



CAYMAN ISLANDS AQUATIC SPORTS ASSOCIATION

MINUTES OF A BOARD MEETING

Dart Building, Nexus Way,

Camana Bay

28 November 2022 at 5.30pm

PRESENT:

Officers:

Stephen Broadbelt ("Steve")- President

Kathy Jackson – Vice President

Chilian Wong-Ellison – Secretary

Martin Trott – Treasurer

PRESENT:

Directors:

Martin Fahy - Director

Adam Butler - Director

Sarah Sellars - Director

Colleen Williams - Director

Dean Lynee – Director (remote)

Ex-Officio:

Jacky Pellerin – Technical Director

CALL TO ORDER

Steve called the meeting to order at 5.42pm.

Welcome to the new Board Members, Dean Lynee and Colleen Williams.

PRESIDENT'S WELCOME

Steve welcomed the new Board Members and thanked everyone for attending the meeting. Steve informed the Directors that he is looking forward to working with everyone and that he has an open door policy and can be contacted at any time.

RULES AND GUIDELINES

Chilian went through the guidelines of being on the Board.

*"The directors (including the officers) of CIASA (the "**Directors**") owe certain duties to CIASA and, in particular, must act in the best interests of CIASA as a whole in the promotion and development of aquatic sports in the Cayman Islands by working with our swimmers, coaches, parents, sponsors and other partners.*

Each Director must be fully aware of all the activities of CIASA and must display a level of skill, care and diligence in every decision that is made. The monthly board meetings allow the directors and committees to share their respective reports and vote on various issues that requires the Directors' attention without prejudice.

When making decisions, the Directors take into account the advice of the Technical Director along with the coaches and committee members (as applicable).

A few years ago, the Directors prepared a document setting out the Vision, Values and Objectives for CIASA. These core values do not change drastically from year to year and each Director generally seeks to uphold and implementation of the various Vision, Values and Objectives.

The general responsibilities of each Director includes: (a) Communicating and implementing CIASA's Vision, Values and Objectives and overall direction; (b) Leading, supporting, directing, assisting, guiding and evaluating the work of fellow Directors, the CIASA Technical Director, CIASA sanctioned clubs and volunteers; (c) Ensuring that CIASA's Strategic Plan is being followed to guide CIASA; (d) Maintaining awareness of the needs of CIASA's members and taking the necessary steps to fulfil those needs; and (e) Performing other responsibilities as assigned by the CIASA President.

Section 10.14 of the Memorandum and Articles states that if any Director shall be absent from three (3) consecutive meetings of the Directors without leave, the Directors may declare his seat vacant. The interpretation to note is that if a Director is absent in the provision of reports and updates required by his role at three (3) consecutive meetings without reason, the Directors may declare his seat vacant.

The job descriptions listed below are not exhaustive and are merely descriptive of the work actually carried out by the Directors in recent years. The roles and responsibilities of the Directors will adapt and change in line with the general needs of CIASA on a regular basis.

A person who is considering running for a position as a Director should be aware that if they are successful they might not be assigned the position that they would prefer to fill and should be prepared to assume the role that needs to be filled. A person will be assigned a role based on their own individual expertise, knowledge, capacity and ability."

Chilian emphasised that the ciasaboard email is the general board email and all communication with all stakeholders: FINA, PanAm Aquatics, Other federations, CARIFTA, Island Games, CIOC and all sponsors should cc the ciasaboard email for good governance. Chilian emphasised that communication and transparency are key factors of demonstrating due diligence by the Board and our employee, The Technical Director and our future employee.

Chilian spoke to the Board about the Insurance Policy that CIASA has for all members. Currently CIASA pays 50% of the premium and the other 50% is paid equally by the four swim clubs. The Treasurer has the details of the payments. The CIASA insurance does not cover the USA so any CIASA member who goes to the US for a competition or training is not covered under the CIASA insurance. If an athlete needs coverage, they have joined USA swimming ; any details on this can be obtained from Jacky as Technical Director.

CONFLICTS OF INTEREST

Steve spoke about conflicts of interest and if any directors have any conflicts they will need to declare them before each meeting. If any board member are on the boards of any clubs, we encourage them to excuse themselves at the next opportunity.

ROLE ALLOCATION TO DIRECTORS – CORE AND OTHER DUTIES/TASKS AND DISCUSSION OF STRATEGIC PLAN

Steve informed the meeting that he is delighted to have representation of an artistic swimming parent on the Board. Steve is keen to have that parent on the Board to have a voice as Artistic swimming has seen tremendous growth.

Steve informed the meeting that when RTC met last week, it was agreed that Alissa would step down as voting member of ARTC . CIASA thinks this is a positive move because Alissa is a coach and that is her primary role and her voting and setting standards is a 'conflict of interest'.

