

Manitoba Baton Twirling Sportive Association

Monthly meeting

Sport for Life - 145 Pacific Ave.

November 3, 2024 @ 10:00 am

Recorded by: Jane Golovenko

MEETING CALLED BY: Trina Cimino

In attendance: Trina Cimino, Kristin Macaraeg, Tania Muller, Meghan Stanger, Marie Speare, Sarah Cimino, Linda Boyd, Patti Sabeski, Edie Parisan, Jane Golovenko, Viktoria Golovenko

On zoom: Jen Atkinson, Laura Tymchyshyn

Apologies/Absent: Tania Muller

Meeting called to order by Trina Cimino at 10:11am.

1. Motion to Adopt Agenda.

Patty Sabeski motioned adopting agenda for MBTSA November 2024 meeting.

Seconded by Kristin Macaraeg.

All in favour.

Motion carried.

2. Motion to Accept October 6, 2024 Meeting Minutes.

Linda Boyd motioned acceptance of the October MBTSA meeting minutes.

Seconded by Patti Sabeski.

All in favour.

Motion carried.

Old Business:

3. Safe Sport Screening update, presented by Meghan Stanger and Edie Parisan.

Meghan reached out to those member who did not complete the screening with the whole package enclosed. No response received so far. Some members stated that they had submitted criminal background reports last year but there is no record of receipt. Safe sport screening is mandatory for all MBTSA coaches and members; screening is not tied to the membership, but rather to their role in the organization. will be mandatory for Sport Manitoba as of 2025. Patti suggested to send to the list of those who haven't initiated the backcheck a clear message that it has to be done ASAP with a reminder that the report are due 12 days with membership renewal. Meghan

suggested that it should restrict ability to practice/ coach until cleared.

The Screening Committee started a FAQ page, suggested to include an annual renewal statement certifying that there were no changes. The renewal form also states that applicants can forward any recent report done for another organization. Edie confirmed that any proof e.g. a screenshot from Sterling website online account would be sufficient.

Actionable item – individual emails have been sent. The screening committee, which includes

technical chair, vice technical chair and secretary to come up with a recommendation to the board.

4. Concussion Protocol

Concussion protocol was voted but never discussed at AGM. Trina proposed to vote and approve to be effective immediately. It will be available on the website, the protocol goes with the rest of the policy and funding.

Kristin Macagaeg stated that **e-vote to adopt Concussion Protocol** was revised and approved by 7 members on October 17, 2024.

All members were in favour.

Motion to adopt the protocol was passed.

5. Strategic Planning Session.

Kristin announces the results of online survey:

- Breakdown of the participants:
 - o 10 athletes
 - o 2 competitive coaches
 - o 5 board members
 - o 1 recreational coach
 - o 7 parents
- Breakdown of how they learned about the strategic development survey:
 - o 13 got emails form their clubs
 - o 10 from Manitoba baton
 - o 1 from Instagram
 - o 2 from our website

Kristin suggested to have 'grow sport' reflected in our vision and mission statements. The committee will have a meeting to review suggestions and come up with recommendation to the board. Marie suggested having some kind of marketing training to understand social media and things that can help promote and grow.

Board members reminded that Strategic planning session is scheduled for December 1, 2024 at 8:30am at the Sports Manitoba - Theatre.

6. AGM – October 27, 2024

New members welcomed to the board:

- Jane Golovenko, Secretary
- Viktoriia Golovenko, Athlete's Rep.

Returning board members welcomed:

- Sarah Cimino as Assistant Technical Chair.
- Jen Atkinson, Sanctions Officer
- Laura Tymchyshyn, Coaches Rep
- Linda Boyd, Coaches Rep.

Trina introduced all current board members and briefly described their roles.

7. Athlete's Banquet.

MBTSA hosts the Banquet on November 24, 2024 at 4:30pm. Set up starts at 4:00pm. Supper to be served at 5:00pm.

