



**CAYMAN ISLANDS AQUATIC SPORTS ASSOCIATION**  
**MINUTES OF A BOARD MEETING**  
**Crighton Building, Crewe Road**  
**12 December 2018**

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**PRESENT:**

**Officers:**

Michael Lockwood  
William Balderamos (Arrived: 6.50PM)  
Andrew Mackay

**IN ATTENDANCE (ex-officio):**

Dean Wragg  
Bailey Weathers

**PRESENT:**

**Directors:**

Stephen Broadbelt  
Sandy Hew  
Duke Sullivan (Arrived: 6.35PM)  
Michelle Bailey

**APOLOGIES:**

Chilian Wong-Ellison

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**CALL TO ORDER**

Michael Lockwood called the meeting to order at 6.31pm with a prayer. 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 November 2018 was 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 November 2018 be approved as read.

**MATTERS ARISING**

It was noted that there were no matters arising from the minutes of the previous meeting of the Board.

**PRESIDENT'S REPORT**

Michael tabled a copy of his report.

Michael congratulated those directors and officers who had been recently re-elected at the AGM held on 14 November 2018 and welcomed Katie to the Board.

Each of the new directors has been delegated their assigned roles for the next year as follows:

- (a) Stephen Broadbelt: Public Relations and Media Committee and Facilities Committee
- (b) Michelle Bailey: Representative Team Committee
- (c) Duke Sullivan: Open Water Swimming Committee and Nationals Organising Committee

(d) Sandy Hew: Booster Group (Fundraising and Events)

(e) Katie Lambert: Fund Development Committee

Michael tabled a copy of the existing Vision, Values and Objectives and discussion ensued regarding changes thereto.

Following discussion, on a motion duly moved, and seconded, it was resolved that the Vision, Values and Objectives be amended and distributed to the members of CIASA.

Michael proposed that, following the introduction of the new director rotation system, the relevant committees should follow the same process (i.e. a committee should only dissolve when its relevant committee chairman serving on the board also retires). For those committees where the committee chairman is not on the board, then Michael suggested that the committee be dissolved and re-established when the president is subject to rotation.

Following discussion, on a motion duly moved, and seconded, it was resolved that following the AGM held on 14 November 2018, the committees to be dissolved and reformed are the RTC, Fund Development, Audit, Technical and Legal Affairs.

## **SUB-COMMITTEE REPORTS**

### **Flowers Sea Swims**

It was noted that there were no updates to be given at the meeting.

### **Open Water**

It was noted to seek a proposed date for the Aquathon sponsored by SeaLand Adventures and Tours and that discussions should occur to outline and finalise the event details.

It was noted that a memorandum of understanding was signed between Swimming Natation Canada and CIASA to deliver the 2019 Open Water Swimming Trials to be held on Grand Cayman the 27/28 April 2019.

### **Cayman Islands National Swimming Championships**

Bailey tabled a copy of the draft summons of the Cayman Islands National Swimming Championships.

Discussion surrounded the schedule of events. There were numerous subjects given consideration in acute detail such as where to place the 100m Freestyle and 200m Butterfly, how to scale down the event schedule to better mirror CARIFTA, media exposure to the relays and where to place them. The following conclusions were drawn.

1. the start time for Thursday and Friday evening sessions will begin at 6PM.
2. 100m & 200m Individual Medley for ages 9 to 10, 200m IM & 400m Individual Medley for ages 11 to 12.
3. To ensure that Referees were included in the notification for Exhibition and Time Trial Swims at least half an hour before the meet sessions. It was also noted that we need 12 timers.
4. time Trials wording involving mixed gender seeding stays as is. It was noted that Time Trials should run at the discretion of the Meet or Session Referee.
5. Remove duplicate master races and/or combine the races to ensure smooth running of the meet.
6. move the Thursday relays over to Saturday. 9 – 10 Medley Relay on Saturday along with the 11 – 12 Freestyle Relay.

Additionally, it was agreed to seek procurement for tents, lights and fencing for the event.

## **Technical / FINA**

The application to the OASP 2019 had been submitted, there were no other updates at this time.

Michelle and Bailey noted that there was a meeting held.

## **Medical / Lifeguards / Safety**

Stephen noted that the oxygen tank had not been ordered as yet. It was noted that all participants in the first aid class received training on how to use one, and also that it would be stored along with the AED equipment. It was agreed to move forward with the purchase of a lower cost oxygen tank.

## **CAYMAN BRAC**

Swimmers from Cayman Brac attended the recent inter-primary swim meet held on Grand Cayman but no further updates were given at the meeting.

## **SPECIAL OLYMPICS**

The Board sends their thoughts and prayers to the Special Olympics community.

## **CALENDAR / WEBSITE**

It was noted that there were no updates to be given at the meeting.

## **CLUB REPRESENTITIVES**

Michael tabled copies of the reports received prior to the meeting. It was noted that there were no updates to be given at the meeting.

*The club representative left the meeting at 7.55PM.*

## **TECHNICAL DIRECTOR'S REPORT**

Bailey tabled a copy of his report.

There was further discussion on the purchase of the trailer, it was decided that Stephen would continue to search for a cost affordable option; Stephen will continue to search within a budget of CI\$3,500 to CI\$4,000 that supplements storage with Frankie and Katie to look into shipping options.

Bailey noted that Dart were happy to support CIASA with pool time, timing system and power supply for Nationals and Camps but were unable to supply chairs, etc or any additional financial support. Secured pool time and lane space for overseas swimmers returning on Island for Christmas Training.

There is an artistic swim camp 4-7 January 2019 through the FINA grant with a choreographer visiting from Jamaica to assist.

