



CAYMAN ISLANDS AQUATIC SPORTS ASSOCIATION
MINUTES OF A BOARD MEETING
Global Captive Management Board Room
12 April 2018

PRESENT:

Officers:

Chilian Wong-Ellison
Andrew Mackay
Michael Lockwood
William Balderamos

Directors:

Duke Sullivan (left 9.46pm)
CJ Moore (left at 10.30pm)
Sandy Hew
Stephen Broadbelt
Michelle Bailey

Apologies were received from Kathy Jackson, Dean Wragg, Alissa Moberg, Bailey Weathers and Frank Flowers.

CALL TO ORDER

Michael Lockwood called the meeting to order at 6.35pm. It was noted that a quorum of the board of directors (the "**Board**") of the Cayman Islands Aquatic Sports Association **CIASA**") was present in person.

ACCEPTANCE OF MINUTES

The minutes of the meeting held on 7 March 2018 were tabled at the meeting. Following discussion, on a motion duly moved, and seconded, it was resolved that the minutes of the meeting held on 7 March 2018 would be approved subject to making the discussed changes.

MATTERS ARISING:

There were no matters arising.

PRESIDENT'S REPORT:

Michael tabled his report.

Michael congratulated everyone on their election and re-election to the Board.

Michael asked for any disclosures and whether any Director is currently serving on any other boards. William Balderamos informed the meeting that he is a Director on the Stingray Swim Club board. Duke Sullivan also informed the meeting that he is a Director on the Seven Mile Swimmers Club board.

Michael tabled his report and spoke of Director roles and duties on the board. The report included General Terms and Reference of the various Committees under the CIASA board.

Discussion went on with regards to the terms of reference for the Committees. Various updates were made to the Terms of References. Discussion continued as to the make-up of the various committees, namely the Representative Team Committee and the Technical Committee. Discussion led to a consensus of the makeup of the sub-committees. It was agreed to add a parent from the Artistic Swimmers and a parent from the senior group swimmers, unless one of the directors on the Board was one of those parents. It was agreed that the Technical committee would be made up of level 1 officials and above, with 7 board members maximum and at the discretion of the CIASA board.

Following discussion, on a motion duly moved, and seconded, it was resolved that the General Terms and Reference of the various committees under the CIASA board, be approved, subject to the changes discussed.

Following discussion, on a motion duly moved, and seconded, it was resolved that the Vision, Values and Objectives as presented, and with the addition of all aquatic sports, be approved.

Following discussion, on a motion duly moved, and seconded, it was resolved that Michael Lockwood as President, William Balderamos as Vice President, Andrew MacKay as Treasurer and Chilian Wong as Secretary be appointed as authorised signatories in respect of the bank account maintained by the Cayman Islands Aquatic Sports Association with Butterfield Bank (Cayman) Limited..

Further discussion ensured that the list of sponsors be up to date and with the addition of recent sponsors such as Sea and Land Adventures.

SUB-COMMITTEE REPORTS:

Flowers Sea Swim/UANA Open Water Swimming Championships 2018:

Duke updated the meeting with a verbal report.

Duke informed the meeting that Ian Lambert is staying on in the Flowers subcommittee group and the next meeting is next Wednesday 18 April 2018. Duke reiterated that the planning is going smoothly for the Flowers and UANA June events.

Open Water:

Duke continued and updated the meeting with a verbal report on Open Water.

Duke informed the meeting that FLOW would like to increase the sponsorship and that the process has begun for this to happen.

The next Open water swim is the FLOW sea swim on 12 May 2018. The last Open water swim of the season is the Butterfield sea swim on 26 May 2018.

Discussion surrounded the timeline surrounding approaching the sponsors. Michael suggested a meeting between Joan Link as sponsor liaison, Duke, Steve, Sandy and Jacky Rowland and himself to discuss a strategy for sponsors.

Masters:

It was noted that there were no new updates to be discussed.

Aquatic Sports:

Chilian informed the meeting that Alissa had sent her apologies and that recent discussion has come to light that there have been numerous enquiries from persons interested in joining the Artistic Swimming programme; however, Coach Alissa is currently at full capacity. This is something which will have to be addressed by CBAC.

Nationals:

Michael informed the meeting that invoices will need to be settled and that the meet report will have to be written.

Technical:

The meeting was informed that Kirsty-Ann Gunn has stepped down from being Chairman of the Committee. Possible candidates were discussed. Michael and William will be approaching the potential candidates to chair this Committee.

Medical/Lifeguards/Safety:

Steve is willing to conduct the first aid training; currently the calendar does not allow for any dates in May and June. It was agreed that a date in September would be preferable.

CAYMAN BRAC:

Michael confirmed that the Brac Sea swim and meet will be postponed until the pool is ready. That date is yet to be determined.

SPECIAL OLYMPICS:

Chilian informed the meeting that Penny had emailed thanking CIASA and all swimmers who came to support and help at the Special Olympics event.

The meeting was also informed that Alec Cox had received his CIASA award trophy.

CALENDAR/WEBSITE:

It was noted that there were no new updates to be discussed.

The CARIFTA 2018 results will be posted on the website.

TECHNICAL DIRECTOR'S REPORT:

Michael tabled Bailey's report.

The application from Blue Sky Aquatics to be an approved CIASA swim school was discussed.

Following discussion, on a motion duly moved, and seconded, it was resolved that Blue Sky Aquatics' application be approved under the current rules.

