

MASTERS SWIMMING ASSOCIATION OF BRITISH COLUMBIA

April 3, 2016 Board Meeting Minutes

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 and Gilles Beaudin (Past President)

A. Adoption of the Agenda @ 10am – Moved by John B and seconded by John M. Approved.

B. Adoption of minutes from Feb.13/16 Board Meeting – Moved by Dale and Glen seconded. Approved.

MOTION: New procedure for communicating minutes to members: Secretary will do the minutes within 3 weeks, then circulate to Board for changes and send final/revised minutes back to Board for final review, then President will facilitate an email vote soliciting Board approval of minutes electronically. Once a motion has approved minutes, then they can be posted on the web site.

MOTION: Moved by Rod and seconded by John M. Approved.

C. Ongoing Business

1. **Financial report** – update by Peter; finances are stable and on budget.

Highlights are:

- Membership revenue was based on 1,600; we currently have 1455 paid and processed members with over 119 in the processing phase there will be a few more memberships to come to allow us to reach goal.
- Vancouver Foundation Fund; there is \$2,900 interest distributed this year and is sitting in the fund available as cash as needed; No MSC fee changes this year
- Information on Swim BC fee still to come

MOTION: Moved by Glen and seconded by Susan that there be NO membership fee increase this year and also to leave \$2,900 of Foundation interest in the Vancouver Fund. Approved.

2. Registrars report and update on paid memberships:

- i. 1574 registered swimmers to date and all fees are collected
- ii. Rod requested that data base be integrated with excel to facilitate reports that need to go to other affiliates and allow us to access good stats quickly.

ACTION: Peter will perform this integration and coordination of membership data base with excel and forward detailed breakdowns to Rod as needed for AGM.

- iii. National registration system will be ready to roll out by September. Operations will be similar to past practices; Board will communicate with Ontario Provincial registrar regarding questions for this MSC system. MSC will have a change management system to help provinces integrate this system.

ACTION:MSABC will inform members of this change and dates when available. Membership payments will continue to come to the provinces first and then will be forwarded to MSC.

Susan will respond to all questions by clubs re this new MSC registration system. Glen will talk to Ontario re their experience with MSC system and suggestions for implementation in the fall.

3. Administration Report:

RE: Policy Document Revisions and Banquet guidelines:

Susan is stepping down from the Board and hence this position of Policy update project leader. There are about 15 existing policies and this system needs to be updated with new policies as approved by the Board and managed overall. Banquet guidelines have been updated and this draft will be used with clubs and included in policy update.

ACTION: John B. and Cheryl will work with Susan to take over the files and to review progress to date, future plans and the process targeted for updating Board policies. A report will be prepared and presented to the Board on the strategy/process to update policies/procedures for review and approval. This information will be posted on web site as soon as approved by the Board.

RE: By Laws Update:

Board discussed the proposed draft and added improvements to the document which will ALL be included by Brenda in the final version of the By-Laws.

MOTION: Moved by John M. and seconded by Susan that revised ByLaws be approved with the inclusion of all comments from meeting. Brenda will finalize these ByLaws in next 2 days and forward same to Board for an electronic email vote of approval by April 6th. By Laws must be posted on website for members by April 8th. Approved.

NOTE to the Minutes: An email vote was conducted between April 5th and 6th with 9 out of 10 Board members sending in email approval of ByLaws as drafted. John M. posted the AGM agenda and Board endorsed ByLaws on the website on April 8th as required.

4. **Operations Report** – Recent information on swimmers that are MSABC members that are over 90 years of age: We have a total of four, two female and two male

- Betty Brussel, female age 92 Okanagan Masters,
- Elsa De Leeuw, female age 92 White Rock Wave Masters
- Peter Lofts, male age 93 Victoria Crystal Silver Streaks
- Fred Schulhof, male age 97 North Shore Masters

- a. **BC 2016 Provincial update:** Mike of North Shore Aquatic Society has created an overall plan for the meet with details of tasks and specifically, who by when. There has been a request for \$300 grant for subsidizing electronic timing.
- b. **ACTION:** Board members agreed to not provide this \$300 subsidy (as per a September Board decision) and noted that Rod would advise timing needs to be rolled into the meet costs.
- c. **BC 2017 Provincials:** The Board communicated the provincial opportunity and asked clubs if they would like to host the 2017 provincials; a specific request went out to the following: Summerland, Kelowna, Vernon, Salmon Arm, Kamloops, and Prince George. There were two official bids for the 2017 Provincials; one from Kelowna and one from Kamloops. Kamloops had to withdraw its bid as it will be organizing another large meet next year leaving only the Okanagan's bid. The Okanagan was therefore selected for the 2017 Provincials."

ACTION: On going policies/procedures updates will be created to address the criteria for a) choosing host sites for provincials and b) allocating grants if required.

