

MBTSA Board of Directors Meeting  
December 17, 2023  
26 St. Germain St.; Winnipeg MB- 4 pm

In attendance: Trina Cimino, Kristin Macaraeg, Wendy Narozniak, Jen Atkinson, Laura Tymchyshyn, Meghan Stanger, Sarah Cimino, Tania Muller, Marie Speare, Caitlyn DeJong, Edie Parisien

Absent: Linda Boyd, Rhaychelle Tan

Meeting started- 4.11 pm

1. Adopt agenda for meeting  
**Motion to accept agenda- Wendy**  
**Second- Meghan**  
**All in favour**
  
2. Review of November 27, 2023 meeting minutes  
**Motion to approve minutes- Laura**  
**Second- Kristin**  
**All in favour**

**Position reports:**

3. Assistant technical rep- Jen
  - Met this morning with Leisha (Leisha is the CBTF group rep). Direction to push precompetitive groups with clubs. Suggest sending info with group manual to clubs. CBTF manual is up to date on website. Jen will send out link to clubs in the new year.
  - Information about pre-competitive- Last year changed from 4 standard routines to 2. 3 different song selections for dance routines. Don't need to do precomp to go to C CBTF is requesting more videos of groups for library. Trina to add videographer duties to competition duties checklist.
  - Discussion about ribbons/ badges/ pins. If badges/ pins are received, let Marie know to invoice the person getting them. Video grading submitted online was introduced during COVID. Currently continuing. Notice provided to clubs about online testing.
  
4. Treasurer- Marie
  - Getting things ready for audit, contacted auditor and got their info.
  - To do signing authority, not done yet
  - Wanted to pay CBTF membership fees, Laura has the information. Laura is working through reporting membership, once confirmed, provide information to Marie Membership fees- roughly \$2700, however some duplicate registrations and new people coming in. Also, will be a new batch of registrations in January.
  - Bank account balance to be reported at next meeting
  - IFF funding process to be done- involves membership, technical, Vice chair and chair. Laura, Meghan, Kristin, Trina

5. Vice Chair- Kristin

- Santa Claus Parade and Block Party Baton Demo at Manitoba Hydro, 360 Portage Ave  
33 People signed up for the parade - 28 Joined, 23 in parade, 5 at MB Hydro  
Next year, will arrange for handouts
- Note that people have been directed to the Manitoba Baton website, but no one is monitoring it. Discussion on updating and maintaining website. Kristin to do some inquiring for potential assistance. Discussed website should focus on recreational program and on Manitoba members/ connect to clubs.
- 19 people attended coaches corner. Discussed honorarium to recognize their time.

**Motion honorarium for Elan Pawluk coaches corner of \$100**

**Motion by Kristin**

**Second- Sarah**

**All in favour- carried**

- Upcoming Awards, Grants, and Scholarships to apply for
  - Night of Champions nomination - poll for the board for nominees to the board - contact Pascal - CC Trina
  - Manitoba Foundation for Sports Scholarship - graduating high school student - Throw out to athletes/coaches
  - Women to watch
  - Princess Royal Pan Am Scholarship Endowment Fund - high performance athletes competing at national and international competitions
  - Sport Manitoba Coaching Bursary - Coaches attending post secondary education
  - Sport Manitoba's Sport Development Grant Program is mainly focused around the impact that these grants will have at the Active Start, FUNdamentals, Learn to Train, Train to Train and Train to Compete stages within the Sport For Life – Long-term Athlete Development framework. [Sport Development Grant](#)
  - Sport Manitoba offers a wide range of training and developmental grants to facilitate the growth of athletes, coaches, officials, and volunteers at the community level emphasizing training and skill development.
  - [Coach or Official Assistance Grant](#). Helps coaches and officials with financial assistance to attend certification courses and professional development opportunities.
  - [Community Sport Development Hosting Grant](#) A subsidy program designed to support organizations in hosting of sport technical courses/clinic for coaches and officials
  - Jumpstart Canadian Tire - Summer Outreach- due in spring for Canadian Tire (RA Steen, Outreach programs)
- Technical meetings every 3<sup>rd</sup> week over Zoom. Discussion re: getting a Manitoba Baton zoom account. \$20/mo + tax for unlimited time. Now limited to 40 min.  
Would be used for monthly technical meeting, board meeting could have zoom capacity, coaches corner.

Potential for athlete, coach, judges get together, online testing.

**Motion to purchase Zoom membership for 10 out of 12 months of year for \$20.00 +tax for board business, subject to budget review.**

