

Executive Meeting Minutes

07/03/2022

07 March, 2022/ 8:00pm / Zoom meeting

ATTENDEES

Francine Vickery (Chair), Joy Richman (Vice President), Lisa Hermanson (Registrar), Liz Stokes (Treasurer), Alex Kouzas (Head Coach), Katie Lee (Secretary)

AGENDA

1. Move to approve agenda and call to order at 8:02 pm
2. Move to approve previous meeting minutes (10 Jan 2022)
3. Follow up from previous meeting
4. Officer Reports
5. New business

Acceptance of Agenda

Moved by Lisa, all in favour
Unanimous

Acceptance of Previous Meeting Minutes

Moved by Francine, all in favour
Unanimous

Follow up from Previous Meeting

Officer Reports

- President:
 - UBC pool rental: haven't heard from Christine for Spring and Summer

- o Swim BC Board seminar: Topics covered included structure and function of the Board vs the head coach. The content was geared towards age group and didn't resonate with our club.
- o PoolQ: On PoolQ we could directly design and update our website, set up groups, place orders, handle registrations, accept credit card payments, and integrate with Quickbooks. We would recruit help from members at large in web design and content creation. We discussed the cost for PoolQ: \$75 / month, plus \$300 one time on boarding support fee. Currently we pay \$150 for web hosting. We agreed that we need to figure out the exact cost per swimmer and have a better understanding of how PoolQ works and integrates with accounting and payment systems, before we could vote on making the switch. Francine will talk to the rep.
- Vice President:
 - o Wait list: Nearing the bottom of the list. As the lanes have gotten quite busy, we agreed to stop sending invitations for trial swims. We'll wait until there's more clarity on pool space for April. Made a new list for September.
 - o April swimming: VAC confirmed, Saturday 6:30pm, 90 minutes, 3 lanes. Waiting to hear back from St. Georges and Byng. Renfrew has no availability.
 - o Summer pool rental: June Saturday & Sunday, 10:30AM-12:30PM, at Robert Burnaby (Contract pending, Lisa will follow up). Joy will follow up with Second Beach.
- Treasurer:
 - o Our Cash Flow position is good. We are able to pay our current expenses from our Operating fund, and haven't had to dip into the contingency.
 - o YTD Budget position (Sept 1 2021 - March 6 2022).
 - Income for the year to date is down, roughly \$4,000 less income than budgeted
 - Expenditures so far are roughly \$2,000 less than budgeted.
 - With both income and expenses below budget, our year to date deficit is approximately \$2,000.
 - o Pool fees and coaching make up the bulk of our expenses. We didn't spend budgeted funds on the AGM social as it was held by Zoom. The bulk of the deficit is due to lower membership registration numbers and swim cap purchase.
 - o It is difficult to predict how finances will be at the end of the current session as we are still working on getting commitments and costs for pools for April and May.
- Registrar:

- o Current membership: 45 members (2 swimmers LOA, 1 leaving in April)
- Code of conduct:
 - o We compared the code of conduct used by other Masters swim clubs (typically 1-2 pages in length, written in plain language) with the Swim BC template (5 pages, formal). We agreed that a shorter version written in layman's terms is better. We could link to Swim BC's code of conduct and state that anything not covered in our policy will be covered in the Swim BC policy.
- Coach:
 - o Maja (liaison between swimmers and coaches) recently provided feedback to the coaches, suggesting to ramp up the practices. The coaches have done accordingly!
 - o Since the feedback was collected from a small sample of swimmers, we discussed surveying the entire group for more balanced feedback. Alex will draft a short survey and we'll ask Maja to send it to everyone.
 - o Alex will discuss with coaches about arranging swimmers in the appropriate lanes.
 - o Summer coaches: Anna, Nathan, Alex (except July) and Maia (until June) will be coaching. Awaiting decision from Dima and Josie.

New Business

The following topics were discussed:

- At-large members: We discussed creating a separate shared email account for them. We agreed to invite them to the exec meetings, if they have anything to report or propose.
- Leaving swimmers: We do not offer a refund once the session has started. One swimmer signed up for the whole year and is planning to leave at the end of March. We agreed to issue a refund for the summer session only.
- Website: The board discussed the club's website. It is outdated and needs to be reviewed and brought up to date, but our webmaster is a volunteer who no longer swims with the club. The board discussed asking if any of our members have experience with websites and could help out.

ACTION ITEMS

- Execs and Head Coach: Review code of conduct, circulate feedback on what we like and dislike, vote at the next meeting.
 - o Victoria Masters Swim Club: [Club Code of Conduct – Victoria Masters Swim Club](#)

- o Teddy Bares: [Team Info – Alderwood Teddy Bares masters swim team \(biscuit.ca\)](#)
- o Mountain View Masters: [MVM Code of Conduct – Mountain View Masters Swim and Social Club](#)

- Execs: Recruit a volunteer to help with web design and content writing
- Francine: Talk to the PoolQ rep to find out the exact cost per swimmer and have a better understanding of how PoolQ works and integrates with accounting and payment systems. Look into creating an email account for at-large members.
- Joy: Follow up with Byng and Second Beach regarding pool rental
- Lisa: Follow up with Robert Burnaby and St. George's regarding pool rental
- Coach Alex: Draft a short survey. Work with coaches on arranging swimmers to the appropriate lanes
- Liz: Issue a refund to the leaving swimmer (summer session only)
- Katie: Send approved meeting minutes (10 January 2022) to the webmaster for website update.

NEXT MEETING

Scheduled for xxx,xx 2022 at x pm, Zoom

We'll have the next meeting when there's more information on summer pool rentals.

MEETING ADJOURNED AT 9:18pm