.

Point-board membership made, then change board members in the AGM after the fact.

Discussed updating/ changing the form

CBTF is changing membership programming over summer.

28. Competition dates and locations for 2024-2025 season

March 22, 2025 Unicity- College Miles Macdonnell Collegiate

April 26, 2025 Provincials- College Miles Macdonnell Collegiate

Next year, discuss 2026 competition date at Jan-Feb/25 meeting to plan dates.

29. Volunteer Week

It passed. Put on calendar for next year.

30. Pride

Sara- putting together. Kristin has arranged for Manitoba Baton to walk with the Manitoba Hydro section. Sara to reach out to Kristin to coordinate- open to all athletes. Will have a short routine with free form. Will have some constraints, being under Manitoba Hydro. Sara to clarify with Kristin. Would like to have our banner, need for sanction as well. Need information out ASAP

Parade- June 2, 2024, routine practice May 27, 2024

31. Red River Ex

Sara- June 23, 2024, 2pm-4p in the Kids area. Sara to email info to coaches. What do we want to do? Open to whomever wants to come. Have hands on as well as some demonstration. Stickers. Hand out info/ pamphlet.

Needs to be sanctioned

32. Coaches Corner – May 26

Kristin working on

33. Summer Sizzler

Focus on event for new/ low experience participants. Last year was not able to find coaches/ facilitators. Need facility then plan. Plan for mid to end of August. To find location for Tuesday/ Thursday.

34. Meetings during the summer months?

Yes

35. Storage facility

Not a great location or set up but is cheap. Would board consider drive up storage unit in another facility? Would avoid having members store items at home to avoid losing or making items unavailable. Cost for another storage facility 4x our current cost. Now annual cost is \$750 yr. No one returning to storage and unable to go and return. Manitoba Baton is on list for a storage list at Sport Manitoba, but expected to be a very long wait.

**Position Reports:**

**Round table**

36. Memberships

A-\$45 per athlete- \$25 to CBTF, affiliation fee as well \$12= total \$37 to CBTF

2023/24 Fees- MBTSA

A- Competitive	\$40.00
B- Pre-Events	\$20.00
BR- Recreational	\$12.00
D- Board/Full	\$33.00
E- Volunteer	\$5.00
G- Group only	\$23.00
T1- Coaches	\$60.00
T2- Coaches	\$50.00

Need a policy on how to reimburse for D membership

**Motion to change B membership fee back to \$40 for 2024-25**

**Motioned- Laura**

**Seconded- Patti**

**All in favour- Motion carried**

Meeting adjourned- 1:58 pm

Next meeting-June 19- 5:30 pm at Marie's (prior to finalizing minutes- location change to Kristin's house)

	<b>Action Item</b>	<b>Board Member responsible</b>	<b>Timeline</b>
	Board member review of Concussion Protocol report	Everyone	Before next meeting
	Google calendar set up for Manitoba Baton webpage with events	Laura	Before September
	Clean up Manitoba Baton webpage, starting with home page	Meghan, Laura	Before Summer
	Confirm Safe Sport reporting number and what happens when someone calls to report information		
	Provide Safe Sport reporting number and Safe Sport information to athletes	Laura	Before start of next season
	Trina to check availability of Sport Manitoba for Awards Banquet	Trina	Before June 2024 meeting
	Draft Manitoba Baton equipment rental agreement		
	Clarify details of Pride Parade involvement and communicate with clubs	Sara S	As soon as possible
	Confirm gym time for Summer Sizzler		
	Arrange for facilitator for Strategic planning	Kristin	
	Complete Provincials postmortem and add to Dropbox	Meghan	Before end of May 2024
	Send summer gym schedule to clubs for all athletes to have access to training time	Meghan	Before the end of June 2024
	To provide information to clubs regarding the June 23, 2024 Red River Ex event	Sara S	As soon as possible