



MASTERS SWIMMING ASSOCIATION OF BRITISH COLUMBIA

Oct. 16, 2016 Board Minutes of meeting 9:50am to 3:45pm

Sandman Hotel on Davie Street, Vancouver, BC

Present: President, Rod Carmichael, VP, John McManus, Treasurer, Peter Heusel, Secretary, Brenda Clarke, Registrar, Glen Mehus and Directors are John Bell, Dale Freeman and Cheryl Paavola.

- A. **Adoption of the Agenda** - Approved by John M. at 9:50am and seconded by Dale.
- B. **Adoption of minutes from April 3/16 Board meeting** - Approved unanimously via email April 16/16
- C. **Old Business**
 - 1. **Financial Report**
 - a. Current status and Update on funds – Profit is about \$2,400 from last year. More revenue was earned from members, banquet costs lower and saved with the SKYPE meeting. Equity is \$64,000 in the bank. Operating reserve is about \$30,000 which is a minimum so we are basically in good shape from last year. Currently, project a loss for this year of \$3,700 due to higher board travel costs and budget needed to absorb the increase of Swim BC fees.
 - b. **RE Audit:** With new society rules there is a need to have auditors appointed by board either paid or unpaid. Peter will make a call out to members asking for 2 volunteer auditors noting that one of the volunteers must have a CGA designation to lead the review financial statements with other volunteer and Board Financial Director and together will report on expenditures for MSABC financial expenditures, revenues, bank statements, etc. as required by due process. It was noted at AGM there would be an increase to Swim BC fees by \$2 for 2016-2017 year.
 - c. For 2016/17 year –Board is asked to consider an increase of Club Assistant fee from \$2 to \$4 to cover basic costs and stop highly subsidizing this fee. As most clubs have set fees based on \$2 charge the Board will continue with current Club Assistant system for this year and assess the success at the end of season along with possible new MSC system. Next year we will review benefits of increasing CA fee to \$3 instead of \$2 which will be the fee for this year.
 - d. Discussion was held by board on savings and additions in budget and Funding options for priorities of 2016/17.
 - e. **E-Transfers:** It was agreed we want to facilitate this service.

ACTION: Payment to MSABC will be tied to Glen's email who is the registrar which will be tied to our Scotia Bank account. Peter will set up this e- transfer system and a report/form that will allow Glen to tick the boxes as paid or not paid.

Registrars Report

- a. **Update on MSABC and MSC registration system-** Invoices have been initiated and registration is on its way. New MSC system is having trouble with uploading data on swimmers and is duplicating people. Glen works directly with two MSC system developers in Alberta to solve clichés. Swim BC reviewed and insured us we have insurance coverage for MSABC during this transition time.

ACTION: Glen will continue to work the bugs out of the MSC system as it relates to MSABC registration. Glen will email a suggestion to club registrars to ask their members to review their own data on line to verify data on registration for accuracy and send corrections to their club registrar who will in turn send a summary of all corrections for the club to Glen.

Glen will produce a list of members registered in each club from last year and then review break points for small, medium and large team sizes and recommend appropriate break points for 2016/17 then will forward same to Brenda to be included as attachments to these minutes. Breakpoints last year were 1 to 25 then 26 to 80 and 81 plus members.

2. Administration Report

- a. **Update on AGM results and lessons for 2017** - Lesson is we must come up Board reports months ahead and send to Board for comments and then to swim members a few weeks ahead of AGM with recommendations for next year. To eliminate time at meeting spent on giving reports and allow more time for discussion.

ACTION: John M will put on the web the draft AGM minutes for 2016. Brenda will give John both 2015 minutes from Nancy Ryan and 2016 minutes with a draft watermark on 2016 by end of month for the web site. We must always be sure we give sufficient notice of AGM to members and all information needing to be discussed sent to members on a timely matter. Board must also ensure we have sufficient time rented for the room to hold a full meeting.