Steve continued the meeting to read out the director roles:

Martin Trott - Treasurer

Colleen – Open Water/events Committee

Dean- rep artistic swimming and corporate fundraising for CIASA and new aquatic center – Fund Development Committee

Adam – Education and training – Education and Training Committee

Martin F- RTC Committee

Sarah – Booster (Fundraising) Committee

Kathy – PR and Social Media Committee

National Swim Championships events are the responsibility of the whole Board.

It was emphasised that Jacky as Technical Director, has to be part of every committee and is a key factor .

Steve informed the Board that we will continue on CIASA Visions and Goals. The list of goals is extensive but we are moving in the right direction. Going through some of the visions and goals:

Good governance : Secretary, Technical Director Jacky, President

Financial planning and treasury – Every committee needs to have a budget.

Facilities Development A sub committee will be formed with Steve as Chair.

Learn to Swim Development – Collaboration of CIASA, the Ministry of Sports and Ministry of Education, Flowers Group

Disciplines: Water Polo (Water polo), Lifeguarding - TD Jacky will lead the vision of these initiatives.

Athlete Protection – CIASA will require to appoint an athlete protection officer.

Other areas which need development:

Awards and Recognition

Talent Recognition

Safety

Shared Resources – Equipment , Video system,

Club Development and Incentive – (JGHS)

Meet Sanctioning

Community Development

CIOC - It is important to note that if there is a CIOC event, we try and support it. Steve informed the Board that Michael Lockwood is interested to assisting with liaison to CIOC and other associations as required.

Jacky informed the meeting that Alex Dakers, who is now studying at Stanford University has expressed interest in helping write articles on all overseas swimmers. CIASA is appreciative and fully supports this.

Representative Team Committee Matters

Martin took to the floor with the recommendations for the following:

1. CIASA 2022 World Short Course Championships Australia Selection Updated
2. CIASA CARIFTA Pool Team Selection Process 2022-2023
3. CIASA CCCAN Pool Team Selection Process 2022-2023
4. CIASA CCCAN Time Standards 2022-2023
5. CIASA Junior Team Selection Process 2022-2023
6. CIASA Development Selection Process 2022-2023
7. CIASA Island Games 2023 Selection Updated
8. Pan Am Aquatics Virtual Open Water Competition

Following discussion, 8 motions were put forward to approve and seconded for the above named documents as listed 1 to 8 and approved by majority.

Further discussion surrounded the :

1. CIASA RTA Agreement for Athletes 2022-2023
2. CIASA Open Water Selection Process 2022-2023

It was agreed that Dean would be given till Wednesday 30 November 2022 to look through the RTA Agreement for comments and discussion.

It was also discussed and agreed that the CIASA Open Water Selection Process 2022-2023 would have to be reviewed for completeness.

FINA GRANT APPLICATION

Steve enquired with Jacky as to the status of:

1. OASP FINA Grant for 2022 – Submission of receipts and receipt of all funds we were allocated by FINA.
2. OASP FINA Grant for 2023 – Grant proposal submission due November 30 2022

A discussion surrounded the purchase of cameras for the Open Water competitions. It was agreed we would go ahead with the purchase as had been discussed and approved last year.

EX OFFICIO MEMBERS

Steve informed the meeting that nominations of ex-officio members would be taking place at our January 2023 meeting.

DISCUSSION OF HR POSITION AND ASSESSMENT

The job ad for the Federation Coordinator has been circulated and Stepping Stones are handling the application process. The deadline for application is 16 December 2022.

HONORARY LIFE MEMBERS

Chilian put forward a motion to nominate Dominic Ross. This topic will be addressed at the January 2023 meeting.

WEBSITE

There were no updates.

ANY OTHER BUSINESS

Sarah informed the meeting that she is planning to have the CIASA Gala on 29 January 2023. An email will have to be sent to members to nominate volunteer awards.

Jacky proposed that we make some additions to the awards. Discussion surrounded this topic and the board agreed that this was a positive move and that further thought would be given and decided on these additions.

There is a reception being held on Monday 5 December by the PiratesFest Committee and the Ministry of Youth, Sports, Culture and Heritage from 6pm to 8pm at Cayman Cabana for the winners of the Pirates Harbour Swim and all the other PiratesFest competitions. An invite will be sent to the relevant persons.

NEXT MEETING

Looking at calendar, the next board meeting is being proposed for is Tuesday 3rd or Tuesday 10th January 2023.

ADJOURNMENT

The meeting adjourned at 9.23pm



Stephen Broadbelt
Chairman of Meeting



Chilian Wong-Ellison
Secretary of Meeting