

# **Terrace Blueback Swim Club 2021**

## **Executive Meeting**

**Date: October 12**

**Time: 7:30pm**

**Location: Via Zoom Call**

### **In attendance:**

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

### **Regrets:**

Dave Acal, Rebecca Greaves, Tracey Braam

**Recording Secretary:** Sarah Grielens

**1. Call to order 7:34pm**

**2. Motion to adopt agenda.**

David H. moves. Sarah M. seconds. Carried

**3. Motion to adopt September 14 2022 minutes.**

Angie moves. Sarah M. seconds. Carried.

**4. Coaches Report - Chris Street**

- Currently 80 swimmers registered. 84 athletes have expressed intent to register and have been assessed.
- Lower levels are reaching capacity. 1 spot left in Green and Red 1. Red 2 is beyond capacity at 8 swimmers for one lane.
- Space available in Blue, Bronze, Silver and Gold. When the Red 2 swimmers start to progress throughout the season and move up it will create some room in the lower levels to accept more athletes.
- Upcoming Saturday October 15<sup>th</sup> mini meet have 55 swimmers registered and 10 tentative.
- Upcoming Prince Rupert Swim meet weekend of October 28<sup>th</sup> registration opens this Friday October 14<sup>th</sup>. Red 2 and up will be invited to register.
- Prince George Swim meet in November will be open to Blue and up, but Red 2 swimmers that express a keen interest in attending will be allowed to do so. Normally Red swimmers are not invited to further away meets due to travel time and costs.

- **Action Item:** Chris to send out email communication to parents to clarify what an invitational swim meet is and who will be eligible to register for Prince George.
- Crystal, Vince, Brenna and Baylee coach registrations are complete.
- Crystal has been working with Camryn, and Chris has spent some time with James and Juliet.
- Brenna, Camryn, Karen James and Brooklynn all need either the 101 or Community Coaching course.
- Any coaches planning to take online courses necessary for coaching certification should be encouraged to wait as Chris is attempting to get an in-person 101 session scheduled.
- **Action Item:** Chris to follow up with SwimBC regarding identification requirements for minors completing a CRC for junior coaching positions. Specifically Brooklyn requires a CRC but has no picture ID.
- Senior practices are going well. Chris and Crystal are in consistent communication. Chris would like to connect more with the junior coaches. Chris to communicate with the senior swimmers on Saturday at the mini meet to get their feedback on the start of the season and how practices are going.
- Securing a terrace referee is a high priority for the club. This position will involve regional travel to become certified and is a large commitment. A referee is required as soon as possible as it enables the club to run time trials for individuals needing to qualify for divisional and provincial meets. These time trials can be run for an individual swimmer with just a referee present. Suggestion to add Referee to ongoing business on future agendas. Seth Downs has expressed interest in this role.
- **Action Item:** Karen M. to connect with Seth to work out a certification plan. Normally this is a meet manager duty but Karen M. started this task in her previous role and is agreeable to keeping it.

##### 5. Registrar Report – Sarah Meijer

- 80 swimmers registered with the club. 54 competitive. Registrar has reached out to those athletes that were assessed but have not registered yet.
- There are 10 BC Swim accounts pending. Registrar has sent email reminders to those parents still needing to complete that process.
- 10 athletes on the waitlist. 3 are scheduled for assessments this week. No response from remaining 7. These 3 to be assessed are expected to register into Green and Red 1.
- **Discussion** regarding meet fees. How should this club charge this season? Per swimmer? Family discounts? Same fee regardless of location and coaching travel costs? Prince Rupert charges on standard fee for all regional meets. Makes a profit on short distance travel costs and losses on long distance travel costs but that club finds that it balances in the final budget. Terrace does not want to be cost prohibitive and may decide to charge less for a Prince Rupert meet opposed to a Prince George one. Tabled to email discussion.

- **Action Item:** Chris, Crystal, Karen M. to work on swim meet fee structures.

## **6. President Report – Karen McMurray**

- In the process of applying for grants. Specifically, via sport for northern clubs to build capacity.
- Application for coach and official training in process and is due October 14<sup>th</sup>.
- Applied for Raffle ticket license.
- Purchased domain names [www.terracebluebackswimclub.ca](http://www.terracebluebackswimclub.ca) and [terraceswimclub.ca](http://terraceswimclub.ca). They will be mapped to our PoolQ page and will be prepared for google searches.
- Sarah M. reports that the City of Terrace webpage has updated the club's contact information as well.

## **7. Treasurer Report – Karen Bergstreiser**

- CC payments on PoolQ take a week to process as opposed to 24- hour processing time with old Team Unify. This has resulted in a cash flow issue at the start of the month.
- Gaming grant is still under review.
- Based on increased club registrations our fundraising amounts are projected to be healthy.

## **8. New Business**

### **8.1 Expenses Policy**

- Should the club explore a threshold for coaches and board members to make discretionary purchases that can be expensed immediately?
- Evaluations should be done to determine average spending needs per role in order to determine this amount and create a policy.
- **Discussion** regarding the possibility of securing a club credit card so coaches can pay up front for items such as travel costs without having to wait to be reimbursed. Should the coaches receive a club debit card? Possibility of moving the club's finances to Northern Savings which may make securing a credit card easier. Tabled this discussion to the next executive meeting.
- **Discussion** regarding club's PO BOX renewal. Very little mail is received currently but the club cannot guarantee that our mail will be received consistently at the aquatic center. Absence of a PO Box might cause complications in future financial applications. PO Box will be renewed for another season.

### **8.2 Dryland training**

- Currently the club is renting the multi- purpose room at the aquatic center for dryland training. Currently only Pre- Silver, Silver and Gold can be accommodated for space. Registration online for Bronze swimmers indicate dryland is included in the fees and swimmers are being charged as such.

- Chris believes that the majority of Bronze Swimmers do not need this dryland as they have just been moved up to this level and are still quite young. Messaging should go out to Bronze families that dryland will not be scheduled for this group at this time.
- **Action item:** Dryland information to be removed from the Bronze registration page.

### **8.3 Request for Software Team Manager and Meet Manager**

- The old club computer has working software. No need to purchase and install new versions of these two software yet. Tabled.

### **8.4 Request for Coach Shirts**

- Angie C. moves to purchase 14 coaching shirts at a cost of \$516.16 including shipping and gst from Silvertip promotions. David. H. seconds. None opposed. Carried.
- All 9 coaches will receive one shirt, and those coaches on pool deck more than once a week will receive two shirts.
- Silvertip promotions is payable through e transfer.

### **8.5 Committees and positions**

**7.5.1 Fundraising Committee** – David H. Angie C. and Karen B to assist with only required information items.

**7.5.2 Travel Coordinator** – Amanda Acal ,Tracy Braam to head up after Prince George meet.

**7.5.3 Communications Coordinator-** Sarah Grielens

### **9. Adjournment**

- Sarah G moves. Angie C. seconds. Meeting adjourned 8:36pm

### **5. Adjournment**

Angie C. moves. David H. seconds. Meeting adjourned at 8:26pm

