

# Terrace Blueback Swim Club 2021

## Executive Meeting

**Date: November 9, 2022**

**Time: 7:30pm**

**Location: Via Zoom Call**

### **In attendance:**

Amanda Acal, Dave Acal, Lisette Calkins, Karen McMurray, Sarah Meijer, Karen Bergstreiser, David Harris, Angie Coolin, Chris Street, Tracey Braam

**Recording Secretary:** Sarah Grielens

**1. Call to order 7:30pm**

**2. Motion to adopt agenda.**

Angie C. moves, Lisette C. seconds. Carried

**3. Motion to adopt October 12, 2022 minutes.**

Angie C. moves. Lisette C. seconds. Carried.

**4. Reports**

**4.1 Coaches Report - Chris Street**

- 79 swimmers currently registered.
- Terrace Mini Meet- 62 swimmers participated. Meeting with Terrace coaches followed.
- Identified issues with bringing a mini meet from Prince Rupert. Time will need to be spent on Terrace equipment; specifically software compatibility with our printers.
- Prince Rupert meet had 34 swimmers attend from Terrace. 67% achieved best times which is low for a regional meet. Many senior swimmers did not swim their fastest time. TBSC earned 700 points putting our club in second place.
- Prince George currently has 6 swimmers registered.
- Chris intends to research a regional meet in the L.A. area that could be used as a reward or incentive for the athletes.
- We have 3 weeks left to have remaining assistant coaches registered for training. Karen M. has applied for and received a \$2000 grant towards coaching training.  
**Action Item:** Karen M. to email swim BC to arrange an in- person training

session. If this is not done soon then assistant coaches will need to register for an online session.

- January fun meet planned for Terrace before TBSC scheduled hosted regional meet.

**Action Item:** Chris to contact the pool for booking dates, then follow up with meet package preparation and distribution.

#### **4.2 Chair Report- Karen McMurray**

- Applied for and received \$2000 grant towards coaching training
- Applied for \$15000 grant towards officials, board, coach training from VIA Sport. Included a detail plan to secure a Terrace referee.
- Karen is the official C.A.O in Swim BC system.

#### **4.3 Treasurer Report- Karen Bergstreiser**

- The club is financially healthy for this time of year.
- Head Coach and Remote Coach line items refer to Crystal and Chris respectively.
- Gaming grant shows a status of complete online. Follow up to gaming grant offices resulted in assurance that grant is received and currently being evaluated. Decision will be communicated via email in the next 2 weeks.
- There are no anticipated costs to the club if it chooses to move our banking business and all three accounts to Northern Savings.

#### **4.4 Registrar Report- Sarah Meijer**

- Extended 1 invitation to Red 1, expected registration this week. This will bring currently registered athletes to 80.
- 3 Red 1 on waitlist, could be moved to Green based on ages.
- 1 Swimmer to be assessed.
- There is room in our higher levels.

**Action Item:** Chris to speak to Crystal regarding the potential of moving some senior swimmers up to make room for current waitlists.

#### **4.5 Fundraising Chair Report- Angie Coolin**

- Purdy's fundraiser has done better than expected. Goal of \$1000.00 in sales. Have reached \$2649.50 in sales to date, for a profit of \$695.50
- Raffle tickets have all been distributed to the swimmers.
- **Motion – To create a corporate sponsorship sub-committee.** Amanda A. moves, Angie C. seconds. None opposed. Carried  
Dave and Amanda Acal to sit on the Corporate sponsorship sub-committee.

#### **4.6 Clothing Coordinator Report- Angie Coolin**

- Website issues have been corrected. All order information should be available from the Pro-Shop by the end of the week with a club communication to follow.
- Min. order amounts will be required. Order will include clothing, and swim suits and jammers. These suits and jammers are practice and regional meet appropriate but are not official race wear.

## 5. New Business

### 5.1 Motion to accept Rebecca Greaves' resignation from the board.

Dave A. moves, Angie C. seconds. None opposed. Carried.

