

# Executive Meeting Minutes

## 23/03/2022

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**23 March, 2022/ 8:00pm / Zoom meeting**

### ATTENDEES

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

### AGENDA

1. Call to order at 8:02 pm
2. New business

### **New Business**

The following topics were discussed:

Spring & Summer pool space:

- **May & June:** We've been offered Thursday and Friday, 7-8pm, Sunday, 3-4pm (4 lanes, 25m) at UBC.
  - We are concerned about the back-to-back practices (Thurs, Fri, Sat (Robert Burnaby in June), Sun), as well as having only 4 lanes instead of 6 lanes for our diverse group.
  - We discussed whether to accept the offer or explore other options at UBC, such as long course rentals on Monday or Wednesday.
  - We agreed to ask for Monday or Wednesday (preferred), in place of Friday. If that is not possible, then we would accept all three offered days.
  - We discussed and agreed on having two coaches.
  - Francine will contact Christine immediately to discuss the May/June contract, and set up a separate meeting with Joy and Christine to discuss our challenges in getting our usual and preferred time and space allotments.
- **June:** We've been offered Saturday & Sunday, 10:30-12:30pm at Robert Burnaby.
  - We discussed whether to keep both days, or cancel one day.
  - We agreed to keep Saturday and cancel Sunday. Francine will reach out to Alvin to inform them of our decision.
  - We discussed and agreed on having one coach at Robert Burnaby.

- July & August: We've been offered Tuesday and Thursday, 7-8pm (4 lane, 25m) at UBC. We haven't heard back from Second Beach. Previously the club swam on Saturday, 8:30-10:00am. We have 30 spots for the summer session, and 21 swimmers have registered.

### PoolQ

- Rate: \$300 one-time setup fee, \$75 / month. Francine will get clarifications on whether the monthly fee includes web hosting.
- If we accept credit card payments, there will be additional costs. We would have to look into different payment platform options (eg. Bambora).
- The membership list can be imported into PoolQ.
- Webpage building is simplified on PoolQ as they provide user-friendly templates. We have to ask if there are any volunteers in the club who could help with this.

Practice Feedback Survey: Alex created a short survey and execs have provided feedback. We discussed doing a test run amongst execs before distributing it to the swimmers.

Email account for at large members: Francine will set up a shared account.

### ACTION ITEMS

- Execs and Head Coach: Review code of conduct examples and vote before the next meeting.
  - [Club Code of Conduct – Victoria Masters Swim Club](#)
  - [Team Info – Alderwood Teddy Bares masters swim team \(biscuit.ca\)](#)
  - [MVM Code of Conduct – Mountain View Masters Swim and Social Club](#)
- Katie: Do survey test run.
- Francine:
  - Contact Christine about UBC pool space for May and June
  - Set up meeting with Christine and Joy to discuss issues with pool rentals
  - Contact Alvin to discuss cancelling Sunday rental at Robert Burnaby
  - Create shared email account for at-large members
  - Contact PoolQ to get clarifications on fees

### NEXT MEETING

Scheduled for xxx,xx 2022 at x pm, Zoom

MEETING ADJOURNED AT 9:08pm