

Executive Meeting Minutes 19/01

14 JANUARY 2019 / 7:50-9:05 PM / FRANCINE'S HOME

ATTENDEES

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

AGENDA

Acceptance of Agenda

Accepted with addition of UBC Masters Swim Club Proposed Fee Model

Acceptance of Previous Meeting Minutes

Accepted by F. Vickery; seconded by M. Tse

Follow up from Previous Meeting

1. Provincial Swim Meet 2021: no new update as still awaiting response from Stephane Delisle, Senior Manager, Programs & Operations, UBC Aquatic Center. No follow up from Executive required
2. North Shore Masters proposal for long course swim meeting 2019: Pool is not available. No follow up from Executive required.
3. Moving current bank account to VanCity: Maric spoke with Branch Manager, Rosanne Woo, who escalated our concerns and discussed with responsible employees. We will remain with TD at this time. Maric is coordinating appointments for new signing officers and will ensure Executive listing for our club is accurate.

Officer Reports

4. Registrar: Maric has assumed responsibility for this function and is familiarizing himself with registration process. He received training from previous Registrar.

- a. One member requesting registration in “open” category (instead of the usual “Masters” category). Maric has contacted MSABC for support.
 - b. One member registered with outstanding payment
5. Treasurer: Joy reported 44 paid members. Manual data transfer to Desktop QuickBooks will occur within the next month. Joy has successfully deposited a cheque by photograph; tracked details in deposit book. She is currently trying to log into CRA account, but it is linked to Maric. Signing authority remains outstanding. Francine to review bill payment process with Joy.
6. President: Francine has confirmed pool times for winter session (refer to Pool Contracts for 2019 under New Business). She has confirmed tentative date of February 9, 2020 for a EBSC/UBC Masters Swim Club joint swim meet “Love to Swim”. Francine and Maric are meeting with Head Coach, Lauren Caswel, every quarter. No immediate issues were raised by Executive. Lane allocation may require support by coaches on busy days; weekends seem fine. Executive agreement to continue with 6 lanes on weekdays and 5 lanes on weekends. Maric will follow up with Lauren to confirm whether she has registered for Level 1 Coach certification.
7. VP/Secretary: Anna reported that our Society’s 2018 Annual Report is now due to be filed (see AGM Update under New Business). No trial swims in January.

New Business

- AGM Update & follow up required: Anna reported that our Society’s 2018 Annual Report is now due to be filed. Anna to provide our lawyer with a copy of the AGM Minutes confirming the Directors and their addresses as well as a copy of the Financial Statements.
- Pool Contracts for 2019: Francine has arranged some pool time at Lord Byng Pool when there are cancellations at UBC Aquatic Center during our winter session (Jan-Apr 2019). Lord Byng requires insurance certificate before preparing a contract for us. Anna will follow up with MSABC to obtain insurance certificate.

- UBC Masters Swim Club Proposed Fee Model: this model was presented at 2017 AGM and received full support from members. Maric had a recent discussion with Christine Saunders, Operations Coordinator, UBC Aquatic Center, in which this topic arose. Francine forwarded the proposal again to Christine who indicated she would review, follow up with Stephane and get back to her.

ACTION ITEMS

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

NEXT MEETING

Scheduled for February 25, 2019 at 7:30pm, location TBD

Agenda to follow