Upcoming Dates as currently known (dates below are swimming dates):

CARFTA – Barbados – 20-24 April

CCCAN – Barbados – 3-7 July

Island Games – Gibraltar – 7-10 July

FINA World Championships – Gwangju, South Korea – 21-28 July

Pan American Games – Lima, Peru – 6-10 Aug

Bailey informed the meeting that the FINA development program application form had been submitted to FINA Development.

### **TREASURER'S REPORT / CIASA BUDGETING**

Andrew gave a verbal report and noted that:

1. CI\$35,000 was deposited for the third and fourth quarters of 2018 from the Cayman Islands Government.
2. CI\$15,000 was deposited from KPMG.
3. the audit, which is being done pro-bono, was not completed as yet but will be ready for mid-January.
4. progress was being made to create a 2019 Master budget, also to assist RTC to prepare a budget for future events.

### **SUB-COMMITTEE REPORTS**

#### **Representative Team Committee**

Michelle tabled a copy of her report.

Michelle noted that the RTC needed to be reformed and the new committee members named. Michelle had spoken with existing committee members regarding staying on the committee. There was substantial discussion regarding proposed changes to the terms of reference of the RTC as well as the committee members for the next two years. It was noted that the members of the RTC should represent all areas of swimming (development, junior and senior) and artistic swimming but should not be limited such that any willing person may serve on the committee whether they fit into a particular category or not.

Following discussion, on a motion duly moved, and seconded, it was resolved that the final paragraph of the terms of reference of the RTC be amended to read:

"Subject to the discretion of the Board of Directors of CIASA, the RTC shall be comprised of the CIASA Technical Director (as an ex officio non-voting member) and at least 5 CIASA members including, but not limited to:

- Chairman (who shall also be a CIASA Director);
- Technical Experts (who must be Non-Parents and Non-Club Employees);
- Representatives from the Junior Team;
- Representatives from Development Squad;
- Representatives from the Artistic Swimming Team;
- Representatives from the Senior Team (if no such representative on the current Board of Directors); and/or
- Any other persons that may be appointed by the Board of Directors of CIASA."

Following discussion, on a motion duly moved, and seconded, it was resolved that the following persons be appointed as members of the RTC with their terms expiring at the 2021 AGM:

- Michelle Bailey (Chairman)
- Helen Dakers
- Scott Somerville

- Dominic Ross
- Sarah Trott
- Andrea Kilam

### **Public Relations / Media**

It was noted that there were no updates to be given at the meeting.

### **Fund Development**

The Board welcomed Katie to her new role! Katie to receive information from Michael and Chilian to create a fund development folder. Michael will follow up with Maples.

### **Booster Group**

Sandy updated the meeting verbally.

Upcoming events will be the adult movie night, Golf tournament and a fun family night of games (like the corporate cup games) also the Raffle date to be set at the next meeting.

Michael brought up the subject of uniforms and branding and that the sub-committee should have a meeting soon to discuss this subject.

### **Facilities**

Stephen updated the meeting verbally.

CIASA received the letter of commitment from the Lions Club to confirm their support of the Aquatic Centre. Stephen informed the meeting that the meetings with Bailey and the Johnson family went well and is to schedule a meeting with the rest of the neighbours. A smaller discussion surrounded how to prepare the memorandum of understanding with the Cayman Islands Government. Stephen to embark on a tour of the Jamaican National Pool.

### **Insurance / Legal Affairs**

It was noted that there were no updates to be given at the meeting.

Following up on the question of "Medical staff who are acting in a professional capacity" and coverage, it was noted that visiting doctors and therapists with a view towards Canadian Trials in April must have their own professional insurance.

### **CIOC**

The AGM & Christmas Social scheduled for Thursday, 6 December was unattended in person but otherwise nothing to report.

### **Athlete Protection**

William reminded the meeting that those partaking in the pilot program to collect the Child Protection Clearance certificates by providing the physical passport used in the application process or a notarised copy of that document as proof of identity. And, to please collect at the Criminal Records Office at 461 Unit # 7 Windjammer Plaza off Walkers Road in George Town. Once received, please scan the certificate and send via email to Bailey Weathers.

## Strategic Plan

It was noted that there were no updates to be given at the meeting.

## ANY OTHER BUSINESS

A question was raised as to why we could not go to 2018 Short Course World Championships as a concern was raised from parents that the coach had told the swimmers they could not go.

It was expressed that there are many eligible events that CIASA can attend. Each event is given consideration in terms of the coverage of the needs met for our members that swim. As an example we attend CARIFTA which is well organised, timely, close in proximity as well as an event that captures the attention and goal setting of young swimmers who have the potential to qualify for higher quality competition in international competitions and other events.


As there are numerous competitions around the world, however it does not stand that CIASA should prioritise it for any athlete that wishes to represent the country. Thus events like World Championships that are intended for experienced athletes that could represent CIASA may not be ideal based on their timing, the length of travel, the place of travel and the unlikelihood of preparation put forward to be successful in the progression and improvement of their athleticism. As such the case for 2018 Short Course Worlds there were no suitable athletes that qualified to send to that particular event.

## NEXT MEETING

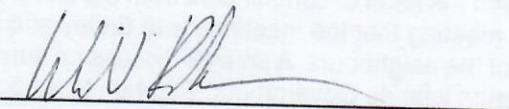
It was agreed that the next meeting of the Board would be on 9 January 2019.

## ADJOURNMENT

The meeting ended at 9.24pm.



**Michael Lockwood**  
Chairman of Meeting



**William Balderamos**  
Secretary of Meeting