

**MINUTES OF AN ANNUAL GENERAL MEETING
OF MEMBERS OF UBC MASTERS SWIM CLUB (the “Club”)
HELD ON NOVEMBER 1, 2015**

ATTENDANCE

Officers: David Ferguson (President), Elizabeth Smailes (Vice President), Liz Stokes (Treasurer), Maric Tse (Registrar), Secretary (Lesley Hill)

Coaches: Savannah King (Head Coach), Coleman Allen, Lucas Otruba, Rebecca Terejko

Members: Various members of the Club (collectively, the “**Members**”)

CALL TO ORDER

The meeting was called to order by the President at 8:20pm.

APPROVAL OF 2014 ANNUAL GENERAL MEETING MINUTES

The President presented to the Members the Minutes of the Annual General Meeting of Members of the Club held on October 18, 2014 (the “**2014 AGM Minutes**”). After discussion, on motion duly made by Liz Stokes, seconded by Elizabeth Smailes, and unanimously carried, it was:

RESOLVED that the 2014 AGM Minutes be and the same are hereby ratified, confirmed, and approved.

APPROVAL OF 2015 ANNUAL GENERAL MEETING AGENDA

The President presented to the Members the Agenda for today’s meeting. After discussion, on motion duly made by Francine Vickery, seconded by Maric Tse, and unanimously carried, it was:

RESOLVED that the Agenda for today’s meeting be and the same is hereby approved.

OFFICER REPORTS

President’s Report

1. Resignations

- Liz Stokes has resigned from her position as Treasurer. The Club thanks Liz for her many years of service on the Executive.

2. New Head Coach

- Savannah King has recently been hired as the Club’s Head Coach after a lengthy recruiting and interview process that commenced after last year’s AGM. Congratulations Savannah!

3. **UBC Masters Swim Meet**

- The Club will host its annual swim meet on Sunday, November 22, 2015 at the UBC Aquatic Centre (the “**Meet**”).
 - Warm-ups are scheduled for 9:20am
 - Meet commences at 10:30am
- Meet Packet is published; email reminders from President to the Club to follow
- **VOLUNTEERS ARE NEEDED!**
 - Biggest need is for timers (both morning and afternoon sessions)
 - Food items and food prep
 - Volunteers can sign-up online through “Sign Up Genius”; President will email details to the Club
 - Bring a friend, partner, etc., to help volunteer
- Social following the Meet will once again be held at Mahoney and Sons
 - The Club will provide some appetizers and draw prizes
 - We are looking for more door prizes – everyone is welcome and encouraged to help collect door prizes
- Every member of the Club is encouraged to participate at the Meet, either by competing, volunteering, or both!

Vice President’s Report

1. **Club Policies Review**

- New last year was the option to register with the Club either for either a full year or on a per session basis (September – December; January – April; May – August)
- Grace periods for withdrawing membership and receiving a partial refund
 - Grace period for cancellation of full year registration: within 1st month of swimming a partial refund is provided (MSABC and administrative fees deducted, as well as portion swam in that 1st month)
 - Grace period for cancellation of session based registration: within 1st two weeks of the session, a partial refund is provided (MSABC and administrative fees deducted, as well as portion swam in those 2 weeks)
- All swimmers must be registered, have paid in full, and have reviewed the Club’s Practice Etiquette (on the Club’s website at <http://www.ubcmasters.com/>) before entering the pool for their first swim with the Club
- New members in attendance at tonight’s meeting confirmed that the registration policies are clear and easy to interpret on the Club’s website

2. **Registration**

- Discussion ensued regarding possible advertising opportunities for the Club and other ways to boost membership numbers after a noticeable decline over the past couple of years. Ideas included allocating funds for an advertising budget for print and online ads with UBC publications and websites, making contacts with the UBC Alumni Association and other UBC organizations, and generally spreading the word about the Club with friends and colleagues. The Executive will consider advertising matters at one of its general meetings.

Registrar's Report

- To date we have 72 out of a possible 90 members registered (80% capacity)
- We have room to grow! Spread the word!
- It is expected that we will see an increase in the Club's membership upon completion of construction of the new pool facility at UBC

Treasurer's Report

1. **Review of 2014/2015 Budget (September 1, 2014 to August 31, 2015)**

- Budget vs Actual:
 - The Club's income was lower than expected for the 2014/2015 fiscal year, but so were the Club's expenses due to pool closures, less coaching staff on deck for some practices, and the pool no longer charging guard fees to rental groups
 - The Club ended up with a net income of \$23.25 for the 2014/2015 fiscal year
- Balance Sheet:
 - The Club had a total of \$23,322.43 in reserves at the end of the 2014/2015 fiscal year
- Profit & Loss Prev Year Comparison:
 - Membership income dropped dramatically from the 2013/2014 fiscal year to the 2014/2015 fiscal year, likely due to more masters teams competing for members, the state of the pool, the lack of available parking near the pool, the lack of a head coach, etc.
 - Despite drop in membership, the Club is still doing ok financially

2. **Review of Revised 2015/2016 Budget (the "2015/2016 Budget")**

- The Club's 2015/2016 Budget is based on an estimated 90 members being registered with the Club (83 members at the full rate (53 full year and 30 session-based), and 7 members at the executive rate)
- Total income in the 2015/2016 Budget is estimated at \$68,705.87 and total expenses are estimated at \$68,331.97, for a net income of \$373.90 for the 2015/2016 fiscal year

3. **Draft 2016/2017 Budget**

- Treasurer will present a draft 2016/2017 budget for approval at a special meeting of the Club to be held once pool fees, practice times, etc. are available for the new pool facility (please see “New Pool Update” in the Old Business section below)

