

Executive Meeting Minutes

27/01/2020

27 JAN 2020 / 8:00 PM / Anna's house

ATTENDEES

Francine Vickery (Chair), Maric Tse, Joy Richman, Anna Bozac (recorder)

AGENDA

Acceptance of Agenda

Maric moved to accept; Francine seconded. Motion approved

Acceptance of Previous Meeting Minutes (27 Oct 2019)

Anna moved to accept; Francine seconded. Motion approved.

Follow up from Previous Meeting

1. Anna will contact Sean (webmaster) to post 16 Sept 2019 Executive Meeting Minutes on the website. **Completed.**
2. Francine to confirm coaches registration requirements with Swim BC representative. **In Progress**
3. All Executives to review Coach Orientation Guidelines & Expectations and provide feedback to Maric and Francine. **In progress (see Agenda)**
4. AGM package: Anna to complete AGM agenda; Joy to complete financial reports. **Completed**
5. TD investment will be completed in early November. **Completed**

Officer Reports

6. Registrar: current winter membership = 41, which is comparable to last year. Completed MSABC registration for 2 new swimmers + 2 coaches
7. Treasurer: Bank statements Sept 1- Dec 31 reviewed. YOY comparison (same period) shows higher pool rental fees offset by other expenses being much lower. Treasurer will categorize expenses to better align with last year.

8. President: Recent RCMP incident; members will be notified to be vigilant and report any suspicious activities to the lifeguards. Trial swimmers are being notified when their 2 week period expires. Coaches are now assisting with supporting Executive procedures implemented for trial swimmers.
9. VP/Secretary: 2019 Annual report has been successfully filed for our club in compliance with BC Societies Act. Invoice from McQuarrie Hunter LLP has been processed. Anna contacted Swim BC to obtain insurance certificates for City of Vancouver pools (required for Lord Byng sessions and Second Beach Pool) and for City of Burnaby (required for Central Park Pool).

New Business

- AGM business: there was discussion at AGM regarding
 - Coaches requesting member feedback - Francine will send email to members
 - Members requesting list of upcoming meets - Francine will resend link to members
- Replacement swims for cancelled sessions: Anna has contacted Lord Byng (LB) Pool and has confirmed for Feb 15, Mar 7 and Mar 14 from 5-6:30pm.
On Sun, Feb 16 pool LB available after 8pm so Anna declined.
On Apr 25 & 26, pool is available after 7pm. Executive decision to hold rental for Apr 25 from 7-8pm and confirm time suitability with members.
- Summer Outdoor swims: agreement to arrange schedule as per 2019
- UBC Adult Swim club: different club structure with only one coaching session per week and independent swimming during designated times (early morning or mid-day). It is not expected that this club will impact our current membership.
- Coaches Registration with Swim BC and CSCTA: following Sam Thoms (Club Services Coordinator | Swim BC) recommendation to register Head Coach as a coach, and all other coaches that aren't varsity swimmers as master swimmers
- Coach Orientation document: will be updated to include coach benchmarks, procedure to support Exec for trial swimmers,

ACTION ITEMS

- Anna will contact Sean (webmaster) to post 27 Oct 2019 Executive Meeting Minutes on the website.
- Francine will email members regarding the following topics: recent RCMP incident, upcoming cancellations & scheduled replacement swims, coaches request for member feedback and link for upcoming swim meets
- Anna to arrange outdoor swim schedule for 2020

- Maric will update the Coach Orientation package with feedback received.
- Joy will forward coaches 2019 annual income for their personal income tax purpose

MEETING ADJOURNED AT 9:30pm

NEXT MEETING

Scheduled for April 20, 2019 at 7:30pm, location: Francine's home

Agenda to follow