- Grand Aggregate Trophies – Patti has all trophies but 2. She is working on finalizing the names for awards and is reaching out to previous year winners to get the trophies back. Edie advised the board that Viktoriia as the Athlete's Rep is helping Patti with the trophies. Edie 1 unicity trophy which has not had engraving made since 2019
- Hall of Fame Awards – everything is done.
- Certificate for all athletes – Trina has the list of athletes compiled and will have the certificates ready.
- Door Prize – games with small prizes instead of door prizes. Laura is doing this year, Viktoriia is assisting this year and will take over next year.
- Slide Show - Trina reached out to the clubs. Kristin is sending the photos. If we don't get enough photos from the clubs – the slideshow will be cancelled.
- Speaker/Projector – provided by the hall.
- Catering – Olympia Diner confirmed.
- Cost per ticket Tickets will be \$27.
- Kristin will be in charge of contacting the families of the athletes. Confirmed with the board that all current members will be invited. Linda suggested and Trina confirmed that a personal invitation will be sent to Joyce.
- Dress Code – Dress your best.
- Poster, registration – email, social media, responses by - Kristin is in charge. Kristin has access to Facebook, Trina will get the Instagram credentials for Kristin to post on Instagram (needs Sara's approval)
- MC – Patti Sabeski volunteered as MC for the banquet.
- Kristin has speaker with lights. She can also donate a balloon blower and lots of balloons. Sarah and Meghan will work on table centerpieces and decorations.

8. Inventory Spreadsheet – ongoing.

Meghan Stanger and Marie Stanger are in charge. They will pull all information together by the next board meeting. A suggesting to the board will be presented for potential write off.

9. Board Calendar – ongoing.

Trina Cimino is in charge.

New Business:

10. Policy Manual Review.

Edie Parisan is working on updating policy manual. A Funding Handbook with a chart referencing the Manual has been created. Edie is reviewing the references. Over the last few years the point system was not used and the other members have not been updated on how to use it. In the past Patti was in charge of the funding spreadsheet.

11. Funding Handbook Review.

The board discussed the Forms Handbook. The handbook states that any of the funding for **high performing athletes** requires participation in other events:

- Attendance of MBTSA sponsored practices. Clarification is needed in terms of qualifying events and number of hours. Patti suggested 2 hours, Edie and Meghan agreed that the 3rd hour is offered but not required
- Participating in MB competitions. This will be changed to “*participating in all MBTSA competitions*”
- Attendance of compulsory classes. This is not a requirement anymore for **A**. Meghan suggested to remove the requirement for **BA** as well. The feedback from coaches and athletes last year was that it takes away time from their gym class. After a discussion the board agreed that:
 - from January until provincials MBTSA is offering 4 compulsory classes;
 - attendance will be a requirement requirement for BA (short program) and BI (compulsories).
- Athletes are required to attend 2 of 3 MBTSA sponsored events listed below:
 - Santa Claus parade,
 - Pre-competitive Challenge,
 - Game Day for Sport Manitoba

If other events are offered – then athletes have an option to chose from. Trina will look into Game Day for Sports Manitoba details, no information available yet if the event date is confirmed.

- Attendance of Send-off Party.
Viktoriia will be in charge.
The board agreed to have the Send-off Party on the day of last practice before Canadians at the approved facility - Sport Manitoba.
- Nations Cup Qualifier or World Championship participating athletes:
 - Are required to participate in MBTSA sponsored events and practices
 - Are required to participate in Provincials and Nationals
 - Partial participation gives partial points – this requires no changes

Other items discussed:

- Contingent manager duties to be removed from the funding forms. Edie will take care of this.
- Marie suggested for the athletes to be responsible for submitting their expenses vs current practice where Marie is responsible for tracking down the expenses. Marie will review and prepare such suggestion to the board by the next meeting.
- Meghan updated the board on mandatory practice dates:
 - one 3-hour practice confirmed on November 10th,
 - the second practice is December 1st.
- High-performance Declaration Forms due date needs to be updated since the Qualifiers are now in February/March. Meghan asked for forms to be submitted by the end of September in future. High performance Declarations need to be in before the practices start. With the new qualifiers time we would need to offer the first practice in October and the forms due date would need to be September 30. Funding claim forms previous due date was May 31. Now should be March 31.

Edie Parisan motioned approving of the following changes to the policy related to the CBTF change of the date of the Qualifiers:

- High performance choreography declaration form – change due date from October 31 to September 30
- Provincial gym training to change the start date offered to October 1.
- The Funding Claim Form for Qualifiers/Trials due date to change to March 31.

Patti Sabeski seconded the motion.

All members in favor.

Motion passed.

These forms will be sent as a package with the due date stated. Edie will get the package ready by November 10, 2024.

12. CBTF – Coaches credentials.

Coaches Rep to confirm what is expected of Manitoba coaches based on information provided to us. CBTF posted information on coach credentials with descriptions. Trina will have a meeting

with Laura and Meghan to discuss. Meghan noted that the forms referring to this will also need to be updated. Some of the coaches might need their NCCP and evaluations updated. Recommendations for these coaches to be developed e.g. whether they have to submit their evaluations or can we grant exceptions. Postponed until next meeting.

