

MSABC Board of Directors Meeting

Swans Hotel and Brew Pub

506 Pandora Avenue Victoria, BC

9:00 am Sunday, February 1, 2015

Minutes

Call To Order: 9:15 a.m.

Absent: Len Martel

A. Adoption of Agenda: adopted by Mike and seconded by John

B. Adoption of minutes from December 6, 2014: adopted by Gilles and seconded by Rod

C. Old Business

1. Meet Manager Manual

Rod has offered to meet with Len in order to prepare a Meet Manager Manual to be posted on the website by the 2015 AGM. Kristin McColl (Nanaimo) has offered to help.

ACTION: Nancy to provide emails for both of them.

2. **Survey on awards for Provincials – Tabled** until after 2015 Provincials - Len and Susan
3. **Encouraging Time Trials guidelines to encourage new swimmers–** Susan tabled until next meeting
4. **Guidelines for Time Trials –** Leon

Time Trials or dual sanctioned events will now always be referred to as meets.

Suggestions from Prince Rupert: the Masters events, which have often been dictated by what the Masters swimmers want to race, have different event numbers and the results are separated from the meet at the end. The competition is open to all Masters swimmers. Separating the age group events from the Masters events often gives the age group swimmers a bit of rest time.

For Masters meets as part of a dual sanctioned meet (SwimBC and SwimBC Masters), it is recommended that the following procedure be followed:

1. Follow MSABC's sanction procedure in a timely manner. (i.e. requesting meet information one month prior to the date of posting the meet). This gives all masters an opportunity to compete. The meet can then be published.
2. MSC rules and procedures to be followed for the masters events.
3. Masters against Masters and open to all registered Masters.
4. Officials to be familiar with the difference between SNC and MSC rules.

These meets will not work for points if they occur in a "restrictive time frame" (i.e. a club uses its regular week-day pool time - this would be a restricted time frame). The Board can decide on an individual basis whether or not the meet occurs in a "restrictive time frame".

Meet Sanctioning

All swimming competitions must be sanctioned by Swim BC (Leon sanctions all MSABC meets on behalf of Swim BC) to ensure that rules, regulations and policies are adhered to. Meet information

that has not yet been sanctioned by Leon SHALL NOT be circulated until such time that Leon has sanctioned it.

To request a Sanction, Meet Manager must:

1. Apply for a meet
2. Submit sanction application and meet package
3. Once sanctioned, meet package may be circulated
4. Report meet results

ACTION: The above information will be included in the updated Meet Manager Manual

The Secretary of the Board will have the responsibility to be the link between Leon and the Board regarding meet manager's request to host a meet. It will be the host club's responsibility to circulate the information.

5. **Posting of BC and Canadian Masters records onto HyTek data base** – Gilles and Rod

ACTION: Gilles will ask the Provinces how they transfer their Provincial and National records onto the HyTek data base and, from there, on to the MSC web site.

6. **Demographics of SWOT** (Strength/ Weaknesses/Opportunities/Threats)

Keith provided an extensive Power Point presentation on the demographics of Masters Swim clubs across Canada. It showed the fee structure of each province, membership growth in each province and questions and observations on how to increase membership.

ACTION: Keith will contact Lindsay to acquire data on age and sex of current membership nationwide.

ACTION: Susan will ask members on the Blog to share their information on how they were able to get a pool in their community.

ACTION: Mike, Susan and Rod will form a working committee to come up with information to ask other swim communities regarding what worked well and what didn't and to present their findings at the next Board meeting. How can we help municipalities to build decent pools.

7. **Email addresses of members for questionnaire** – Len TABLED

A. New Business

1. Registrar's Report – Len reported that our current membership is 1444. Keith felt this is normal for this time of year.
2. Swim BC Report – Gilles no report
3. MSC Report – Keith

A new board has been elected with meetings being held once every 3 months by conference call. A more efficient model will be in effect. Keith remains treasurer but has passed on book keeping to hired staff. Susan has been contacted to be on the Technical committee. She will be available to assist when she can.

4. **Report on Face to Face meeting on blog** – Susan

ACTION: Susan will put a very basic report on the Blog

5. **Communications Report to include guidelines for submitting info on the Blog**

Susan updated her Communications Strategy report by including the following writing guidelines:

- use plain language

- include lots of white space

- press releases belong on the website, not on the Blog

- one subject per post
- make short entries
- state key point in first few sentences.

These guidelines should be put on the website, not on the Blog. MSABC business goes on the website, club business goes on the Blog.

6. Financial Report to include Foundation pros and cons of moving money, distribute amended financial report and draft budget for AGM

Keith is confident that we will come to a breakeven point by year end. The Financial Statement and Treasurer's report are in the Secretary's file. Discussion took place as to whether or not we should move funds to Foundation fund. A vote will be taken at the AGM.

ACTION: Mike and Keith will present a spread sheet comparing both sides of the argument for the next meeting. The recommendation will need to be explained in a way that members can understand.

ACTION: On seeing Keith and Mike's reports, the Board will decide how much money to donate to the fund. Making a template for future years would be beneficial.

7. Provincials update – Nancy

Discussion took place regarding the MSABC sponsorship/subsidy. Due to the importance of the banquet, the board decided MSABC would sponsor the banquet and the meet would be sponsored by other incomes. The banquet signifies the socialization aspect of MSABC and recognition of its members. It is requested that the host club submit the banquet costs to the Board. It is up to the host club to decorate the banquet. MSABC will set the agenda.

ACTION: Criteria for the banquet will be included in the Meet Manager manual.

8. Policy Reviews – tabled - Susan

9. Credit card processing fee - Discussion took place.

MOTION: Rod moved that we move the credit card processing fee that we are incurring this year, to be transferred to the meet entry costs in the future. Susan seconded **APPROVED**

ACTION: Rod will present this at the AGM. The meet Manager will pay for the transfer costs and then can add this cost in the individual meet entry fees.

10. Kamloops Legacy Performance Games – Gilles

Gilles explained that there is a conflict as it is the same weekend as our Open Water event and the Performance Games are not sanctioned.

11. League Trophy – Gilles

The points are up to date. English Bay and Burnaby are the remaining meets.

12. Recruiting for 2015 -2016 new Board members

Vacancies for President, Registrar, Treasurer, Secretary, and 2 Directors
Registrar and Club Assistant can be 2 different jobs.

ACTION: Gilles will talk to each member who is leaving the Board and ask for a job description. This will be posted on the Blog.

13. Winskill reimbursement request – Gilles

Did Keith issue a cheque?

B. Any Other Business

ACTION: Gilles will contact Khosro thanking him for his interest in hosting the 2016 Provincials and that a decision will be made mid March.

Next meeting will be late March or adjoining the Burnaby meet April 4. Gilles will send out a Survey Monkey.

Meeting adjourned 3 p.m.

Nancy Ryan (Secretary)

Gilles Beaudin (President)