

Executive Meeting Minutes

13/12/2021

13 December, 2021/ 7:30pm / Zoom meeting

ATTENDEES

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

AGENDA

1. Move to approve agenda and call to order at 7:30 pm
2. Move to approve previous meeting minutes (03 Nov 2021)
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

Correct Level of Detail on Coach's Salary in Previous Meeting Minutes (20 Oct 2021)

Minutes should be corrected as agreed and reposted to website by secretary.
Moved by Francine, all in favour
Unanimous

Follow up from Previous Meeting

- Club document filing: The club's fiscal year starts on September 1 and ends on August 31. Documents relating to the current year such as minutes, contracts and registration

should be filed under 2021/22. AGM reports on previous year so should be filed in 2020/21 folder. Document filing should be done by secretary.

- Signatures at bank: Should be completed by the end of this week.

Officer Reports

- Francine: Fall swim season is going well. First week was busier than expected because everyone showed up. Some members may have felt uncomfortable with the number of people gathered on deck before and after practice. Other members felt that those practices ran smoothly and were organized despite the high attendance of swimmers. To enhance everyone's experience, an exec meeting has been scheduled for January 10th to discuss potentially staggering the invitation to new swimmers for January 2022.
- Joy: Reached out to Killarney and Renfrew, no space available. Will contact the pool manager at Byng to inquire about lane rentals for April 2022 (UBC will be closed for maintenance). It was suggested and agreed to try Jewish Community Centre and St. Georges.
- Liz: Handling winter registrations and e-transfer payments. Will email Christine to discuss pool payments by instalments.
- Lisa H: Cap sales have slowed down. Most swimmers have received their free latex caps.

New Business

The following topics were discussed:

- Cap sales: Remind swimmers that caps are available for purchase. Encourage new swimmers to purchase in January 2022.
- Registration system: Francine will obtain a quote for Pool Queue. It has many features (integration with QuickBooks, credit card payment, manage swim meet registrations and club sales).
- Email lists: Lisa and Francine will generate an email list from the registration system.
- Winter registration: Lisa will send an email reminder to the current members to register and pay by December 31st, 2021. Joy will email an invitation to people on the waitlist on January 1st, 2022. Liz and Francine will look into making the "2021 – 2022 club registration and payment" file easier to see who has paid for each swim season.
- Treasurer suggestions: Hire a bookkeeper or accountant for next year. Advertise the job opportunity to students at UBC or Langara.
- GIC: The contingency fund is earning 0.01% interest. Liz and Francine will review the options.

ACTION ITEMS

- Lisa: Email a registration and payment (due by Dec 31) reminder to all current members. Correct level of detail on coach's salary in 20 Oct 2021 meeting minutes, then email to webmaster.
- Joy: Email an invitation to people on the waitlist on Jan 1, 2022. Include proof of vaccination requirement. Contact Byng, Jewish Community Centre and St. Georges pools to inquire about April lane rental.
- Liz: Email Christine to discuss pool payment by instalments. Review contingency fund options.

NEXT MEETING

Scheduled for January 10, 2022 at 8 pm, Zoom

MEETING ADJOURNED AT 8:40pm