13. Fundraising.

The board discussed an option to raffle Jet's tickets for December game. Kristin and Susan to look into online raffle and lottery permits.

14. Santa Parade.

Trina and Kristin are in charge.

- T-Shirts with MBTSA logo.

T-shirts with MBTSA logo are being printed for participants. All t-shirts to be returned by athletes, kept in inventory and re-used.

Meghan Stanger motioned providing \$600 from the publicity budget to print the t-shirts.

Patti seconded.

All in favor.

Motion carried.

- First Student bus. A bus is provided by First Students at no charge. All participants including parents must use the bus.
- Practice. Friday, November 15 - practice at Niakwa School on Pebblebeach road, 6:30pm – 8:00pm.
- Parade Day, Saturday, November 16.

Meet up at Winakwa CC at 2:00 p.m. The bus leaves at 2:30 p.m. Will make a stop at Winter Club at 2:45pm and pick up the remaining participants from Legacy. Attendance on bus must be taken before leaving. Sarah volunteered to do the attendance. Arrival at 3:15pm. Water and granola bars will be provided for athletes after parade on bus. Business Cards will not be attached to the candies, to be distributed by parentvolunteers. Printed 2000 cards in total. Kristin is sending the email today. The banner will be brought to the Winakwa CC. Athletes should not bring anything else except for medications and water bottle.

15. Choreography Funding Information

Information was sent out.

16. Vacant Board Positions.

Kristin put forward Susan Wingert as a Fundraising Rep candidate. Biography was read to the board. Has MBTSA group membership, needs to upgrade to level D if elected.

Edie motioned appointing Susan Wingert as fundraising rep.

Linda seconded.

All in favour.

Motion carried.

17. Meeting Dates

Board meetings agreed to be held on the first Sunday of each month, 10:00am – 01:00pm:

December 8, 2024

January 5, 2025

February 9, 2025

March 9, 2025

April 6, 2025

18. Online Meeting Dates

Online meetings to be scheduled with Trina, Edie, Kristin, Jane, Viktoria and Laura to review the positions and ongoing business. Trina will set up the dates with the new board members later this month.

19. Winter Classics.

Marie suggested to hold a budget meeting to review number of athletes and go over the budget. Trina, Edie, and Kristin will schedule a zoom meeting with Marie in the following weeks. Marie reported that winter classic was a loss last year due to high expense on bringing a judge. Unicity and Provincials were financially successful. We are unable to forecast and properly budget as we do not know who would be signing up and who would be the judge. We anticipate increased participation in more events this year though. No local judges are available for this event, we will need to bring an out-of-province judge.

Meghan motioned approving the following fees for the Winter Classics competition:

\$8 per event for pre-competitive athletes

\$16 per event for competitive athletes

\$12 gym fee per athlete

\$18 gym fee per family of 2 or more athletes

Edie seconded the motion.

All in favour.

Motion carried.

Eddie suggested to pull together a historical report on the fees we charge for different events. Meghan will complete by December 7.

20. SafeSport training.

The information came from CBTF. All coaches need to take this course to be able to work with children as we want our students to be properly looked after. The website is created by the Canadian government. We need to verify the link <https://coach.ca/sport-safety/safe-sport-training>

21. Position Reports:

- a. Chair - no updates
- b. Vice Chair - no updates
- c. Past Chair - no updates
- d. Technical Chair - no updates
- e. Technical Vice Chair - no updates
- f. Judges Rep – cannot get Lorraine as a judge for the events. Linda is looking into available judges. We need 1 judge for the Winter Classics, 2 for the Unicity, and 2 for the Provincials competitions.
- g. Coaches Rep - no updates
- h. Membership Rep - no updates
- i. Fundraising Rep -vacant
- j. Publicity Rep - vacant
- k. Sanctions Officer- no updates
- l. Treasurer – would like to confirm who has a signing authority. Eddie noted that the MBTSA constitution states we need signatures from at least of the two directors: Treasurer, Chair and Vice-chair. Trina, Eddie, Kristin, and Marie confirmed to have authority to sign MBTSA cheques. Cheques can be signed at the board meetings.
- m. Athlete’s Rep – will start creating a MBTSA athletes Instagram page. Will create an Athlete rep email and look into Saskatchewan athletes page to get ideas.

NEXT MEETING

Sunday December 8, 2024 at 10:00am.

ADJOURNMENT

Trina motioned to adjourn the meeting. Seconded by Eddie. The meeting adjourned at 12:32pm