

Executive Meeting Minutes

25/02

25 FEBRUARY 2019 / 7:40 PM / Francine's house

ATTENDEES

Francine Vickery (Chair), Maric Tse, Joy Richman, Anna Bozac (recorder)

AGENDA

Acceptance of Previous Meeting Minutes (14 Jan 2019)

Francine moved to accept; Maric seconded. Motion approved.

Follow up from Previous Meeting

1. New signing officers (Treasurer, VP) to contact Maric for TD contact details and for an update on how to best arrange an appointment at the branch. **Completed.**
2. Registrar to update signing officer list at TD bank. **Completed.**
3. Treasurer to resolve access to CRA account. **Outstanding.**
4. Treasurer/President to transfer data to Desktop QuickBooks before next Executive meeting. **Completed.**
5. President to review bill payment process with Treasurer after Executive Meeting (Jan 14/19). **Completed.**
6. Registrar will follow up with Lauren to confirm whether she has registered for Level 1 Coach certification. **Completed.**
7. VP to obtain insurance certificate from MSABC. **Completed.**
8. VP to provide required documents to lawyers for our annual report. **Completed.**
9. President to follow up with Operations Coordinator, UBC Aquatic Center regarding UBC Masters proposed fee model. **Completed.**

Officer Reports

10. Registrar: MSABC registration complete. Current # registrants = 47. Refund owing to 1 member for accidental overpayment. New student request (see New Business) requires refund of \$45 MSABC registration
11. Treasurer: data transferred to new Quickbooks as per Feb 21st; bank account reconciled for Jan 2019. Closing online version for Quickbooks and moving to desktop version on Mar 1/19.
12. President: club operations running smoothly. Most of fall session swimmers registered for winter session.
13. VP/Secretary: received insurance certificate from MSABC, and annual report filed.

New Business

- President to report on meeting with pool: Francine met with Christine and Stephane on February 7th.
 - Due to liability, a pool rental contract agreement is required for private coaches. Francine indicated members would like flexibility in payment options. UBC interested in filling pool during daytime hours between 10am-5pm. Some discussion on various options & possibilities. Further discussion at the next Board meeting.
 - In spring session, pool would like to switch to long course on Sunday afternoon. This may impact swim hours on our Sunday session.
- Outdoor pool schedule for summer 2019: For July & Aug, Anna has requested Saturday mornings at Second Beach Pool and Sunday mornings at Central Park Pool. Second Beach Pool is only available for August. No response yet from Burnaby Parks & Recreation.
- Student Swimmer who wants workouts: interested in joining UBC Masters; but currently working outside of Lower Mainland and is requesting workouts only. Board agreed to allow same registration process as currently offered to 1 "out-of town" swimmer (IR). Payment received for \$150 (includes \$45 MSABC registration fee).
- Investing excess cash: Consideration of investing in cashable GIC; agreement to leave \$10,000 in active account (approx 1 session of operating budget).

ACTION ITEMS

1. Lauren will submit to Treasurer payment for Level 1 Coach certification upon successful completion. She is registered for course in March.
2. Francine to contact student swimmer to arrange for \$45 refund.
3. All Board members to consider options/models for club expansion to daytime hours. Francine will create list of priority criteria.

4. Joy will email Rousana Wu at TD bank re: cashable GIC
5. Anna to confirm outdoor pool schedule.
6. Francine to speak to UBC Aquatic Center regarding availability of morning swim times during summer session.

NEXT MEETING

Scheduled for Apr 1, 2019 at 7:30pm, location Anna's house

Agenda to follow