

# Executive Meeting Minutes

## 28/09/2022

---

**28 September, 2022/ 7:30pm / Google Meet**

### ATTENDEES

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

### AGENDA

1. Move to approve agenda and call to order at 7:34 pm
2. Move to approve previous meeting minutes (24 Aug 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

- Coach registration on PoolQ and Swim Canada: Alex (head coach) will be registered as a swimmer.
- Group photo: Joy created a shared folder on the Drive. Alex will share the photos she took at the RB pool, and ask Josie to share any club photos.
- Exec bios: Everyone sends their bios and photos to Katie.

### Officer Reports

- President: Sent in request for winter lane rentals.
- Vice President:

- Been working through the waitlist to invite swimmers to do trial swims and register.
- 9 newly registered swimmers.
- Trial swimmers will complete their trial period this week.
- Treasurer:
  - We are financially fine.
  - PoolQ: It's not easy to reverse an invoice on the system. Also the system doesn't automatically do fee prorations.
  - Will go over outstanding Quickbook items with Francine.
  - Look for bookkeeping candidate - To do list
  - Created a new spreadsheet for coaches wages.
- Registrar:
  - 45 registered swimmers: 20 registered for the full year, 22 registered for the fall session, 3 coaches.
  - Will have to register coaches on PoolQ manually (Coaches don't have to pay swim fees).
- Secretary: Minutes are up to date on the website.
- Coach:
  - Alex already informed Emma about her wage, which is consistent with what the other new (UBC Masters) coaches are paid.
  - Brett is available as a substitute coach when our coaches are away or sick. He doesn't have experience coaching masters. It's hard to find someone who's not currently competing. Many clubs and pools are struggling to find coaches and guards..
  - Liz can follow up with UBC about posting an ad on the board
  - Lisa can ask the Dolphins as well.

### **New Business**

The following topics were discussed:

- Swim videos:
  - Katie suggested taking short underwater videos of swimmers who are interested. This could help with stroke analysis and correction. It could be done with a GoPro or phone camera on weekend practice when we have more space and time.
  - Alex will talk to coaches to see if we can try it. Using the phone camera might be easier. We could do it on stroke correction days.

- Coach wages:
  - Francine talked to the English Bay Masters swim club about coach wages.
  - We'll see if we should increase our rates, and whether our budget would allow it.
  - Our coaches, except the head coach, have all received a promotion and a raise at the start of the season.
- Email list:
  - We agreed to use PoolQ to generate an email list. Only one person would generate it and store it on the Drive. When a swimmer registers and pays, Lisa will add the new swimmer's name to the list.
- Swimmer numbers, lane numbers for winter session:
  - We're ok with the numbers Francine sent in.
- Prorating fees:
  - PoolQ doesn't do it automatically. The workaround is to issue a credit before creating the invoice.
- New swimmers / trial swimmers:
  - 4 new or trial swimmers / practice is the max number.
  - Ask the swimmers to meet at the bench inside the pool (rainy season) 10 mins before practice.
- Vaccine mandate:
  - We agreed to make vaccination a requirement for joining the UBC Masters. We will review it in the new year.
- AGM:
  - Liz, Joy, and Lisa have expressed interest in running for the board for 2022-23. Katie is undecided and will let Francine know.
  - Francine will be away in November.

## ACTION ITEMS

- Board:
  - Discuss whether we could / should increase coach wages.
  - Send bios and photos to Katie.
  - Add photos to the shared folder "Photos of UBC Masters" on the Drive.
  - Send agenda items to Francine by 16th with subject line: Agenda Item.

- Registrar:
  - Register coaches on PoolQ and Swim Canada.
  - Let the Dolphins know that we're hiring another coach.
- Treasurer:
  - Will go over outstanding Quickbook items with Francine.
  - Look for bookkeeping candidate - To do list
  - Follow up with UBC about ad posting on the board.
- Secretary:
  - Update website with exec bios and post approved minutes.
- Head coach:
  - Talk to coaches about swim videos.

## NEXT MEETING

Scheduled for Oct 26, 2022 at 7:30pm, Google Meet

MEETING ADJOURNED AT 8:43pm