- b. **By Laws Update** – It was noted the ByLaws were approved at the AGM in April and now are ready to be registered with the Province, ideally by Nov. 28th or soon thereafter. There is a two year period where organizations are required to register within. Brenda noted the club is in good standing and that a Special Resolution will be required to confirm that members want to register as a “Member Funded Society” which we are given we do not get grants over \$20,000.

ACTION:Brenda noted the club is in good standing and that a Special Resolution will be required to confirm that members want to register as a “Member Funded Society” which we are given since we do not get grants over \$20,000. Brenda will purchase the transition package for \$40 plus taxes which provides a copy of original charter from 1988, all resolution passed plus an overview of process to register laws. Rod will review steps required to facilitate a special resolution decision with the members. Together, Brenda, John M. and Rod will facilitate the process to result in the registration with the Province of our organization using on line services by the end of the year.

- c. **Policy/Procedures Revisions – Overall plan/priorities/timelines-** JohnB. scoped out existing policies, spoke with Susan and looked at some of the problems with current policies. Goal now is to establish an overall look at all policies and the priorities to begin the update process to establish new policies, modernize content with gender equity, transgender, financial policies.

ACTION: For next meeting discussion, John and Cheryl will produce an overall update plan for policies and procedures with timelines. Board wants to look comprehensively first at a complete summary of policies needing change, with recommendations for priority list for discussion along with suggestions of the changed policy. Info will be sent out ahead of time for Board to review and will include a note on the best approach with each policy for Board discussion and approvals best option if policy update is via a board meeting or via endorsement using email vote.

3. Operations Report

- a. **Nationals for 2018/19** - Dead line is over for 2018 bid and Quebec received the 2017 bid for Nationals. Vision is that clubs may go together like UBC and English Bay to look at hosting the 2019 bid for the Nationals. We will facilitate a process to encourage clubs to consider this opportunity to host 2019 Nationals and bid that will need to go to MSC by early spring/17.

ACTION: Rod will email an invitation within the month to MSABC clubs registrar to invite them to consider with their executive the hosting of the 2019 Nationals and will suggest that either an individual club or 2 or 3 clubs can work together to host this major event. Rod will support clubs willing to discuss this opportunity.

- b. **Update on 2017 Provincials-** See draft budget attached. This is the first year provincials will be operating with the new guidelines. Their info is now on the MSABC web site. It was noted to Kelowna that the grant from MSABC is not guaranteed each year and is discussed based on need for funds. MSABC has received the budget from the hosts of the 2017 provincials as requested. Kelowna is showing a charge of \$20/banquet ticket in the budget which is good price and covers banquet cost mostly. Rod noted we have the pins they can buy from MSABC. Currently the award is a preprinted colour certificate only and they need to be asked to consider adding pins to their award supply.

ACTION: Rod will send Kelowna a letter noting they have a good budget and it shows they are covering banquet costs and making a profit overall. The info will note the MSABC grant is not automatic and is based on need after reviewing the final budget at the end of the event. Rod will request they take the grant out of the budget. Peter will revise and drop grant with our budget for this next year and this will address the major part of deficit shown.

- c. **Provincial's for 2018 and related guidelines** -This year is Vancouver Islands turn to host 2018 meet and there is a conflict with the Western Canada meet being held near the same time.

ACTION: Rod will advertise via email this opportunity for 2018 with the lower mainland clubs ASAP since the Island may not bid this year due to meet conflict with lack of sufficient number of officials to host both events. MSABC needs to define policy and criteria for providing a grant to the club such as “need and financial hardship.”

John M. will send out a BLOG to members to ask members and club executives to submit nominees for the 2 swim awards

- d. **Open water championship;** Update on event, guidelines for 2017 timing and location of event, club responsibilities and outcomes.

ACTION: Forward all questions about open water meets to Susan who will continue to be our representative for the Board with members and the Board will provide answers with the swim process, timing and policies for this open water swim meet. Victoria has been the only host so far and this event needs to be hosted by other clubs in BC.

