

MBTSA Board Meeting
August 15, 2024- 6:00 pm
Zoom Meeting

In attendance: Trina Cimino, Edie Parisian, Meghan Stanger, Marie Speare, Laura Tymchych, Patti Sabeski, Wendy Narozniak, Sarah Cimino

Jen Atkinson- Attended for Round Table

Regrets: Tania Muller, Sara Sabeski, Linda Boyd, Rhaychelle Tan

1. Adopt Agenda
2. **Accept July 18, 2024, meeting minutes**
Motion- Edie
Seconded- Patti
All in favour

Old Business:

3. Budget Updates- Marie
Budget surplus in a number of lines (Competitions, publicity, grassroots, summer outreach, office supplies, travel support)
Left over funds- budgeted clinic, but will be in next fiscal year (about \$1000)
Therefore should be money available to buy new awards (more revenue than expenditures at this point)
Will there be gym rentals in September? There is money for it. Not in policy for September gym time. Policy starts in December, unless there is a Provincial Team.
Wendy asked about coaching development funds
Membership fees- not raised yet, assumed there would be a loss on fees, however, came in higher than budgeted.
Have budgeted deficit- instead have a surplus. Preliminary budget review- about \$10,000 surplus.
Can discuss further during meeting
4. Safe Sport Screening update- Meghan/ Edie
Edie sent the information to coaches and clubs on Tuesday via email. No feedback yet.
Anticipate questions, but have covered questions to date
5. Concussion Protocol – Update (Meghan, Laura, Kristin)
Kristin to provide update at another time.
6. Policy Updates- Edie
5 policies require board approval to put in place. Some are dry reading- templates from Sport Manitoba. One new one for board member reimbursement (requirement in place from audit).
Privacy, Confidentiality, Respect in Sport- Templates
Financial- update from previous
Edie to send out the documents to board members and have board vote to present at the AGM.
Marie to help put together Google form for voting
7. Strategic Planning Session (November 2024) – Update

Kristin should be working on this. Unsure what we need to get ready, but already working at board level. Kristin to share.

Edie has been trying to send Sport Manitoba newsletter with details of Canada Games Legacy fund from 2017 to Trina and Kristin. Application deadline October 15th. One item is strategic planning. Not sure if this is what Kristin is applying for to provide funding.

Trina to follow up with Kristin

8. Awards Banquet- November 17th

- Laura responsible to get the Grand Aggregate trophies and give them to Patti to get plates put on
To put together list of past winners to fill in blanks.
- Hall of Fame awards- any update? Wendy- forms are out, but no other updates.
acrylic trophies- on high end are \$50 (\$15-17 for trophy and then pay for the engraving)
Wendy to reach out to Kristin to provide the information on what is required on the trophies to let Patti know look into options/ pricing. Will be handing out 3-4/year. Need to consider in future in budget under awards. Can Patti have by week after September Long Weekend to have them ready in time.
- Certificate for all athletes- Trina can print out
Certificate for Competitive athletes. For those not in attendance- certificate to go to the coach.
Suggestion to have certificate for Pre-Competitive certificate at Pre-Competitive challenge.
- Slide Show- Sara needs to be reminded to get pictures and get slide show ready for event.
- Speaker/projector- set up fee that required to pay includes speaker and projector. Do not need to bring our own
- Trina has looked at options. Pricing includes meal, awards (certificate), facility rental
Ukrainian meal option- \$35.42/meal
Budget Catering- \$29.06/meal
Deluca's \$42.00/meal
Greek Market \$29.46/meal (Costco cakes)
Soup, Sandwiches and More (platters) \$51.00/person
Cantor's Platters \$38.57/person (Social package- \$17.64/person)

Facility rental is \$180- money in MBTSA meeting budget- could we cover (\$234 left in the budget)

Budget Catering meal was most popular on discussion. Taking out the facility fee and including estimated gratuity would be about \$25.58/person. Could charge \$25.00/person.

