

## **MSABC Minutes**

**June 16, 2012-06-16**

**Present:** Len Martel, Gilles Beaudin, Keith Kendal, Rod Carmichael, Susan Simmons, John McManus, Glen Mehus

**Absent:** Nancy Ryan

### **a) Welcome to the new board members**

Rod C and Susan S welcomed to the board.

### **b) Adoption of Agenda**

The agenda was adopted by Gilles and Len

### **c) Adoption of Minutes from February 11, 2012**

The minutes from February 11, 2012 were adopted by Len and Glen

### **d) Old Business**

#### **1. Updated Meet Manger Manual - John**

- Meet managers are currently working with the old manual as well as a document Len prepared.
- John will be combining the two documents and updating it.
- Nancy has found most of the old word documents and sent them to John.
- Len and John will work together to produce a new manual which will include HYTEC information
- The final version will be posted on the website
- It is expected to take a year to update the document

**ACTION:** John to provide info to Len for first draft

**ACTION:** current manual to be removed from website. Link to Len for more info to be added

#### **2. Art was to find**

- whereabouts of underwater camera
- talk to Leon re: undisclosed recipients" as well as
- purchase MSABC banner

**ACTION:** the technology is now obsolete and the cost of the camera has been accrued. NA

**ACTION:** Leon is sending emails using the BCC line and we need him to use the CC line. Gilles will send him an email requesting he not use the BCC line.

**ACTION:** Len to email Art of find out if he has purchased the banner. If no, Gilles will take it off his hands.

## e) New Business

### 1. Registrar's report – Len

- There is currently 5k in invoices outstanding according to the registration system
- There are some challenges with the current registration system
- Nancy Black has approached Len about looking at the swim Canada one however there has been no response on the Swim Canada side for a demo
- You must be registered and have signed your waiver by September if you are to swim
- Len has contacted Nancy Black again, she is trying to find a new contact person
- Largest club is English Bay (135), UBC (124) Vic Masters (117)
- The fee will be going up to \$38.
- UBC has asked if they can use a check box on a website as part of the waiver process rather than signed forms.
- Some swimmers have asked if they can pay a reduced fee to MSABC if they start part way through the year. Since the bulk of fees have to be paid and this may be a make-work project fees will not be discounted.

**ACTION:** Len to follow-up with Nancy regarding the system and develop plan for next year.

**ACTION:** Len to cross reference 5k outstanding with Keith and develop final collections list.

**ACTION:** John to add that the fee will be going up to \$38

**ACTION:** Len to find out from Swim BC if check box on website will work for waivers rather than signed form.

### 2. Treasurer's report – Keith

- Budget for 1,500 registrants; Current have close to 1,700
- We retain \$15 per registrant (25k)
- Expenses are currently at approximately 15k
- There have been some challenges with renewing GICs through current bank
- Current bank is not available in all communities across the province

**ACTION:** Keith to change bank account to Scotia Bank

**ACTION:** Keith to change account to have 4 signatories from Victoria

**ACTION:** Keith to transition GICS to Scotia Bank over time

### 3. SwimBC Report – Gilles

n/a

### 4. MSC report – Glen/Keith

- last board meeting was June 3, 2012, was predominantly a debrief of nationals
- there are 2 new board members (Dave Wilkins, Ontario and Christien Gauvin, Montreal)
- Chris Smith and Sylvia ? have stepped down from the board

- January a new Executive Director was hired (Nancy Black) on a part time basis
- MSC will try to be more present at meets
- MSC sponsored the men's 100m freestyle at the Olympic trials and had a booth at the event.
- MSC is working on the branding
- Looking into nation-wide coaching program, coaching certification and club-in-a-box (template for running clubs) in the future

#### 5. Competition report – Leon

- 3 meets sanctioned thus far
- Will be sending emails to last year's meet hosts to find out interest for this year
- Requests to submit nominations for awards should be included in meet packages.

**ACTION:** John will review meet packages as they come in and suggest meet managers add the copy if it is missing.

**ACTION:** ? to send communiqué to club presidents in October and February.  
would like more information on open water and possibly tri events included in our completion info

#### 6. Bulletin report and Updating MSABC website – Gilles & John

- Would like to get rid of the bulletin and have it added to the site
- Vince D hosts the website and controls the scripts and emails
- John currently makes changes to the site
- The msabc.ca domain name expires September

**ACTION:** John and Susan to meet and map out new web and bulletin plan including a hosting plan – target launch September

**ACTION:** Len to provide email list of all MSABC members

**ACTION:** John to contact Vince regarding domain name account with Godaddy

**ACTION:** Gilles to contact banner company for EPS

#### 7. Future of the MSABC tote box

- MSABC has a large bin with counters, bells and watches.
- There have been some challenges around storage in the past

**ACTION:** Len and Rod to work on a plan to refurbishing and tracking the box and its contents

#### 8. 2013 Provincials

- There is currently no expression of interest for the provincials

- Based on the schedule it should be in the lower mainland

**ACTION:** Gilles to speak to Khosro about NSM hosting in New West

**ACTION:** Len to add note to registrar's package in next few weeks

**ACTION:** John to post something on website

**ACTION:** Glen to speak to Ron from Winskill

#### **9. Renaming team sizes and introducing new team categories for season and Provincial Championships – Gilles, Glen**

- Winskill Otters asked that we look at the small, medium, large category names.

**DECISION:** the category names will remain small, medium and large as those terms seem to best fit the categories.

**DECISION:** team sizes will be as follows:

20- 69 medium team (24)

70 + large team (8)

**ACTION:** Len to send team size information to club registrars

#### **10. UBC/ESBC \$5.00 Facility Improvement fee per competitor – Gilles**

- Some facilities charge a \$5.00 fee (like an airport improvement fee) to help pay for facilities improvements.
- The \$5.00 improvement fee is the responsibility of the host club. It is there decision if they wish to pay for this on behalf of the swimmer or include it in the swim meet fee.

#### **f) Any other business**

No other business

Submitted by Acting Secretary - Susan Simmons