Head Coach’s Report

- Savannah is excited to take on the challenge of the Head Coach role and is eager to bring some positive changes to the program
- Savannah would like to improve communication in all aspects of the Club (between executive, coaches and swimmers) and lead a more integrative program
 - Swimming should be a two-way street (not just top-down method)
- Savannah presented a survey to the Members
 - Survey is designed for the coaches to have a better understanding of the composition of swimmers that they’re dealing with (e.g., practice preferences, personal goals, interest in attending swim meets, etc.)
 - Survey will also help Savannah and the assistant coaches to prepare a yearly plan/program for the Club and consider what should be added to the current program (e.g., stroke and turn clinics, time trials, etc.)
 - President will email the survey to all members of the Club so that it reaches those members who are not in attendance at tonight’s meeting
- Coaching staff will meet regularly to discuss progress and changes to the program, and any other issues that arise over the course of the year; Savannah will also make an effort to attend executive meetings
- Discussion ensued regarding various matters:
 - Planning transportation/carpooling to swim meets so that more members can attend who may not normally due to mobility restrictions
 - Adding swim camps to the program (at an additional cost to members); these would occur outside of regular practice times and typically focus on one particular area (e.g., stroke, race strategy, dives and turns, etc.)
 - Members would like to see coaches using phones/cameras to record swimmers and provide immediate feedback on deck
 - Members would appreciate more follow-up from coaches after they provide feedback to/discuss a correction with a swimmer

OLD BUSINESS

- New Pool Update:
 - On time and on budget!
 - The targeted completion date for the new UBC Aquatic Centre is November 2016

- Guards will use the facility first for training, then transition of rental groups will begin one at a time (UBC Varsity Swimming Team will go first); the Club is likely to switch to the new pool in January 2017
- Organizers for the new pool facility are currently soliciting feedback for booking policies
- President suggested that the Club consider pushing back its swim meet for next year into January or February 2017 so that we can host the meet at the new pool facility; the Club will hold a special meeting to vote on various matters relating to the new pool facility once practice times, booking fees, etc. are available

NEW BUSINESS

- Discussion ensued on what action, if any, the Executive should take in the case of an unanticipated shutdown of the UBC Aquatic Centre. After discussion, on motion duly made by Jim Woolsey, seconded by Pat Buckley, and unanimously carried, it was:

RESOLVED that the Executive, at its discretion, try to book pool time elsewhere in the event that the UBC Aquatic Centre shuts down unexpectedly for duration of more than two weeks.

- Discussion ensued on Members' preference for outdoor pools and practice times for July/August 2016. After discussion, on motion duly made by Maric Tse, seconded by Anna Bozac, and unanimously carried, it was:

RESOLVED that the Executive plan to book outdoor pool swims for July/August 2016, with Saturday practice times scheduled in the morning and Sunday practice times scheduled in the evening if possible.

- An "Officials Clinic" is being held November 17th for stroke/turn and starter officials training
 - These are volunteer positions at swim meets, but most host clubs will recognize its volunteers in some way (e.g., gift card)
 - There is a shortage of qualified officials in the local swim community; President has reached out to other clubs in the city to pool resources for finding meet officials
- President has been approached by Masters Games to ask if the Club would be interested in hosting the swimming competition of the Americas Masters Games next summer
 - President is trying to get more info from the Masters Games Association as to exactly what this would entail, what aspects of the competition the Club would be responsible for, and what value there would be to the Club for playing host
 - One thing to consider is that the Masters Games Association does not have a good relationship with FINA, and FINA will not sanction any Masters Games events; therefore, Masters Swimming Canada and Masters Swimming Association of British Columbia will also have nothing to do with this competition
 - If anyone is interested in being part of a small committee that would look at the feasibility of the Club hosting this meet, please email David at president@ubcmasters.com

APPROVAL OF 2015/2016 BUDGET

The Treasurer presented to the Members the revised 2015/2016 Budget as outlined in the Treasurer's Report above. After discussion, on motion duly made by Jim Woolsey, seconded by Francine Vickery, and unanimously carried, it was:

RESOLVED that the 2015/2016 Budget be revised to include a \$1,000.00 advertising allowance in the expense column (the "**Revised 2015/2016 Budget**").

On motion duly made by Francine Vickery, seconded by Jeff Christensen, and unanimously carried, it was:

RESOLVED that the Revised 2015/2016 Budget be and the same is hereby authorized and approved.

ELECTION OF DIRECTORS/OFFICERS

The President advised that the next item of business was the election of directors/officers for the ensuing year. The President then called for nominations or names to be put forward for the election of directors/officers of the Club and the following persons were nominated/came forward:

David Ferguson	Elizabeth Smailes
James Hooper	Lesley Hill
Maric Tse	Keith Adams

The President called for further nominations and there being none, the President then called for a motion to elect the nominees and upon motion duly made, seconded and unanimously carried, it was:

RESOLVED that the following persons be elected directors of the Club and appointed to the offices set opposite their respective names to hold office until the date of the next annual general meeting or the next annual consent resolutions of the members (whichever is sooner) or until they sooner cease to hold office:

David Ferguson	President
Elizabeth Smailes	Vice President
James Hooper	Treasurer
Lesley Hill	Secretary
Maric Tse	Registrar
Keith Adams	Social Coordinator

OTHER BUSINESS/TERMINATION OF MEETING

A sincere thank you to Marily Mearns for once again hosting the Club's Fall Social and Annual General Meeting.

There being no further business to be conducted, the President called for a motion to adjourn the Meeting. Upon motion duly made, seconded, and unanimously carried it was:

RESOLVED that the Meeting be adjourned.