**Motion by Kristin**

**Second- Wendy**

**All in favour- carried**

6. Fundraising- Rhaychelle (via email update reported at meeting)  
Mom's Pantry, supposed to be active, but didn't activate. Waiting on supervisor for link and code.  
All Mom's Pantry products will be accessible, communication will be provided to clubs.  
Run fundraiser until January 7, 2024- process time 10-14 business days
7. Judges Rep (Kristin reporting for Linda)  
Judges arranged for Winter Classic and Unicity (Deirdra- Winter, Tracy Eyssens for Unicity)  
Over 10 requests for judges for provincials none back  
Only need 2, but will need the bye from CBTF to allow it.
8. Technical Rep- Meghan
  - Working on winter classic, set system. Registered- 17 submissions WTT, AF, Sakura. 47 sets  
Fewer precomp, more competitive events  
Volunteer duty list to be sent
  - Requests for gym for Sport Manitoba- nothing back yet for May-August, request in for 3 hours/week.  
Availability limitations discussed, several weeks with no extra time for competitive athletes  
2 hrs/week for freestyle/ pairs (8-9 people) is the priority. 1 hr for competitive athletes (Level C or higher- must have an A membership). Currently, no one has been taking attendance.  
Wendy to share information with coaches. Schedule to be posted on website.  
Laura to take attendance for freestyle/ pairs.  
Kristin offered her Monday gym space for competitive athletes for weeks Sport Manitoba is not available for the competitive athletes (Pacific Junction School 715 Cathcart St.).
  - Freestyle pairs practices- Jen offered to facilitate a compulsory short program class (1/2 hr at beginning of gym time). Listed in our policy to offer the training. Likely not need every single week, plan for 1 time/mo. Pay as per policy (need to review policy). Meghan to set up schedule. Laura to inquire with athletes if they want this.
  - Discussion regarding use of QR code at events to access program  
Photo booth with captions for accomplishments at events
  - Unicity Fees- defer discussion to January meeting

## 9. Membership- Laura

- Numbers finalized and approved by CBTF. Membership fees \$2200  
Trina and Dana membership free as per CBTF- forward to Marie
- Request list from clubs, to confirm correct as there have been some late additions and some new ones starting in January. Laura to ask for the forms and send tomorrow. Advise clubs then what they owe. Some clubs have paid already.
- Based on current information:  
52- BR  
18- A  
5- D  
29- E  
32- G  
20- T1  
159 total membership numbers currently  
Need accurate membership numbers for January meeting to December 2023.
- To date- Programs at Champlain (sanctioned) and Royal School (not sanctions) do not have memberships
- R.A. Steen membership situation update- funded through RA Steen. Previously had a memberships, new coordinator, no memberships. MBTSA has nothing to do with it them.

### **Old Business:**

#### 10. Twirl Without Limits grant update

Trina- we are in limbo. Resubmitted grant application and had conversation with them. Still going with September 1, 2023- June 30, 2024, anything in that time, application, fill in and send in  
Have until 2026 to run the program.  
Province has not yet figured out how they are distributing money, not sure when it is coming. Not in any provincial budget.

Trina has a letter of understanding and application package/ reporting form  
We have to plan programs before the end of June.  
Information to be sent to clubs/ coaches in the new year- Trina

#### 11. Safe Sport Screening update- Edie and Meghan

Stirling backcheck, need a contact email and person to set up.

Need screening committee email set up, how to do this. Gmail account and delegate people through their own gmail, send and receive email through their email account, then they can be removed when they are no longer involved in the screening committee and replaced.

Stirling backcheck needs a business owner as contact person. We don't have a set person. Use the chair as the contact. Meghan to set up the email and Stirling Backcheck.

Once done, Edie can finalize documentation to send to notice to the coaches. Before sending out, recommend board members to go through instructions and do their backchecks.

**New Business:**

12. Ionos email situation- defer

13. Unicity Event Fee Discussion- defer

14. Parent/Club Liaison

Kristin to get information from clubs. If no parent liaison, then a coach to send info (publicity, fundraising)

15. Policy Review Committee – to meet outside regular Board Meetings  
Kristin, Trina, Edie, Marie. Will meet separately

16. Publicity- Any interest for a new rep?  
Anyone??? Few names thrown out. No specific interest currently

17. Website- Kristin has idea and will approach them

18. Website and Instagram

- Caitlyn is ok to manage Instagram and Facebook
- Coordinate efforts through Caitlyn  
Kristin has access Facebook. Instagram is linked to Facebook  
Instagram feed to be limited to MB athletes. Story can be repost/ inspiration with high level athletes through CBTF athletes page/ outside athletes.  
Reach out to coaches for content. Tag MB baton insta to have repost

19. Newsletter?- defer

20. Financial and Program review- defer- require additional time for next meeting

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

21. Team Exploration- defer

22. Travelling Trophy Document- defer

Meeting adjourned 6:51 pm

Next meeting

January 28/24 3-6 pm

The Alpine- 1310 Archibald- Social Committee Room

Sarah to arrange food- TBD

	<b>Actions from Meeting</b>	<b>Responsible</b>	<b>Est. Resolution Date</b>
1	Notice to clubs about pre-competitive group information	Jen	By January 28, 2024 meeting
2	Finalize Membership information for CBTF and report to Marie	Laura	By January 28, 2024 meeting
3	Inquire on someone to update and monitor Manitoba Baton website	Kristin	By January 28, 2024 meeting
4	Set up zoom account	Kristin	By January 28, 2024 meeting
5	Volunteer list distribution for Winter Classic	Meghan	Before Winter Classic- January 14, 2024
6	Updated practice gym time schedule to be completed and distributed to coaches	Meghan	By first week of January 2024
7	Offer and arrange Compulsory Short Program class by Jen Atkinson, 1 time/ month	Laura-to inquire with athletes Meghan-to set up schedule	By January 28, 2024 meeting
8	Request membership forms from clubs and send to CBTF	Laura	By end of December 2023
9	Finalize and send grant information for Twirl Without Limits to clubs/ coaches	Trina	By end of December 2023
10	Set up gmail account for Safe Sport screening committee email	Meghan	By end of December 2023
11	Set up Stirling Backcheck for Safe Sport screening committee	Meghan	By end of December 2023
12	Send Safe Sport Screening guidelines and requirements to coaches/ required members	Edie and Meghan	By January 28, 2024 meeting
13	Add videographer to competition duties checklist	Trina	By end of December 2023