2016 Banquet and Pins: We will have access to video monitors for presentations. Susan will provide as many award pins as needed and will take back what is not used at meet. MSC wants a booth at Provincials to showcase nationals. The Board agreed with this request and Susan will oversee the National booth at the Provincials.

d. **RE Criteria for Approvals of Competition Schedule:** There are many clubs interested in hosting meets causing conflicts with dates. Current procedures are the club makes a request to Leon who sanctions the meets. Note that Khosro's meet for Oct. 15th is booked already as is the March 4/17 Chilliwack meet request.

ACTION: Rod, John B. and Cheryl (Policy Team) will create a new policy that addresses the preference of Legacy meets as a criteria and as well as encouraging new requests for meets on a first come first serve basis. Process can be that the Board will send out a reminder on Jan. 1st to all clubs that they must submit their interest to a host a meet noting the start date for sanctioning meets which could be the day after provincials. Note in policy that major swim meets need to be at least 2 weeks apart within the same region.

2) Rod to meet with Leon and produce information package on policies and procedure for hosting a meet such as sanction, dates. Currently, Leon reserve dates and completes sanction process.

3) The policy team will update existing and bring new policies/procedures together on sanctioning of a Meet for discussion at the AGM this year; the process for approving dates for meets is ideally on a first come first serve basis.

c) Club Assistant - MSABC recoups about half the cost of using Club Assist program of \$4.00 per swimmer per meet; we budget for a loss. Susan noted new MSC system may address this function of Club Assistant; Board to explore MSC system first before making any changes.

d) Open Water championship: This year it is Thetis during the last Sunday in July and Susan will help other local Clubs to host Open Water in the future and currently looking at the 2017 meet at Alice Lake. Other action in province is with clubs who want to run open water swim camps which will build skills for clubs to host this event. Susan will create guidelines for new bidders to host Open Water event. Susan will continue to be the Board's open water rep even when she leaves the Board this year.

New Business

a) AGM Agenda and Process:

Rod received Board support to appoint a chair to facilitate the AGM meeting and Rod will chair if no one else is available. Items to be addressed and included with the Agenda are last year's minutes, revised By Laws, Director's report, financial statements, comparisons and reports on results, insurance certificates and appointment of auditor(s).

ACTION: Each Director must send their content for their report for the AGM to Susan by April 20th at the latest. Peter will secure two volunteer auditors for the upcoming year.

Susan will post positions available for MSABC Board which will be the Registrar, Communications, VP, Director at Large.

MOTION. Susan moved and Peter seconded to put Registrar on a two year term starting this year to better balance the changes in the Board members. Approved.

Ted Simpson and Stan Powell determinations: The Board has considered all nominations for the Ted Simpson and Stan Powell and the Board has reviewed and awarded 2015/16 year. Giles and Glen are suggested we consider a MSABC Hall of Fame of competitors, sponsors, builders to tell the story of champions for future years.

Other business

Leon visited for about 20 minutes and participated in this specific part of the discussion.

Comments regarding sanctions and related pool tolerances:

1. MSABC uses FINA rules and regulations for sanctioned records and tolerance allowed. Richmond pool will be within Fina Guidelines.
2. Rod will write to Kosoro and inform of board discussion on measurements.

Comments regarding Provincial registrations limits of swimmers with the meet:

3. Swim BC states entries can be limited to a certain level without being identified ahead of time. Concern is about impact on the league trophy
4. MSABC is about members and therefore it is the members who register with the meet host.

Recommendations:

1. Within the next year, we need to complete the meet package showing policies and procedures for provincials, entry deadline and limits that must be shown on the meet package. This must be clear. In future, we will follow policy to allow a weekend between last meet and the provincials. Currently stated as two weeks
2. There is an issue regarding counting the points of a member with an entry that put the meet over the time limit available in the pool. One solution is to extend pool time.

MOTION: Moved by Dale and seconded by Gilles that the Burnaby meet not be included for league trophy points: Motion is defeated.

ACTION: MSABC will create a policy to address meet expectations of hosts in the future.

Communications: There are no rules for posting on FaceBook; however, there are social media expectations of proper procedures with individuals who do post on the FaceBook. Susan will highlight on the About Us page of our website that we need to note that all posts by members must be respectful of others or will be removed from our FaceBook site. The President will explain to the member why their post was removed.

Comments on new FaceBook Policy: If a post does not follow guidelines for respectful posting on FaceBook we will remove the post. If a person's post has been removed three times, then Board will move to remove the person permanently from posting as a member in the future. The Conflict Officer can be engaged if needed to assist with resolving any remaining issues and may recommend removing the member with special resolution.

Adjournment at 4:10pm. Moved by Glen and seconded by Brenda to adjourn.