

October 3/15 Board MINUTES

Sandman Hotel, Vancouver, B.C.

PRESENT: President, Rod Carmichael, VP, John McManus, Treasurer, Peter Heusel, Secretary, Brenda Clarke, Registrar, Glen Mehus, Editor, Susan Simmons and Directors, John Bell, Cheryl Paavola, Dale Freeman. Gilles Beaudin (Past President)

A. Call to order at 10:10AM; Introductions of self given by each person

B. Adoption of the Agenda as amended with additional items

C. Adoption of minutes from March 28/15 meeting- Moved by Susan.
Seconded by Glen.

D. Old Business

1. Financial report

- i.** Current status – Overall Loss is \$1,178 at the end of Aug. 31/15; revenues are lower than expected since term deposits are not rolled over hence no interest and also some expenses were higher. Big extra cost was bank charges on swim fees that contributed to the loss.

ACTION: Peter will review with Keith the budget and highlight outstanding costs with the liabilities to determine why the debits exist and address them.

- ii.** Currently there are 193 paid members. (65 people are unpaid from last year and are not shown as a liability at this time)
- iii.** Signing authority has now changed to correct people with Rod, Glen, Peter, Gilles and John
 - Use new forms Peter give us for expenses with a receipt attached (scanned, email or in person or the mail)
 - Mileage rate to be used is \$.55/kilometer
- iv.** RE:: Cheque to Vanc Foundation – **ACTION:** Peter will send in \$25,000 to Vancouver Foundation as determined at AGM
- v.** Funding MSC new registration system – **ACTION:** Susan will get clarification of this national system and their request for funding this new system and it's value and benefits to the provincial club. Requests are for specifics of purpose, expected financial support and outcomes of system. Must receive a quote for development of the system first before giving funding.

Motion by Susan and seconded by Dale; hold off on making a decision about funding registration system until after attending the National meeting. Prepare a recommendation for funding system for presentation at the AGM in April. Motion approved.

2. Registrars report - Current registration system will continue until a decision to change is made by the Board.

i. 664 registered people to date and 193 paid to date for 2015/16 season

ii. \$2,600 (65 members) still owing membership fee from 2014/15 season

ACTION: Glen will follow up with outstanding clubs to pay fees and need options to recover fees are: a) Trouble is if people do not pay they are not insured.

iii. Establish a formal process and policy to track unpaid fees and procedures to reconcile the difference. Give an email note and friendly reminder to the clubs to pay up.

Motion by Susan and John seconded. Treasurer and Registrar will prepare a draft document for board review of the policy and process for collection of fees. Approved.

3. **Administration Report – Our Provincial Organization status** is in good standing with National swim Canada.

4. **Status with Swim BC** – Master swim meets are insured by Swim BC ; small regions need a simple process to allow a few masters swimmers to swim with and record times with the younger age groups and have it count at the masters level.

ACTION: Susan will ask Masters Swim Canada on ways that the small towns can run a few master swimmers with other younger age swim meets and still have their times sanctioned and included with Master Swim results.

5. **Operations Report**

a. **Competition schedule Process, Securing Date, Securing sanction**

I. First secure a date with the pool and then you can send info on meet schedule to John. Secure sanction with Swim BC who made it their practice not to give a secured date within 2 weeks of one another.

- b. Then, secure sanction with our current sanction liaison officer Leon Politano. Leon will not sanction a meet within 2 weeks of another in the same region
 - I. Teams with traditional dates will be approached to state if they are hosting same meet/time again next year. Clubs need to identify early in the year if their regular meet dates will occuri.e. Feb 14th for English Bay These dates need to be put on the web to inform availability for new meet bookings.

ACTION: Susan and John to document a process for sanctioning meets noting a need to provide early communication of dates by these clubs hosting regular events which are meets that have been operating at same time each year for several years.

MOTION: Susan moved and seconded by Rod; Put on the AGM agenda communications to notifying all members that an email will be sent to all clubs in June from the President asking for bookings for 'regular' swim meets and what the tentative date is for the meets. Preference for time will be considered for the "regular swim meets". Approved

Americas Games/ 55Plus Games and Sanctioning

- II. International groups and 55plus swimmers are being informed they do not fit the master swim meet criteria under FINA's rules so MSABC cannot host or sanction their meets.
 - III. 55plus is a great opportunity to encourage new swimmers and participate in a fun meet
2. Club Assistant fees: Kristin McColl is the new person doing this job and her contact info is on the web site.

ACTION: Susan and Rod will work with Kristin to use Club Assist with hosting meets as needed.

NOTE: 2014/15 there were 6 meets that used Club Assist last year. Note: The \$2 rate charged is too low since cost is \$3.20 (fee includes Chase bank fee and club assist fee) hence this service will cost MSABC. Also, our fund is taking a hit due to American dollar value. Thus next year we may need to increase fees after a review is done this year.

ACTION: Rod to send out info from Len on the past statistics.

3. Policy Document Revisions - see changes in attached file.
 - Susan has updated policy draft to April, 2013 meeting.

ACTION: Board members are asked to review their own section and update same and submit changes to Susan by Oct. 30th. The MEET manual must be updated with new policy revisions too.