Discussion followed regarding the swim schools in Cayman with regards to the subject of insurance. A followup discussion is to be organised with Bailey regarding swim schools.

CLUB REPORTS

Camana Bay Aquatic Club

Chilian gave an update on the status of CBAC. Kirk Ermels' contract has been extended to help with the transition of CBAC to the new entity. A transition team has been set up and the paperwork is being finalised by Dart for the transition to a new 'club'. The club can keep its name and will have the use of the pool as a donation from Dart for a period of five years. An AGM will be called in the next few months to set up a board for the new entity.

Seven Mile Swimmers

Dean had sent a report on the progress of SMS swimmers. The report reported all personal bests and statistics on all the swimmers.

Stingray Swim Club

No report had been submitted.

TREASURER'S REPORT

Andrew updated the meeting with his report.

Andrew informed the meeting that we are looking to receive US\$25K from FINA for the funding of various initiatives.

The audit for the next set of financials will start on 1 June 2018.

SUB-COMMITTEE REPORTS:

Representative Team Committee:

Michelle tabled her report.

Earlier in the meeting, the subject of RTC was discussed with regards to the Terms of Reference and the makeup of the sub-committee.

Michelle proposed the following members to be on the RTC sub-committee: Dominic Ross, Peter Plunkett, Scott Somerville, Ed Weber and Helen Dakers.

Following discussion, on a motion duly moved, and seconded, it was resolved to approve the proposed members to the RTC sub-committee; Dominic Ross, Peter Plunkett, Scott Somerville, Ed Weber and Helen Dakers.

Further discussion surrounded the National Development Team and any proposed plans for the coming year. The clinic is taking place in May 2018 on island. Michael proposed that the Junior team and National Development team should have opportunities to train together going forward and would like to discuss this with the coaches and Bailey.

The subject of ECG's was discussed and it was agreed that ECG's and medicals will be a parent driven initiative going forward.

Chilian tabled her report as team manager of CARIFTA 2018 and also updated the meeting with notes from the Congress meeting. Chilian reiterated that the trip was successful but had a few challenges. The report finished with a few recommendations for next CARIFTA. The most notable recommendation is that depending on the number of team members, there may be a need for more chaperones.

Chilian thanked the following persons for their support in her role as Team Manager CARIFTA 2018; the Board, Bailey, Michelle, and the CARIFTA 2018 staff comprising of Fulvio Bonati, Laura Ribbins, Alissa Moberg, Rose Smith and the two coaches, David Pursley and Caleb Miller. The CARIFTA 2018 staff's help and assistance were invaluable on the trip. Chilian also thanked the organisers from ASAJ, namely Dr Brian James and Eleanor Hussey, who were instrumental in assisting in the face of the logistical changes.

Public Relations:

Steve updated the meeting with a verbal report.

Steve informed the meeting that all PR documents are in google drive along with the new email address: Aquathlon /sea swim/run: CARIFTA and Commonwealth

Steve requested if we could look into building or buying a new podium for future use at meets. The estimated cost would likely run to about \$3000. Steve also proposed the idea of getting a crane/tower so that sponsor's names can be permanently on the structure and that the structure could be a device to take photos from higher off the ground.

Steve also discussed with the meeting the possibility of CIASA investing in a car or van with the CIASA logo on it.

Chilian brought up the ad in the New resident magazine and website to Steve's attention as this needs to be updated for the next swim season.

Fund Development:

CJ tabled his report.

It was discussed that the CARIFTA 2018 report with results would be prepared by Bailey, Michelle, David and Caleb.

It was noted that thank you letters will be sent to sponsors in the next month.

Booster Group

Sandy updated the meeting with a verbal report.

Sandy informed the meeting that she has met with Jacky for a handover meeting. A sub-committee has been formed and a meeting is being planned. Sandy informed the meeting that, amongst other things, the sub-committee will be discussing the gala and CIASA awards

Sandy also informed the meeting that the branding sub-committee will also be formed and will look at team gear.

Facilities Committee

Steve informed the meeting that next Thursday 19 April 2018 is the Lions Meeting at the Lions Centre in Red Bay. Steve informed the meeting that he will be away. Steve asked if William, Michael and CJ could attend the meeting on behalf of CIASA.

Insurance:

It was noted that there were no new updates to be discussed.

CIOC:

Following discussion, on a motion duly moved, and seconded, it was resolved to appoint William Balderamos as the CIOC representative..

Athlete Protection:

It was noted that the motion to approve William Balderamos as the CIASA Child Protection Officer will be deferred until such time he can attend the information sessions on Child Protection Policy. It is noted that Bailey Weather is the defacto Child Protection Officer until such time that William Balderamos is approved.

William had forwarded the email from Ian Lambert with a recommendation of the form to be sent to CIASA volunteers in preparation for information, which will be need to be sent in due course to the government and Department of Family Services.

Strategic Plan

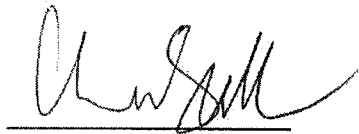
It was noted that there were no new updates to be discussed.

DATE OF NEXT MEETING

It was noted that the next meeting would be on Wed 9 May 2018. The meeting ended at 10.45pm.



Michael Lockwood
Chairman of Meeting



Chilian Wong-Ellison
Secretary of Meeting