

# Executive Meeting Minutes

## 26/10/2022

---

**26 October, 2022/ 8:00pm / 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 7:33 pm
2. Move to approve previous meeting minutes (28 Sept 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

None

### Officer Reports

- President:
  - Waiting to hear back from UBC about winter rentals.
  - Will be out of town in Nov. Will host the AGM by video call.
- Vice President:

- 37 people on the waiting list. Will email to ask if they plan to join in January.
- Treasurer:
  - Done financial statements for AGM package for the last fiscal year and sent to the board for review: We had a surplus that was used to reduce swim fees for this fiscal year.
  - Coaches wages: We all agreed on the wage increase for coaches starting from Oct. Treasurer will inform the coaches.
  - Will look for a bookkeeping candidate - To do list.
- Registrar:
  - 50 registered swimmers.
- Secretary:
  - Minutes are up to date on the website. Will not run for Secretary position.

### **New Business**

The following topics were discussed:

- Waiting list management including priority of returning members
  - We agreed that if a swimmer requested for a leave of absence, they would have priority on the waiting list.
- AGM Meeting Prep: Financial docs review, secretary position, other reports:
  - AGM Date: Nov 16, 7:30PM
  - Financial documents look fine. Francine will prepare the files for distribution before the AGM.
  - Officers report at the AGM: Registrar reports on the number of registered swimmers and our cap. VP reports on the waiting list.
  - The Secretary position is open. We need to look for a new Secretary.
  - We will get direction from membership about April (UBC annual maintenance closure) and summer swimming. In April 2022 we swam at VAC (pretty good experience: 50m pool, dinner time), St. George's (nice pool, late practice, not easily accessible by public transit), and Lord Byng (warm pool). In the summer we swam at Robert Burnaby (long drive, warm pool).
- Photo for website: Board members can either add their photos or send to Katie / Francine.
- Early Registration for Winter: Starts Nov 15th.
- Coaches: Head coach registration, recruiting non-varsity coaches, coaches wages:
  - All coaches, including the head coach, are registered as swimmers with Swim Canada.

- Lisa received an email stating that anyone not registered as a coach will lose their coach privilege.
- Three coaches still need to update their profile on PoolQ.
- UBC digital screen in the lobby for advertising: Free to post for the Fall session. We won't be posting there to recruit non-varsity coaches.
- Lisa will let the Dolphins know we're looking for a coach. We could ask the AMS Swim Club (Nathan), VPSC, Vikings (Alex).
- Web domain - Francine will renew it by Nov 7
- Swim video: not discussed

## ACTION ITEMS

- Board:
  - Prepare to report at the AGM
  - Look for a new Secretary
  - Add profile photo (website)
- President:
  - Email swimmers about: 1. AGM, 2. Pool cancellations, 3. Remind people to send a LOA request if they don't plan to register for the next session to retain their priority on the waitlist.
  - Renew domain
- Registrar: Let the Dolphins know that we're hiring another coach.
- Treasurer:
  - Inform coaches about the wage increase
  - Look for a bookkeeping candidate - To do list
  - Follow up with Pool Queue regarding session capacity and other settings we need to adjust for the next session
- VP:
  - Email people on waiting list (about joining in January)

## NEXT MEETING

Scheduled for Nov 16 at 7:30pm, Google Meet (AGM)

MEETING ADJOURNED AT 8:52pm