### 5.2 Motion to accept Sarah Meijer into the official role of registrar.

Amanda A. moves, Angie C. seconds. None opposed. Carried.

### 5.3 Motion to accept the 2021-2022 financial statements as were presented previously in July 2022.

David H. moves, Angie C. seconds. None opposed. Carried.

### 5.4 Motion that the board agrees to open three bank accounts ( general, gaming and fundraising) at the Northern Savings Credit Union and have Karen B. Karen M, Amanda A and Sarah M. as signing authorities.

Karen B. moves, Dave A. seconds. None opposed. Carried

### 5.5 Motion to close the three existing bank accounts at RBC once the new accounts are opened. Tabled to next meeting.

## 5.6 Communications for discussion

### 5.6.1 Behavior and expectations executive meetings-Sarah Grielens

- Acknowledgement that it is difficult to remain professional and give full attention at remote executive meetings.
- Generally, the executive is open to meeting in person occasionally either as a formal executive meeting or socially to increase club cohesiveness.  
**Action Item:** Sarah to explore options for meeting in person
- Reminder that quorum for executive meetings is 10% of membership. If a member of the executive can't make an in person meeting or feels they cannot give full attention at a remote meeting then member should feel comfortable missing.
- Reminder that our club bylaws do not require members of the executive to serve on sub-committees.

### **5.6.2 Internal Communications Slack, Email, Text- Karen McMurray**

- Slack use is still being used and is appropriate for sub committee work, and brief messages.
- Email should be used for official voting or longer communications.
- Chris to be added to some of our slack channels.
- Registrar requests that email response be prompt.
- Google drive is not well known within the club.  
**Action Item:** Karen M to create a google drive map and distribute to executive.

### **5.6.3 External Communications Facebook and email- Karen McMurray**

- Parent communication should be sent out via email first with facebook posting second.
- The club facebook site is designed to be a networking tool for parents.
- The executive board should not be quick to respond to parent questions on facebook. Parents should be encouraged to assist one another. If an executive does respond to a parent then answer should be a link to PoolQ so that parents are driven to the website to find answers. This will promote the use of the website as a source of information.
- Karen M. oversees the entire website and if something is missing we should contact her to add. Explore the possibility of a FAQ page.

## **6. Expenses**

### **6.1 Motion for post office box annual payment of \$185.85**

Karen B. moves. David H. seconds. None opposed. Carried.

### **6.2 Motion for reimbursement of thera-band expenses for dry land training of \$51.98**

Angie C. moves. Karen B. Seconds. None opposed. Carried.

### **6.3 Motion for reimbursement of raffle ticket printing of \$195.07**

Karen B. moves. Dave A. seconds. None opposed. Carried.

## **7. Policy Committee- David Harris**

### **7.1 Discretionary Expense Policy**

- Language to be edited to reflect a max. of \$250.00 discretionary purchase up to a maximum of \$500.00 per month without prior authorization.  
**Action Item:** Policy to be tabled, edited and submitted via email for club voting.

## 7.2 Travel Policy

- Outlines the roles and responsibilities of the membership at away meets.
- Language to be edited to reflect number of chaperones needed per away meet to be determined by the Coach and Team Manager on a case by case basis.  
**Action Item:** Policy to be tabled, edited and submitted via email for club voting.
- Travel consent form is required by Swim BC, the TBSC club will continue its use. Recognize that it is difficult to get this form signed by all swim families.  
**Action Item:** Karen M. to add this form to the event registration sign up on PoolQ.

## 7.3 Conflict of Interest Policy

- Not included in meeting invite documents. Could not be reviewed.  
**Action Item:** Policy to be tabled, and submitted via email for club voting.

## 8. Old Business

### 8.1 CRC Minor Assistant Coaches

- Swim BC has a different form to be submitted for minors needed CRC clearance for assistant coaching. This is complete now.

## 9. Adjournment

- Lisette C. moves. Amanda A. seconds. Meeting adjourned 8:59pm

