

# MASTERS SWIMMING ASSOCIATION OF BRITISH COLUMBIA

## February 13, 2016 Board Minutes - Held in 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 and Gilles Beaudin (Past President)

**A. Adoption of the Agenda**—Approved by John Bell and seconded by Glen Mehus

**B. Adoption of minutes Oct. 3, 2015 Board Meeting**—Rod Carmichael recommended approval with addition of his minor clarifications which are attached to minutes then seconded Gilles Beaudin.

### **C. Old Business**

- 1. A) Financial/Treasurer report— updated by Peter;** Finances are stable; operating loss for 2014/15 restated to \$601.80 from \$1,778.05; recommendation is to hold on to all assets until decisions are made regarding long term investments. There are no concerns with financial statements at this time and it was noted that budget last year was built on 1,600 members.

**Action:** If HSBC will not close our account per our original request, a second letter will be sent to HSBC signed by Keith and Glen again requesting the closure of the HSBC account with the balance to be sent to our ScotiaBank account. If this second attempt to close the account fails, we will arrange to update the Board signing authorities at HSBC and then again request the closure of the account signed by the new signing authorities.

**MOTION:** Dale Moved and Peter seconded and Susan opposed. Approved.

**B) Re Laser Device that makes it easier for clubs to confirm pool measurements for records. Motion:** Rod Carmichael moves and Dale Freeman seconds approval of \$135 for the device. Purchase was approved by the Board.

**Action:** Get a signature from the club borrowing this device. Produce then add a sign up sheet with the box to facilitate recording signatures of different users. Dale will send info on the device to Susan who will display information about availability of device on the web.

- 2. Registrars report** – Current paid memberships are about 1,300 members and we can expect another 200 with Nationals and other meets this year. MSC registration system is expected to launch at Nationals this year. BC could access this National registration system after Nationals. Costs are still undetermined and ideally new registration system will track unpaid members;

**Action:** Susan will explore costs of National registration system, confirm availability, timelines and services for members and swim meets then send a follow up email of results of research with

## **MSC registration system**

**Motion re Payment Policy:** Establish a new policy stating clubs have 30 days to create an invoice and then 30 days from invoice date to pay the bill. After these 60 days, the club will receive a warning letter that their insurance may become invalid after 90 days for having non registered swimmers due to lack of payment. Establish a generic form letter to mail to clubs/members and a sample of an email warning notice.

**MOTION:** Dale Moved and Peter seconded and Susan opposed. Approved.

## **Administration Report - Update**

- i. **Policy Document Revisions and Banquet guidelines** – Updates have been posted in google docs for Board review.
- ii. **By Law Update** - Discussion re current procedure re fact that MSABC Board members do not elect Executive officers of the Board whereas national has the Board elect executive officers. After consideration, MSABC Board wants to leave this policy as is at this time. It was noted that Swim Canada did an update in Oct/14 and is good to use as a guide. MSABC updated By Laws will need to reflect that we are a members/club based system vs National that has only provincial members.

**ACTION:** Brenda will review other National, Provincial By Laws to consider with update of our BC provincial Bylaws' as appropriate and will forward draft to the Board by the end of Feb. Also,

- 1) Susan will advertise on the web to members that the By Laws are being updated at the April AGM and to forward any comments to her. Susan will look into Google Docs as a way to process Board comments.
- 2) Rod will send Susan a summary of why a need to update bylaws and Susan will put on web.
- 3) Board members are to note comments or problems with By Laws and them send in along with advice for changes to Brenda by month end
- 4) Rod will determine if a phone conference is necessary in March to process the Bylaws to be ready for approval by the Board on April 3/16.

## **3. Operations Reports**

- a) **Medals Update:** MSABC will hold the medals inventory. Therefore, we will buy pin awards back from Thetis Open Water Swim Club. (Currently there are about 130 of each pin available). Goal is to establish inventory of 1,000 for the 3 different pins for MSABC.

**ACTION:** Susan will look into the costs of increasing the inventory of awards and the most economical way to buy awards remembering it take about 3 weeks delivery.

**Motion:** Gilles moved and Glen seconded the purchase back of Thetis pins from club.

Also, Dale and John Bell to facilitate a new Award pins Policy and Procedures for purchases and distribution to clubs; suggested policy is that clubs pay for what they use only. For example give 700 to the club to sell and buy back remaining awards or pins.

