

**UBC Masters Swim Club  
Executive Meeting  
June 24, 2015**

**Attendance**

Executive: David Ferguson (President), Elizabeth Smailes (Vice-President),  
Liz Stokes (Treasurer), Lesley Hill (Secretary), Maric Tse (Registrar), and  
Sandy Briggs (Social Coordinator)

**Meeting Called to Order:** 8:30pm

**Social Coordinator's Report**

**UBC Masters Swim Club Reunion**

- UBC Masters Alum Doug Perks (founder of Team Aquatic Supplies) is organizing a 25 year reunion event to be held October 3, 2015 at the University Golf Course
- Open invitation
- Cost is \$75 per person (includes t-shirt and dinner)
- Sandy emailed club members; sign-up form attached
- David will re-send the email/sign-up form to members and also arrange for the information to be posted on the website
- 30 attendees to date have committed (note: there is a 120 person capacity at the University Golf Course venue)
- This promises to be an exciting event! Doug has a lot of great ideas in the works!

**Summer Socials**

- Some funds available for socials to fiscal year end (August 31<sup>st</sup>)
- First social to be held Saturday, July 11<sup>th</sup>; hosted by John Christensen
  - Club will supply hamburgers and hot dogs (including buns, condiments, etc.)
    - Club-funded event = members only (including spouses/partners)
  - Remainder of food is by potluck
  - BYOB
  - Sandy to send follow up email to members after confirming details with John; in the meantime, David will remind members of the event in his email
- \*\*Update (June 30, 2015): Due to unforeseen circumstances, this event has been cancelled\*\*
- Will hold another social towards the end of the summer (likely a brunch style/pancake picnic following one of our morning swims in Stanley Park)

**President's Report**

**Head Coach**

- Still looking to fill the head coach position
- 2 candidates lined up to date; David is looking to get interview process underway in July
- Advert is still on Swimming Canada website; David will re-post one last time

**Fall/Winter Session**

- Booking dates/request now in to UBC Aquatic Centre; awaiting response
  - Expected to be the same schedule as last year

**Swim Meet**

- Annual meet hosted by UBC Masters is tentatively scheduled for November 22, 2015
- David is getting in touch with various parties now
  - MSABC has been contacted
  - Rob Traynor (Timer)
  - Officials round-up
- Qualified officials are getting harder to come by; David will look into arranging an “officials clinic” for the club (members can sign-up to learn how to be officials at swim meets)

**Coach Pay Rates**

- Winskill recently conducted a small evaluation of coaching pay rates for masters clubs in the city (only 4 clubs participated and a number of factors are not accounted for in the report)
  - Executive to review/evaluate pay rates prior to AGM

**Database Update**

- Updates are ongoing (work in progress)

**2015/2016 Registration**

- Begins in July with registration open for current, returning swimmers
- David to initiate email discussion with Board regarding specific dates for each step of the registration process

**TD Bank**

- David still needs to attend Bank to be set-up as a signing authority

**Vice-President's Report****Website Updates**

- Website changes regarding lane/practice etiquette and registration for new swimmers seems to be working well
  - May be useful to provide coaches with lane etiquette diagrams to use at the pool for new/current swimmers who need a refresher or visual aid

**Policies for New Swimmers**

- New swimmers are required to pay up front; no payment = no pool!
- Grace periods
  - New full season members registering before December 31<sup>st</sup>: one month grace period

- Will receive partial refund (minus MSABC and admin fees) if they don't want to continue within their first month of swimming
  - New session-based swimmers: 2 week grace period
    - Will receive partial refund (minus MSABC and admin fees) if they don't want to continue within their first two weeks of swimming
  - Liz to run the numbers for admin fees
  - David to email Board with new wording for website before posting
- David to schedule a coaches meeting to review lane/practice etiquette guidelines and policies for new and current swimmers

### **Holiday: August/September, 2015**

- Emails will be re-directed to Maric during Elizabeth's absence
  - David to assist in setting up email auto-reply and forwarding

### **Treasurer's Report**

#### **Review: 2014/2015 Budget vs. Actual**

- Currently tracking towards an approximate \$2,000 deficit; however, there are a number of factors in the remainder of the fiscal year that may bring us close to breaking even:
  - Pool is no longer charging for guard fees
  - Pool fees are not likely to change
  - Coaching expenses are likely to be a bit less than budgeted (don't always have 2 coaches on deck due to availability)
  - May have a few more swimmers register for the summer session
  - Waiting for a refund from the Jewish Community Centre Pool
- Have a few minor expenses left before year end (bank fees, office supplies, social events)
- We have reserves to cover any shortfall for the 2014/2015 year

#### **Draft 2015/2016 Budget**

- MSABC fees will not go up this year (stay at \$40)
- No guard fees
- Session-based fees: \$62 per month plus \$7.50 per month session premium and MSABC fee
- Full season fees: \$725 (includes MSABC fee)
  - \$15 increase from 2014/2015; approved at last AGM
- Estimated budget is based on 90 swimmers (32 in M/W group; 58 in T/Th group)

### **Holiday: August/September, 2015**

- During this busy registration period, Elizabeth and Lesley will collect cheques
  - Elizabeth will collect for M/W group
  - Lesley will collect for T/Th group and check mailbox
  - Both Elizabeth and Lesley will email David during this time to let him know whom we have received cheques from

- Returning swimmer payments received prior to Liz's departure will be entered into the Accounting system and prepared for deposit; Liz will arrange for a board member to deposit the post-dated cheques during her absence
- E-transfers and cheques collected during Liz's absence will be processed/deposited upon her return (likely on September 16, 2015)

**Registrar's Report**

- Everything is up to date; nothing further to report

**Meeting adjourned: 10:15pm**