Trina to phone Sport Manitoba and confirm they are ok with the caterer and that we can provide our own beverages. (lemonade and iced tea powder?)

9. Unicity/Provincial Trophy Clean up – Patti

To date have been considering the replacement for Provincials, looking at \$500 (could be less)

per plaque. Main cost is engraving, to include history back (to some plaques- to 1978)

Options: 16"x20" with 48 plates \$200 +tax (likely to be \$500/plaque with engraving)

12"x18" with screw in plates with 24 plates, specialty plates for \$105

12x16 plaque for \$90 with 18 plates s/b \$400 with engraving

Pick different wood plaque colours for Unicity (Cherry wood) and Provincials (Black). To include logo, MBTSA, Unicity/ Provincial High point (Junior/ Senior/ Collegiate)

Patti asked that the Unicity High Point trophies be handed back early to allow time to update them. To start collecting soon. Provincial High Point trophies, in Dropbox under Membership- put word document with Junior, Senior, Collegiate. Listed all dates on trophies (history). To send to get for the history plaque on back.

Motion- Patti to quote and replace both Unicity and Provincials high point awards with plaques, to a maximum of \$2,600.

Motioned- Edie

Seconded- Meghan

All in favour- motion carried

10. Inventory Spreadsheet – Meghan

Yonatan looking to borrow a large number of batons for August 27, 2024

70 are available within the organization.

Will loan 70 batons and a number of pompoms, with deposit and completed agreement

11. Summer Sizzler – update- Meghan

11 kids signed up so far. Supposed to get a couple extra through Kristin, not in yet. Some payments remain outstanding.

Sent schedule to coaches to prepare their classes.

Will get name tags and maybe plan a draw or give away the purple towels in storage (Eat, Sleep, Twirl).

List of registration information to hand out at the event

Dana and Jen are coaching

Showcase planned for the end

May need to dip into surplus money to cover the cost of the event.

Board members asked to help out (Laura, Marie)

Bringing batons for the participants and collect after each class (mark with their names)

Aug 19, 20, 21, 2024 6pm-8pm- Winakwa Community Club

12. AGM

Was unsure if Tania booked clinic

October 27, 2024- 2 pm

Giveaway items in storage? Cookbook, waterbottles, notepads. Will do gift card raffle as well.

13. Clinic – facility/clinicians/in classroom – Meghan

contacted Sport Manitoba, but need more clarification. November 17th available 9am-noon, but asked about longer times, but not clarified. If available, will just book it. If not, then look at other options.

Still need to confirm the in-class stuff- will start after summer sizzler.

Considering clinicians. Laura to reach out to some Team Unite members to see if anyone is willing be a clinician- November 17, 2024.

For in-class, looking to get a kinesiology student to facilitate sessions

14. Free the Spirit Festival- St. Amant Centre – September 21, 2024

Have pompoms there, but focus on baton.

Can have the white ribbon sheet for reference to give to volunteers in advance.

Part of choreography/ scholarship grant

Encourage volunteers from board to hand out merchandise and be around.

Discussion about signs- Sara working on. Does she need to have the Sport Manitoba logo on these? Will include small, on the bottom.

Wendy suggested that volunteers at the event wear Manitoba Baton t-shirts. Will consider this for the future.

15. Board Calendar

Trina still working on. Part of strategic planning or see a calendar before then?

Plan to use as a guide and evolve the document

Laura to work on a Google document

Laura and Trina to work on together.

New Business:

16. Team Exploration

Meghan- one person was interested at Provincials, but 3 parents

Not enough interest in team exploration

Working on building up the new generation. Can have as an ongoing conversation during the year, at competitions.

Focus on getting kids into competitive and keep them there.

Focus on starting on getting a team to go to Canadians over time.

Wendy to plan to meet with coaches to share ideas and work together (team approach)

Can consider to tie into the CBTF What's New Webinar.

Work on bringing coaches together, have some snacks

Need a location

17. Grassroots

To discuss now or leave to planning session?

