

Manitoba Baton Twirling Sportive Association

Board Meeting Minutes

January 26<sup>th</sup>, 2020 11:30 a.m.

Sport Manitoba

Present: Edie, Tammy, Olga, Stephanie, Kerri, Shannon, Sarah, Trina, Jennifer, Karen, Marie, Sara, Linda

Regrets: None

1. **Accept Previous Meeting minutes - Motion** made to accept last meeting's minutes by Sara and seconded by Linda. Motion carried by unanimous vote.
2. **Business Arising From Previous Meeting**
  - a. Concussion protocol – Tammy and Karen reached out to Saskatchewan and they do not currently have a protocol in place. Karen is working on putting something together to create something with Saskatchewan.
  - b. Additional gym time – review of additional gym time separate to freestyle & pairs allotted time in the budget for 2020-2021.
  - c. Provincials gym – review as well in budget for 2020-2021.
3. **Board Calendar Review** – reminder of tasks to be completed in February and for members to add anything that might need to be included.
4. **Correspondence**
  - a. Coaching Manitoba Impact award nomination – the board has nominated Dana. **Action:** Edie to send out award letter to the board. No criteria for nomination but may consider coming up with a criteria for future nominations.
  - b. WBTS Anti Doping Tests – will be administered at Worlds in 2020. Information has been sent to coaches
5. **Post Mortem Process** – implemented to create documentation for specific events and includes details of the event, recommendations for changes/improvements and a financial template. Post mortem template is on dropbox. Opportunities/improvements should be reviewed by all board members to gain more insight. Post mortems will go out with the minutes.
6. **Financial** - Review and approve 2019-2020 revised budget – question raised regarding other funding applications and if we can become eligible for any of them. **Action:** Trina to look into a few of the applications to see if we would qualify for anything.
  - i. Note of large provincial loss from last year – in part by lower group fees. Idea to raise gym fee at provincials from \$10-\$15. Not allowed to charge admission fee with most

gym rentals. Idea to add pre-events to provincials – need to look into addition of gym time if it would actually cut costs.

- ii. Added additional \$1000 to 2020-2021 budget expense to budget in higher gym cost for Provincials (Sport For Life) – agreed upon by board.
- iii. National Sports Trust Fund application – topic tabled to bring forward at next meeting
- iv. Saved \$1000 with budgeted gym time for this season. Suggestion to use budget surplus to add additional gym time for any competitive athlete for next season. Tabled discussion of what can be done for this season.
- v. CBTF approved raised membership fees meaning MBTSA will have to raise its fees – discussion of raised fees tabled to next meeting. Thoughts of insurance rates from CBTF to increase to next year - will factor assumption into new budget. **Action:** Karen to look into what CBTF insurance covers.
- vi. Agreed decision to leave the \$10000 budget for funding Nations Cup athletes to be taken out of equity.

**Motion** made to accept draft financial plan by Linda and seconded by Kerri. Motion carried by unanimous vote. **Action:** Karen and Stephanie work together to get coaches levels and demographics for funding application.

## 7. Technical

- a. Rec Clinic – doesn't need to be in conjunction with a competition. MBTSA has 34 recreational memberships but a large amount are out of city. **Action:** Technical to come up with a recommendation for an idea and time for next meeting. Linda willing to get gym for clinic time if on a Sunday.
  - b. Badge Workshop – April 5<sup>th</sup>, testing on the 19<sup>th</sup>.
  - c. Canteen Rotation – Unicity – WTT, **Action:** Jen to contact Jenny about combining with Le Studio for Provincials.
  - d. Judges
    - i. Unicity: Andrea & Tanya Lee. Andrea has a flight at 5:00p.m. Tanya Lee needing 2 nights booked. **Action:** Edie to book hotel.
    - ii. Provincials – Stephanie Hewis, Corry Archer, Tracy. Linda will book hotel and cover transportation – not required for Tracey.
  - e. Coaches Course date – no update – topic differed to next meeting.
8. **Manitoba Track Suits** – need to find out who is going and who needs tracksuits.
9. **Raffle Update** – in reflection too many tickets were printed out for how many were sold. Need to gather info from parent liaisons on what fundraisers they do so we do not overlap. **Action:** Olga to send in post mortem to put out with the minutes.

## 10. Round Table

- a. Edie or Tammy can transport Judges for Unicity.

11. **Next Meeting** - Feb 23<sup>rd</sup> from 1:30-3:30p.m. at Sport Manitoba.

<b>Action Item</b>	<b>Responsibility</b>	<b>Due Date</b>
Send out award letter to the board.	Edie	N/S
Look into other Sport Manitoba funding applications.	Trina	N/S
Look into CBTF insurance coverage details.	Karen	N/S
Update coaches levels and demographics for funding application.	Karen & Stephenie	N/S
Rec Clinic recommendation and tentative date.	Technical	Next meeting
Contact Le Studio about Provincials Canteen	Jen	N/S
Book Unicity hotel	Edie	N/S
Send in raffle post mortem to secretary.	Olga	N/S