

UBC MASTERS SWIM CLUB
Executive meeting
Tuesday, December 13 2016

Draft meeting minutes

Attendance: Francine Vickery President , Maric Tse vice president , David Ferguson , registrar, Pat Buckley secretary.

Regrets : James Hooper , Treasurer

Called to order 840 pm

Registration:

The new session starts Jan 9 2017. Priority to get our swimmers registered. James has crunched the numbers based upon 65 members; we currently have about 70, which will be our cap, after which we will start a waitlist. . Current members are already registered with MSABC, this year so the current member fees do not include the MSABC fee, which is considered a separate fee apart from our dues. Fees for the winter session will be \$ 320, and for the summer \$ 275. The fees are within the spirit of what was agreed to at the AGM.

Members who are signing up for the yearly option will be charged \$ 540 for the remainder of the year, rather than $320 + 275 = 595$.. The total annual fee would then be 866 dollars excluding the \$40 for MSABC.

David will send out an email this week to begin the registration process. Current members will be able to register until Jan 1 2107. After which, if space is available, the registration will be open to the public.

A waitlist will be created if needed.

The cap will be re-evaluated , given pool conditions and attendance.

General discussion ensued regarding the summer session, as we will decrease to 4 from our current 5 workouts per week. Maric brought up the point that some of our members swim with VOWSA and may like to see the Thursday workout dropped as opposed to the Wednesday in the summer. Maric suggest we may wish to poll our members on this issue.

New Pool:

David was approached by the pool manager that a test swim may be offered to a limited number of our swimmers to aid in their evaluation of the new pool. The executive discussed a number of ways swimmers may be chosen to participate in the test swim. We will await more information from the pool manager as to what the test swim swim will entail, before finalizing a plan.

David reported that we have our workouts in the pool booked until May 2017. ? date

Assignment of Duties for the Executive:

-Generally agreed that in some of the positions the assignment of duties is unbalanced and will need to be adjusted in a more equable manner. This will be an ongoing discussion, especially since all officers were not present. It was generally agreed that any of the officers could request assistance from the board members if needed.

The President.

- Correspondence will be directed to the president via email communication, from a Gmail account. This includes, pool invoices, contracts, and other communication, including pool time cancellation. It was noted that our club has a good relationship with pool management.
- Swim meet management
- MSABC correspondence, currently looking a hosting the 2018

- provincial meet and the 2019 national meet.
- Head coach recruitment
 - General club direction

Vice president

- Responds to email from the web site.
- Assists the president whenever she cannot perform her duties such as vacation, illness.
- Other duties to be discussed at future meetings.

Registrar:

- Registration of swimmers to the club and to MSABC.
- Ensuring payment of dues prior to continuing swimming.
- Maintain wait list.
- Current registrar will complete the computer program for the automated system so that it will require minimal maintenance in the future.

Secretary:

- take meeting minutes of the executive and AGM meeting.
- Send draft minutes to president for review, then onwards to the rest of the executive for review, update the minutes based upon feedback.
- Draft minutes approved at next meeting of the respective executives and AGM
- Once approved the minutes will be send in PDF format to the web master to post on the website, for members to have access.
- Annual filing for the requirement of the society act of be.
- Noted that the act has change and the executive will need to comply with the new regulations and refile.

Treasurer:

- Bookkeeping
- Banking. TD bank in Kerrisdale

- Budget
- Coach payments
- Reimbursement of various club expenses

HANDOVER :

.

Board members will meet with their respective outgoing officers to do handover of duties and tasks.

A Job description for the social coordinator will be done at a later meeting, this is a new nonvoting position.

Misc:

David will be passing on some AGM expenses to James .

David will be discussing retro pay for the team manager with James.

Meeting adjourned at 1000 hours.