

## **MSABC Board of Directors Meeting**

**Saturday, November 30, 2013**

**1405 Douglas Street, Victoria, BC**

### **Minutes**

**Call to order:** 10:15 a.m.

**Present:** Gilles, Nancy, John, Susan, Len, Glen, Keith, Rod, Mike

- A. Adoption of Agenda** - adopted by Rod, seconded by Len
- B. Adoption of Minutes from Sept. 28, 2013 meeting** - adopted by Susan, seconded by Glen
- C. Old Business**

#### **1. Update on Meet Manager Manual**

Len reported that Active Network is unable to help us. They suggested Club Assistant.

**ACTION:** This will be pursued.

#### **2. Team sizes**

John reported that the information is on the website and has added " if questions, contact Gilles @ [president@msabc.ca](mailto:president@msabc.ca)." Basically, each year the team size category will change due to club membership from the previous year.

#### **3. Survey**

Len and Susan reported that the survey on awards - ribbons, certificates etc, will take place after the 2014 Provincials.

#### **4 Font size of MSABC logo**

The letters will be black and all of equal size.

**ACTION:** Susan will adjust the face of the fish to face the center.

**5.** Susan reported That Why I Swim info is now posted on the Blog as well as asking members to send in nominations for the Provincial awards on a regular basis, information on who won last year and thoughts for this year. Discussion took place on the Blog. Presently, the content of the Blog is directed to competitive swimmers. It should provide more

information for swimmers who do not want to compete as only 20% of the members take part in competitions.

Discussion took place on how to engage non competitive swimmers.

Ideas: Offer a contest asking for stories to be contributed and ask Team Aquatics for prizes. Rod suggested offering a smaller prize every 2 months and then a "wow" prize presented at the Provincials banquet. Stories could be about someone in your club or articles on fitness, technique, injuries. Perhaps engage the coaches to provide content as well. The Board will decide the winners or it may be a draw.

**ACTION:** Susan will write out a plan on the above ideas and send it to the Board for comments and feedback.

This will start in January.

**ACTION:** email all registrars and announce on the website to encourage members to join the Blog. The "Newsletter" button will be changed to "Blog."

#### **7. Danielle's request**

Gilles reported that Danielle understood the Board's decision to not pay for coaching at the Worlds.

#### **8. Insurance coverage**

Len reported that Swim BC said, "if there are any non-members in a lane swimming with members, there would be no insurance coverage should something occur."

**ACTION:** Len will contact Dolphins regarding this issue. The issue is "swimming in the same lane"

Glen reported that the insurance company for Swim BC states that all club and provincial boards are covered. Swimmers are covered for all of their training, swim meets, as well as to and fro providing it is a direct route, club functions, provided they are members of MSABC. A swimmer is also covered if a coach gives a workout in a gym even if the coach is not there. No one will be covered if they receive an injury from overtraining, eg muscle or ligament injury.

**ACTION:** 1. Ask for more written information on what is covered for specific functions. What are the rules around the coverage.

2. Len will ask for more information on swimmers in **adjacent** lanes.

## **9. Caps**

Mike reported that Team Aquatics will stock MSABC caps. Information was provided from the on line store. No minimum order is required. The first logo is free using embroidery or ink. Swim caps and swim suits are NOT applicable.

**ACTION:** The Board will set up a store as a MSABC company.

**MOTION:** Rod moved that there is no need to carry an inventory of swim caps for trading purposes. Susan seconded. **ALL APPROVED**

## **10. Banners**

To be deferred ,as Gilles reported that there is no money budgeted for them at this time.

**11. Leon's award** has been posted on the blog.

## **D. New Business**

### **1. Registrar's Report**

Len has been busy with MSA election issues.

**ACTION:** He will follow up with Lindsay inquiring about the number of votes coming in per province. He has also been busy with sending out insurance forms to certain clubs. Presently we have 1280 members and we are counting on a total of 1650.

### **2. Swim BC Report - no report**

### **3. MSC Report**

Keith submitted a written report from the Face to Face MSC meeting. This information is in the secretary's file.

### **4. Competition Report**

Leon reported that the Comox age group / masters meet is not yet confirmed but has received a positive response from clubs. He reminded the Board that rules must be approved by SNC or they will not be valid. SNC gets their rules from FINA. Masters meets use Swim BC rules from their Technical guide. There have been 11 sanctioned meets this year. There is no policy regarding sanctioning time trials so they should be "open". Time trials do not get points. Leon would like guidance on sanctioning time trials for next year.

**ACTION:** The Board will refer to MSC rules on 'sanctioned time trials'. The issue is records and if the meet is 'open ' or 'closed'. If there are no MSC rules, then we will default to Swim BC.

**5. Communication Report** - dealt with in prior bullets

## **6. Financial Report**

The financial report is included in the Secretary's file.

**ACTION:** Keith will direct the income available from the Endowment Fund (\$662.19) to our General bank account.

**ACTION:** Keith to get an additional co-signer with the Bank of Nova Scotia.

**ACTION:** Keith to draft a policy on GST and to include it on the GST policy as a PDF.

## **7. Email Issues**

John reminded the Board to always use [board@msabc.ca](mailto:board@msabc.ca) or use the Board [title@msabc.ca](mailto:title@msabc.ca) (eg [president@msabc.ca](mailto:president@msabc.ca)).

If "undeliverable" pops up, report to John immediately.

## **8. Review of Policies**

A start of 6 policies were reviewed and discussed.

**ACTION:** Board members are to review the Swimmers Code of Conduct and to contact Susan with either an OK or with suggested changes. Susan will in turn, contact the Board with any suggested changes. We are to respond.

**ACTION:** Keith will locate his updated Financial Policy to review with the Board.

**Recommendation:** Rod suggested that we set aside 45 minutes to 1 hour to do policy work at the beginning of the next meeting. See how far we get and to not necessarily restrict it to the number of policies to discuss.

**ACTION:** Board members are to go through the remainder of policies and be ready to discuss any changes.

Standing Committee, Newsletter, Directors Responsibilities, Protest procedure (to be based on SNC), Appeal, Discipline, Harassment which may be a procedure, not a policy.

## **E. Any Other Business**

1. Stephen Horton's request regarding liability insurance.

**ACTION:** Gilles will reply saying that yes they are covered provided club and board members are MSABC members.

2. If any member wants to swim unattached, they must contact Len.

3. Brigitte Zirger (Interim Executive Director MSC) requested to work with an MSABC rep on an organizing committee to promote the Worlds.

**ACTION:** Gilles will forward the email to the Board for discussion.

**Len moved to adjourn the meeting at 4 pm** Seconded by Susan.

**Next Meeting :** February 8, 2014, 10 am - 4 pm at the Sandman Hotel, on Davie St. Vancouver.

**ACTION:** Gilles will book the meeting room.

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Nancy Ryan, Secretary

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Gilles Beaudin, President