

Executive Meeting Minutes

11/07/2022

11 July, 2022/ 7:30pm / Google Meet

ATTENDEES

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

AGENDA

1. Move to approve agenda and call to order at 7:33 pm
2. Move to approve previous meeting minutes (18 May 2022)
3. Follow up from previous meeting
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

- TechSoup registration: Our club is signed up and we are qualified for free Google Workspace.
- T2 return: Liz contacted the CRA. They said to file last year's return. They will process and review it. It's on our to-do list.
- Coaches for 2022/23: All coaches said they're interested in returning, except for Maia. Alex will reach out to potential candidates to fill Maia's spot. The three Junior coaches have completed a full season of coaching and qualify for promotion to Intermediate coaches.

Officer Reports

- President: Been experimenting with PoolQ. Added Fall schedule on the UBC Masters calendar: 1.5 hours on Saturdays and Sundays. 1 hour on Tuesdays (4 lanes only). 1 hour on Thursdays (6 lanes).
- Secretary: Code of conduct posted on website, and meeting minutes are up to date.

New Business

The following topics were discussed:

- 2022/23 budget
 - Proposed \$1095 for the whole year (swimmer's fee), which is a \$95 increase from the current year. \$365 / session.
 - Split the year into 3 equal sessions (4 months each) to match the pool contract period.
 - We get an extra hour of pool time throughout the year (1.5 hours on Sat and Sun instead of 1 hour).
 - Increased budget for professional fees by \$700 for hiring a bookkeeper to assist with tax filings and QuickBook work as needed.
 - Increased budget for new registration system (Pool Queue) to streamline registration and payment processes.
 - After applying the 9% discount and adding GST and processing fees, our session fees for a full year are \$1078.69.
 - Swim Canada fees are an additional charge, total amount of club fees plus Swimming Canada fee is \$1117.69.
 - We agreed to approve the budget.
- Poolq rollout plan:
 - Sessions and fees have been set up, but currently it might be difficult for some members to read and select the proper session. Francine will ask Aaron about adding a title to each session to make it clearer.
 - Payment method for fees: PoolQ accepts VISA debit, credit card, not e-transfer. We agreed to accept only CC and VISA Debit. We will not store CC info but it is stored in Stripe.
 - Things to sort out:
 - Top Priority: Set proper fees and test the registration system. Assign permissions to board members to work on PoolQ and the website.
 - Second Priority: Website needs to be imported and updated. Create a page for Coaches. Update Head Coach photo and bio, and bios for all coaches. Katie volunteered to help out.

- We need to set up the registration page and test it before Aug 3.
 - Board members schedule: Francine's away from Aug 3 -17, Aug 25 - Sept 20. Liz is away Sept 14 - 26. Lisa's away for the first two weeks of August. Alex is away for two weeks starting on July 24.
 - 2022/2023 Registration Plan:
 - open registration to current members on Aug 1, 2022.
 - open registration to new members on Sept 17, 2022.
- Hire a bookkeeper: Francine's candidate charges by the month, which isn't suitable for our needs. We only need them once or twice a year. Liz will reach out to potential candidates.
- Insurance coverage for drop-ins/visiting Masters/trial swimmers
 - Visiting masters who are not registered with Swimming Canada can swim for 2 weeks, then they need to register with SwimBC (\$39) after two weeks. We agreed on registering them for a 10 pass card rather than the session. This is to be reviewed and agreed for each visitor if they want to swim more than 2 weeks.

ACTION ITEMS

- Liz: connect with potential bookkeeper candidates.
- Francine: contact Aaron regarding PoolQ onboarding. 1. How to assign permission to administrators, 2. How to upload minutes, 3. Add a title to each session (registration page), 4. Prorating fees.
- Board:
 - Reset their accounts on PoolQ and test the system.
 - Transfer content from the current website to PoolQ and make changes to outdated information.
- Coach: Write biographies and provide photos for the Coaches' section. Reach out to potential coach candidates.

NEXT MEETING

Scheduled for July 25th, 2022 at 7:30pm, Zoom

MEETING ADJOURNED AT 8:33pm