**b) Club Assistant** - Targeting monthly billing now vs yearly. Authorize.net is used for credit cards and we need to determine our monthly fees for using this process and get a better handle overall with the billing process. Review current system to assess strengths and weaknesses and make recommendations for changes to the Board.

**c) Swim Meet Box Policy Update** - Box needs a tool box, 3 more counters; inform clubs they are responsible for maintenance of items such as watches and to ensure meet equipment box items are returned in good working order.

**Motion and ACTION:** Dale moved and Peter seconded to buy tool box, 3 new counters and add an inventory checklist for the club's use in the Meet Box. Approved.

#### **D. New Business**

1. **Criteria for Hosting Provincials** – Next meeting will finalize the handouts on guidelines to host provincial meets. Ask clubs to submit a schedule of events by October and also have the host describe unique features of their meet to support success, increase participation and enjoyment. It is time now to solicit nominations as well. Board must update and communicate steps, standards and process for contracting and hosting provincial swim meets.

**Action:** Rod and John Bell will update draft guidelines with feedback from board using MSC Hosting Agreement and report back to Board for approval. Rod will send out the revised draft of criteria for hosting provincials by end of this month to clubs re events for this year noting that the more formal Hosting Agreement will be complete and provided before the AGM this year.

#### **Action Re Nominations for Awards:**

1) Susan to send in to the blog a notice that all nominations must be in by April 10th for the Stan Powell and Ted Simpson awards. Susan will monitor feedback.

2) Gilles and Glen will work together to order banners and awards as needed for provincials. Top 3 nominees are advertised by MSABC to all the members to encourage attendance at banquet.

2. **2016 Open water championships** - MSC is looking to have a national open water championship and will look to BC as a guide. Glen resend information about the opportunity to host open water meet and noted 'Okanagan Masters' are only respondents. The Swim they might use as a tie in for the

MSABC event is a difficult event to meet to sell being it is the second last weekend in August. The Thetis Lake swim wants to host an MSABC event the last weekend in July (not always along with provincials) for open water swimmers each year. Goal is to add this event to the MSC web site to notify people of results. There is a document that outlines process for hosting open water events and the benefits of running sanctioned and non-sanctioned events at the same time. Note this event is fresh water.

- If there are no others bids sent in to MSABC then it is possible to use Thetis Lake team again who are already intending to host this event this year as a MSABC run event.

**Action:** Glen will send out another reminder to clubs about opportunity to host this open water swim event. Susan will ask about the value of changing this event to include a time period in July so open water can team up with another swim meet like the provincials.

**3. Communication** – James Hooper from UBC is helping the web work as a tweeter and doing a great job as a member of MSABC.

**Goal is to enhance strategies to increase communications** - We need to get updated emails of members from the clubs/registrars, remove dead email address, explain/promote steps on how to get MSABC newsletters and emails plus add an opt out and opt in features.

**Action:** Susan, Glen and John McManus will work together as a team to keep communications updated and pushed out new material to members.

- a) Communications will ask registrars to update their members email in their registration program. Team will document the process and steps on how to change web information.
- b) Susan will advise same on the blog and Glen will push out info to the clubs. Susan will manage the data base for MSABC and contact MSC re their future plans.
- c) Long term the questions must answer regarding where to keep the server with the data and updating procedures.
- d) Re AGM Action: Susan will send out the whole AGM package from last year to Board members with comments on changes needed for this year.
- e) MSABC team will note on the MSABC web site that the Americas Masters Games will not be sanctioned by FINA. Rod will provide reasons.

**Re Meet Manager's Handbook** - Invitational Meet Handbook is very close to being finished and is intended to be available for provincials. John Bell will research the location of a word version of a quality example of a 'Provincial Meet Handbook'. Rod will check with Kristin from Nanaimo EbbTides re her status with the update of the Provincial Handbook.

**Action:** Rod will update in next few weeks and will get best version of Invitational Handbook up on web ASAP. On an interim basis, Rod will follow up with John Bell and Kristin to complete the Provincial Handbook too.

**Future Board meetings are:**

- 1) Face to face meeting 10 to 4pm on April 3rd in Victoria – location TBA.
- 2) **AGM** is on Saturday, April 23rd 30 minutes after the last race at Watermania in Richmond, B.C.

**Adjournment:** Rod moved to adjourn at 3:55pm and Dale seconded.