

January 10 2018

UBC masters swim club executive board meeting minutes

Present... all board members in attendance., Francine President , Anna VP , Maja Registrar , Maric Treasurer, Pat secretary

Call to order 732 pm

Approval of the minutes of the previous meeting nov 23 2017 ,moved by Francine and seconded by Maric, all approved. Carried..

Post meeting note.. The meeting minutes have been sent to the webmaster to post on the ubc masters swim club website.

Business arising from previous meeting:

1.MSABC Registration report.

All of our members are now registered with the exception of four people who have yet to pay their registration fee.

2. Process review for registration and MSABC registration.

Currently there is a check off box on our spreadsheet for MSABC confirmation of registration, the treasurer will indicate on the spreadsheet when someone has paid , the registrar will then proceed with registration to MSABC. Both the registrar and treasure felt that this system was working well and it is imperative that it is up to date in order for smooth running of our club.

The board has a policy of no swimming until members have paid their dues , this is for legal reasons and in respect for fairness to all members.

Coaches will have a copy of the spreadsheet at the start of our session .

3. Head Coach.

Erin Stamp is now our head coach. Maric and Francine ,will be meeting with her to advise her of the duties and expectations required of the head coach, as well as to confirm that she's comfortable in this position. The agenda was developed by the board to help facilitate this meeting. Major points include communication between the board and the head coach, to ensure that the board is aware of any problems and also so the coaches have support and guidance from the board in dealing with issues.

Head coach to be aware that all coaches are to be registered with swim BC/ swimming Canada before they coach on deck , or a waiver to be signed in the event that they are not registered and they are only a temporary coach.

The coaches folder is missing again.. 3x this year.. *The secretary will look into renting a locker for the club in the common area to avoid these issues in future , **post meeting note**.. The pool does have lockers in the universal area.. However none are available at present. There is a locker available in the women's change room.. Rate is 80 \$ for session.. 70 \$ for students...*

4. Lane review

Do we need to rent New Lanes or drop Lane? //How are the new times for Sunday's working out? It was noted that we were asked to change our Sunday practise to 330 at the request of the pool, so as to be swimming alongside other clubs.. We will be reviewing how this is working out for our members during this season... *Deferred the next meeting*

5. Summer bookings

Summer bookings start around March. It was suggested to not have weekend swims during long weekends due to poor attendance. It is the duty of the vice President to arrange the rentals. *This will be discussed at the next meeting.*

6. Signing Authority

This has this been completed by all members of the board with the exception of the vice President .*The vice president will be meeting with the bank to arrange her authorization.*

7. Meeting with pool management

There has been no communication regarding our new fee proposal with pool management.

8. Coaches meeting with Francine and Maric . Maric wishes to continue in his role as liaison however this is a duty normally assigned to the VP position. The board agreed that Maric can continue in this role .

This meeting will be held before the end of the month.

9. Christmas party

Turnout was disappointing with 12 members most people showed up quite late. We will review the necessity of a Christmas party for next year. Discussion ensued around team building. We will try to have some team building events during the year, to develop more camaraderie amongst our members.

NEW BUSINESS

10. Transplant games

Pool management has sent an email requesting our help in organizing a transplant games. The board has determined that the UBC master swim club will not have an official role in these games. However *an email will be sent to our members for anybody who is willing to volunteer for the transplant games.*

11. Recovery account

Personal email account should not be used as recovery account ,there will be a buddy system amongst various members of the board for example: the president and vice president will be buddies. The treasure and registrar will be buddies. And the secretary and president will be buddies.

12. Admin portal

It appears that everybody has access to the admin portal for the registration system. A tutorial was demonstrated during the meeting.

13. Alternative pools

We received an email from one of our members regarding looking at alternative pools for the occasional work out. Patricia investigated Lord byng , as it is the most available pool to us. Lord byng would be available on Saturdays between 5 o'clock and 630. And on Sundays between 7 o'clock and 830. We will consider renting byng for our April and March cancellation. We will defer this decision until the next meeting. as far as using byng for a regular weekend workout this decision is referred to the AGM.

Post meeting note, perhaps consider a survey of members as by the time we hold the AGM it is already passed our fall booking season and would be too late to book an alternative pool. Also depends on if we get a response with our new fee schedule proposal from the pool management.

14. Email list

This is now available on the share drive. However the registration system has the most up-to-date version of the email list.

15. Operations manual

Given the complexities of duties of various board Members, it was decided that we would develop an orientation manual and operations manual for each of the board members , not to just include duties but also how to execute those duties. This will ease transition and also be a resource in times where a board member is not available to perform their duties. It was determined that each member would develop this resource for their current position . *a draft should be available for spring 2018.*

The 10 pass program.

This program is only for the summer session. However it will be at the discretion of the board to implement the 10 pass program for current members in extraordinary circumstances only. The pass would be only once for one term .MSABC will be a separate charge and be a requirement for all swimmers.

This would be a rare event and would not be a part of our regular offerings.

Membership issues.

In- camera discussion ensued regarding various situations amongst our membership. The president and VP will be drafting a response and the coaches will be informed to enforce lane etiquette rules for all members.

Presidents report

The president reported that she has been assisting various board members during the transition phase. The president will also be in communication with David Ferguson regarding our computer system, so that we have a good understanding of this system and be able to mitigate any issues.

Vice president report

The vice President reported that she has been dealing with various messages left on the website. The VP will also be reviewing our contracts with the pool, for accuracy. Discussion ensued regarding a member who wanted to register for only part of the season. The board determined that the member would not be granted permission to only register for part of the season.

The VP has reminded everyone to check the spam folder as many messages have gone into spam.

Registrar's report

The registrar reported that we have 44 members currently registered for the winter session. Four people have yet to pay and therefore have not been registered with MSABC. Once members have paid they will be registered in a timely manner with MSABC. It appears we are on track for similar registration numbers compared to last season. We however still have not reached our goal of 52 members.

Treasurer's report

The treasurer reported that he is getting on board with the QuickBooks program and it's in communication with the registrar regarding members who have paid. It appears that we are not yet ready to determine our current financial status. There are still some errors in the quickbooks to correct.

Next meeting:

February 21 2018, 7 PM Wednesday night. Pat will offer her house for the meeting.

Adjourned 941 pm