Depends on when planning session is (November?)

If we are not brainstorming with others and networking, or just make baton as visible as possible

Ensure reach out to clubs to get registration dates/ locations to be sent out by Manitoba Baton.

We can help out with promoting. Meghan has been working on posting on website, like the summer camp pop up. Have Sara add to Instagram.

18. Meeting dates for fall
September 22, 2024- Zoom- 7 pm
October 6, 2024- in person 10:00 am** book Sport MB
November 3, 2024- in person 10:00 am** book Sport MB

Round Table

19. Past Chair- Edie
Working on updating policy manual so that the templates are in one document
Want it available before AGM and have printed copies available at event as well as forwarded to clubs and available on website.
20. Technical Chair- Meghan
Bookings for gyms- Sport Manitoba has gyms available September to December and that is it
No 3 hour time slots available from January to April
All Sundays are booked and no Monday evenings
Can look at other days of the week, and look for slots with less hours- is obligation to provide time
Try to get 2 hours minimum, then only need to fill in an hour (the extra hour is for all competitive)
Will book available time for December and look into options for rest of year.
This year will be not just freestyle/ pairs, but also any one going to the qualifiers
Will find out how many will be participating when freestyle declarations are due in October/
November. If earlier declaration, can consider some November gym time.
Will book gym time November 2024 to March 2025, to look at shorter time slots at Sport Manitoba. Can cancel November if not needed.
21. Coaches Rep-Wendy
Will find out when What's New Webinar will be available- info likely to be provided at fall technical meeting. Will plan Coaches meeting after info available.
Wendy will send plan to Coaches with plan for meeting/ Webinar and date TBD
Will be setting up evaluations for Foundations, with more info available after Technical meeting.
Plan to offer this year
22. Membership Rep- Patti
Sent list to clubs listed on website – membership letter with new info- July 22, 2024 and August 5, 2024
Meghan to put new membership form on website September 1, 2024.
CBTF requires a Jotform from all potential clubs with club registrars and members. Patti will send to clubs. Meghan has a club list and will provide to Patti. Needs to be submitted by November 15, 2024. Trina and Patti need to complete one on behalf of MBTSA.
23. Treasurer- Marie
Looking at Financial Policy- in Policy says expenses should be submitted within 30 days and if late, then require board approval. Haven't been following up to now, but will be following going forward.
Laura to submit her expenses for the Canadians sendoff gifts.
Marie will to ensure the form is in Dropbox.

Ensure expenses to be submitted by October 1, 2024 to ensure processed before end of fiscal year.

24. Athlete's Rep- Laura

Instagram account, still to be set up and do a photo round up.

Adjourned meeting- 8:33 pm

Actions from Meeting	Responsible	Est. Resolution Date
Send policy update documents to board members for review prior to voting Set up Google form for board members to vote on policy updates	Edie Marie to assist Edie	Voting prior to October 27, 2024 AGM
Arrangements for strategic planning meeting	Kristin	As soon as possible
Arrange caterer (Budget Catering) and confirm with Sport Manitoba for Banquet	Trina	Before end of August 2024
Confirm and order Unicity and Provincial High Point Plaques within approved budget.	Patti	Before end of October 2024
Hall of Fame trophies- confirm what is required on trophies Confirm pricing and options	Wendy/Kristin Patti	Before end of September 2024
Book gym for November Clinic Arrange for clinicians for both days	Meghan	As soon as possible
Set up board calendar for reference Set up Google document for board access	Patti Laura	Before end of September 2024
Book October and November board meetings at Sport Manitoba	Tania	As soon as possible
Book gyms for November 2024 to March 2025 for Freestyle/ Pairs and competitive athletes	Meghan	Before end of September 2024
Add 2024-25 Membership form to Manitoba Baton website	Meghan	Around September 1, 2024
Provide club list to Membership Rep for sending Jotform information for CBTF for registration	Meghan	Before end of September 2024