E. New Business

1. Communication - General Comments given on how to communicate with MSC, Clubs and Individuals;

- RE: outside communication by board members – ROD will send a note to respond and thank persons following current policy; also board members should review the communication matter with President before making any outside response to persons.
- AGM sets the fees for the next year at each AGM and this will be communicated to members.
- Re MSC communication: Rod will handle and forward any specific info as needed (i.e to finance person or to treasurer) and send general material to board members for review as appropriate.
- MSABC Registrar will advertise to the other club registrars the MSC election process and the people involved and dates for voting; note that clubs are the members of MSC and the club votes and not individuals
- **ACTION:** Rod will write up a summary for Glen on election process and Glen will send to clubs to encourage more voting . Cheryl will work with the northern master swim clubs to determine if they are eligible to vote.

ACTION: All board members to forward notices and an outline on expected timeline/topics and submissions of events regarding swim meets. Susan will note timing and process for Board nomination for MSABC well in advance. The Awards nomination needs to be advertised well before April 1st deadline and need to consider nominations year round; members can nominate people anytime to the President. Susan will update members with notices on current events at least 4x/year via email and the web site.

ACTION: Rod and Brenda will create a schedule showing Board actions and requirements of Board to decisions in the upcoming year.

2. Ideas on growing membership/ Ideas on growing #s at meets

- Go to promote swimming at Fitness Conferences, Zoomers events, Corporate conferences, colleges and train athletes to go speak
- Establish a group of speakers who are trained and ready to go and present to conferences; have athletes tell their stories about success and also benefits of swimming
- Promote swimming clubs at non profit group sessions
- Prepare a tool kit on how clubs can promote their own membership; ask members to volunteer time to do kit
- Use facebook advertising to engage clubs more
- Swim meet numbers are dropping and need special marketing attention since there has been a drop in numbers since 2010; we must do an analysis on who is dropping off by age or location or gender.
- Have a provincial swim jamboree of bring a friend to the club for a day or week; MSABC could promote an activity across BC to facilitate this marketing; invite other athletic clubs who benefit from a fitness swim with their own sport to participate
- Market more free swim for 3 practice times in 2 weeks
- To increase spectators at meets Vic masters can create 8 equal relay teams which brings in more people
- Host time trials to allow people to test out skills and determine if their time is good enough
- Love to Swim meets can have an exhibition component to show fun, skills and benefits of swimming before a major event
- Tap the triathlon teams and help them see the value of training with Swim BC and joining open water swims; encourage individual triathletes who are not with any other club to join swim clubs;
- Embrace more triathletes with offering a 1500 event and be more welcoming overall . Identify benefits of swimming on our web sites and other sport web sites. Promote top 10 reasons for triathletes to swim with us.

3. RE: Facilitate promotion of Generic pin for swim meets so clubs can buy economically and sell back unsold products :

- Standard award saves money and keeps look generic;
- Encourage provincials to use generic pin and clubs can customize pin/medals with their lanyards, if desired
- Everyone got a participation medal and pin at last year's provincials which was great and should happen each year for all participants and volunteers.

ACTION: Susan will stock up on generic products and have sufficient quantity on hand for clubs to order for events. We will take off costs thru the club assist and will prepare a summary of inventory and the process for clubs to buy/pay for products. This is a flow through program ensuring MSABC have the stock for clubs. Put this info into the updated policies today at this board.

4. MSC nominations/election: Rod to send out info to board members and web/blog on nomination and election process to inform all members.

Motion: Moved by Dale and seconded by Susan that Rod gets \$1,000 towards going to National event and election

5. Other Business:

MSC Relationship with SCN(formerly SNC);

- Issues now with MSC re autonomy and memberships
- Review new MSC module for coaching master swimmers
- Swim BC will be offering some basic coaching courses that will be quickest way to certification delivery may be clinic or online unsure at moment
- Swim BC fee covers insurance, sanctions meets

Open water swimming - held the 3rd week in July; this was the 3rd year a swim was hosted at Thetis lake and the agreement was to pass on this event to another club. We will use the website and social media to notify ALL clubs they can apply for hosting an Open Water Swim in 2016 and details on how to facilitate this event and rules of the swim.

ACTION: Susan will put promotion of opportunity on front page of web site.

The Cloud - - Goal is to get cloud space and archive history into the cloud. Rod has historical data to review that will help to tell history of masters swimming.

ACTION: John Bell is review and determine what is worth keeping in the files.

F. Future Board meetings – format, agenda, date, place and time

- Phone/video conference on Sat. Nov. 21st. 1 to 3pm (John to set up this call)
- Face to face meeting 10 to 4pm on Feb. 13th in conjunction with English Bay meet
- Face to Face meeting 10 to 4pm on April 3rd in Victoria

ACTION: All board members must send John a photo for the web site by the end of October... John will facilitate a SKYPE phone conference for board members for Nov. 21st at 1pm ..

Adjourned at 3:30pm... Moved by Dale and seconded by John M.