

# Executive Meeting Minutes

## 24/08/2022

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**24 August, 2022/ 7:30pm / Google Meet**

### ATTENDEES

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

### AGENDA

1. Move to approve agenda and call to order at 7:35 pm
2. Move to approve previous meeting minutes (27 July 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

- Web hosting: Paid up to Dec, won't renew hosting.
- Group photos for website: Lisa will talk to Josie about shooting group photos in the Fall, and Joy will email Maia Brundage for pink cap day photo.
- Postpone documenting Poolq set up.

### Officer Reports

- President: nothing
- VP:
  - Emailed everyone on the waitlist at the beginning of August

- Two old members registered for Fall session
- ~36 active on the waitlist
- Send invitations for trial swims in mid September
- Registrar:
  - 15 signed up for fall session, 16 for full year
  - Cap at 50 swimmers
  - The pool does not set a cap on swimmers per lane. Our preference is six per lane (max).
- Treasurer:
  - Been creating and sending invoices to registered swimmers, and running the invoice sweep.
  - Created a spreadsheet to track registrations and payments.
  - Funds deposited in the bank account will be used to pay for pool rental fees.
  - Joy will email the existing members to remind them to register for 2022/23 and pay before the first swim..
- Secretary: nothing

### **New Business**

The following topics were discussed:

- President and treasurer duties:
  - Set up email vacation responder to let members know that President is away from Aug 25 to Sept 20, and Treasurer is away from Sept 14 to 26. If urgent, they can email VP (covering for President) or Registrar (covering for Treasurer).
  - Joy will take care of President's duties.
  - Lisa will handle Treasurer's duties.
- Waitlist trial swims:
  - Pause trial swims in the first few weeks of Sept because it could get crowded at the beginning of a session, and we have 4 lanes (instead of 6) on Tuesdays.
  - For Tuesdays, we would like the Coach to modify the workouts to be short distance sets.
  - Send trial swim invitation email on Sept 12 to wait list people. Trial swim starts on Sept 15. Invite 5 at a time.
- Coaches:
  - We agreed to give Dima extra compensation for taking the bus to coach the RB practice.

- Alex would like to hire Emma for the Fall. We're happy to have her.
- All coaches are varsity swimmers except for Alex and Nathan. We would like to bring on another coach who is not on varsity.
- We're ok with Brett as a sub, as long as Alex or someone can provide guidance.
- Coach registration on PoolQ: We would like the coaches to register so that their info is on the platform. We require swimmer registrants to enter their payment info at the time of registration. We're not sure if PoolQ will allow coach registration if payment info is not filled in (coaches don't have to pay fees).. Lisa will contact PoolQ for support.
- Website:
  - Executive bio template: How long have you been on the board? etc.
  - Update info on Pool etiquette, lane selection section. Katie will update it.
- AGM: Set for Wed Nov 16, 7:30-8:30PM. Meeting will be held virtually.
  - Francine will be away from late Oct to beginning of Dec..

## ACTION ITEMS

- President and Treasurer set up vacation email responder
- Treasurer: Meet with Christine at the end of August.
- Registrar:
  - Reach out to Josie about group photo shoot
  - Contact PoolQ for support re no payment info for coach registration
  - Cover for Treasurer from Sept 14 – 26
- Vice President:
  - Send reminder email to current members to register and pay for 2022/23 season
  - Send trial swim invitation email on Sept 12 (trial swim starts on Sept 15)
  - Reach out to Coach Maia for pink cap day photo
- Secretary: update website 1. practice etiquette, 2. post approved minutes.
- Coach:

- Modify Tuesday workouts (shorter distance sets)

## NEXT MEETING

Scheduled for Sept 28, 2022 at 7:30pm, Google Meet

MEETING ADJOURNED AT 8:28pm