

# Executive Meeting Minutes

## 01/02/2023

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**01 February 2023/ 8:00pm / Zoom Meeting**

### ATTENDEES

Francine Vickery (Chair), Joy Richman (Vice President), Liz Stokes (Treasurer), Lisa Hermanson (Registrar), Mariana Carrasco-Teja (Secretary), Alex Kouzas (Head Coach)

### AGENDA

1. Move to approve agenda and call to order at 8:02 pm
2. Follow up from previous meeting
3. Move to approve previous meeting minutes (14 Dec 2022)
4. Officer Reports
5. New business

### Acceptance of Agenda

Moved by Francine, all in favour.  
Unanimous

### Acceptance of Previous Meeting Minutes

Moved by Francine, all in favour.  
Unanimous

### Follow up from Previous Meeting

- Practices during UBC Aquatic Centre shutdown in April: St. George (T & Th, short course, from 8:30-9:30, 3 lanes) - waiting for approval; filled the forms from VAC (3 long course lanes, 4 - 5:30 on Sundays except April 1 which is 4:30-5:30), got an invoice.
- Photos for website: add a new menu on the "About".

### Officer Reports

- President:
  - Website glitch was fixed; submitted request to UBC for swimming time for summer session. Got the certificate of insurance.
- Vice President:

- Waiting is still a little long (less than 20 - most contacted us around September). From the ones we invited, 4 joined, 2 pending. We won't invite anyone in Winter.
- Treasurer:
  - GST return filed, will pay the amount owed. Alex to remind coaches they are contractors and we don't issue T4's. Treasurer can extract 2022 earnings from the accounting software if requested.
- Registrar:
  - 45 swimmers, including 5 new this term.
- Coach:
  - We have a new coach, Kyle, who starts February 4, 2023.
- Secretary
  - Uploaded files; uploaded some pictures.

## **New Business**

The following topics were discussed:

- Number of swimmers for Spring/Summer: we shouldn't cut at 30, but no new swimmers. There will be 4 lanes.
- Pool space for Spring/Summer: May & June, requested 4 lanes, weekdays and weekdays at UBC; July & Aug. will be T Th at UBC, 4 lanes; will look for Second Beach for weekends.
- Pool Queue fixes & enhancement requests.
- Date for signing bank papers.
- Swimming caps with printing error: give them away now.

## **ACTION ITEMS**

- Secretary:
  - Create a new tab on "About" with pictures; Post 14 December 2022 executive meeting minutes on website.
- Treasurer:
  - Send email to set up the virtual meeting for the bank.
  - Update PoolQueue fixes & enhancements request for board's review, and send to Pool Queue support.
- VP:
  - Reach out to outdoor pools to see when they will take reservations for July and August.

- Coach:
  - Let coaches know they are contractors, so UBC Masters doesn't issue T4-As.

## NEXT MEETING

Will be scheduled for March 2023, before Spring Break.

MEETING ADJOURNED AT 8:53 pm