D. New Business

1. **Board Roles and Responsibilities** –Board evaluated past year, new goals and need to act proactively regarding the following areas:

- MSABC needs to establish policies, procedures, standards and process for contracting agreement and hosting procedures/outcomes for provincial swim meets.
- MSABC board needs to continue to be proactive with board goals and related work such as the BYLAW update which was done proactively, effectively and efficiently.
- Social media is an area where we need to add more time and be more proactive hence need for a Communications Director. John M. is our strong resource for this area too.
- Every board project and update needs to be accompanied with clear outcomes, timelines and specific info on who will complete the work with what resources.
- MSCCoaching model is a program that can be enhanced and pushed out to clubs. We want to be proactive in 2017 with developing and supporting these master models.
- Strategic focus/priorities for the Board in 2016/17 : 1) promoting coaching certifications 2) finish update of MSABC Policies/Procedures Manuel 3) de bug the registration system 4) enhance member communication with web, resource sites, social media procedures, Hall of Fame 5) support achieving excellence with club events, provincials, 2019 Nationals

ACTION: John M and New Communications Director will create a MSABC Resource Guide: Identify sites for ‘excellent resources’ that give value add info with members; communicate benefits to them on a regular basis like nutrition, swimming techniques, coaching updates, etc. Use the web site to make resources known such as a push out a summary of excellent web sites that can benefit swimmers this winter. John will get started by asking members to contribute resources.

Board will consider facilitating a virtual “Hall of Fame” for our MSABC swimmers. Rod has a model of how this can work and has examples to follow as a Guide and will bring forward at a future Board meeting.

2. **Proposal for Coaching Clinics for MSABC members** - The question we need to answer is: "How do we promote these clinics to members and show these are great masters programs. Board will consider promoting a coaching clinic in September next year during the designated Coaches week. Board will consider a financial model with subsidies and funding sources for coaching clinics.

ACTION: Cheryl will look into connecting MSABC with the September programs for coaches. Rod will talk with MSC about module timelines and clinic options.

3. Communications

- a. **Update communication policies/guidelines on Clubs/Individuals, marketing and website policies**- These areas are a priority in policy update review (web site, blog, member communication and marketing to members).
- b. **MSABC contact rep for Communications Director Board role:** Board noted we need the support of this position for the work to be done on the Board. Board agrees we need to replace Communications person who has resigned and fortunately the Board can replace this Board position with a vote and bring on an individual now which will be effective until next AGM.

ACTION: John M. will be the interim acting Communications Director and do the job of blog and web site updates. John will note this Board opportunity for a Communications Director on the web site and encourage members to apply to Rod. John B. and Peter will establish a job description for a Communications Director and volunteer auditors and solicit qualified people.

E. Other business

1. **MSC AGM - What do we want to come out of it?** - MSC AGM is at 4:30pm on November 11/16 in Vancouver at the downtown YMCA. Only a club has a vote at the AGM. Agenda will come out this week for the AGM. Glen asked MSC to provide at AGM the technicians of the registration system and has not heard back from them. The AGM is an opportunity to talk with the national board about issues and solutions. Outcomes we want with MSC are more web support and improved communications – especially around the new registration system. The agenda for the MSC AGM has been on their website since 9 Sep 2016.

<http://mastersswimmingcanada.com/index.php/2016/09/09/notice-of-masters-swimming-canada-annual-general-meeting-and-nomination-information/>

ACTION: Rod will go to the AGM and consider hosting a wine and cheese for MSC board. Rod will inform and invite the Board to attend this dinner if they can to support the discussion. Glen will seriously consider going if technicians are brought to the AGM as asked and will confirm with Rod by the end of the month. Rod will keep board informed of a social event if organized and results of AGM.

2. Next meeting dates and times:

- SKYPE meeting on Sunday, Nov. 27th from 1 to 4pm facilitated by Rod and John M.
- 2 Face to face board meetings from 9:30am to 4:00pm on January 29th at Saanich pool and one on March 5th in Vancouver potentially at the Sandman. (Brenda will be away for the Jan. 29th meeting.)

- SKYPE meeting on April 9th from 1 to 4pm to be facilitated by Rod and John M.

3. **Adjournment:** Dale moved to adjourn at 3:45pm and it was seconded by Brenda.