

Executive Meeting Minutes

7/10/2024

7 October 2024 / 7:30 PM / Google Meet

ATTENDEES

Francine Vickery (Chair), Jenny Gardiner (Vice President), Lisa Hermanson (Registrar), Liz Stokes (Treasurer), Mariana Carrasco-Teja (Secretary), Alex Kouzas (Head Coach), Richard Buckley (Member-at-large)

MINUTES

Meeting called to order at 7:33 pm

Acceptance of Agenda

Moved by Francine, unanimously approved.

Acceptance of Previous Meeting Minutes (12 August 2024)

Moved by Francine, unanimously approved.

Follow up from previous meeting

- Club banner: got the estimate at \$90-100. Board approved a cap of \$250 for the purchase.
- Board policies document: add the policies the board has discussed to the document. Everything must be approved by the board. We should also complete the document (a different one) with the description of the different positions.
- AGM planning: it will take place on Saturday, November 16 at 6:30 pm in the Robert Lee Alumni Centre (6163 University Blvd), Polygon Classroom. Doors open at 6 pm. Will order food from the same place as last year. We need to send the RSVP form (link below) so members can let us know if they will be there in person - to order enough food. I need to finalize the order the Friday before, so they should RSVP by Nov 7.

Form link:

https://docs.google.com/forms/d/e/1FAIpQLSeFlr9BRXHgHBszNuwWolp-MGIURy_yXI1dNw6Mc-C_BKUZcA/viewform.

Draft Agenda:

https://docs.google.com/document/d/1MLYPeSn0IAvLgrP06My6F9R9Jt4Rr1rJGAGzUTA_c8HA/edit#heading=h.gjdgxs

Jenny and Alex won't be able to attend, so they will send their reports ahead of time to be read at the meeting.

- Board and coaches background checks: SwimBC and SwimCanada are not interested in reviewing their policy so won't pursue it anymore (as the Board). We have to follow up with SwimBC as they've asked for volunteers' names to complete the process (Board members).

Officer Reports

- President: nothing to report.

- Vice President: 62 people on the waitlist. We'll clean the waitlist by asking people if they are still interested. We'll invite the 3 former members to fill the Fall registration (who are at the top of the list).
- Treasurer: Getting the annual budget documents for the AGM ready, working with the bookkeeper. Cleaning treasurer position document to record the changes (eg, we have a bookkeeper, poolQ procedures, etc.). We will return the \$3000 we borrowed from the GIC to pay for the Fall pool fees to the GIC.
- Registrar: There are 48 members signed up for the Fall. LOA list has 7 people. 17 members haven't completed the SwimBC registration. Lisa will remind them - specially because they cannot swim until they complete it. There were some issues with some registrations (SwimBC's fault) so Lisa is working to fix it. New coaches have to update their information in poolQ.
- Secretary: nothing to report.
- Head Coach: nothing to report.
- Member At Large: thanks to Lisa for serving on the board :). Poised the question: "Can a previous member not currently registered with the club swim in meets for the club? Treasurer will look into the poolQ system to see if it allows it (as they will be required to be registered in SwimBC).

New Business

- Board succession: Jessica and Adrienne are willing to step up. Francine will follow up with them. Final decisions are made at the AGM.
- Swim caps for swimmers: we have many misprints, some regular. Liz will make inventory and report back. Richard will bring them to the pool to distribute.
- PoolQ 'Contact us' notification: will add secretary.

ACTION ITEMS

- Prepare reports and agenda for the AGM
- Treasurer will send out financial package for AGM
- President will send AGM invitation including the google form link

NEXT MEETING PLANNING

Next meeting will be the AGM meeting on November 16, 2024 at 6:30 pm in person at UBC Robert Lee Alumni Centre, Polygon Classroom.

MEETING ADJOURNMENT

Meeting adjourned at 8:44 pm