

## UBC MASTER SWIM CLUB EXECUTIVE MEETING JULY 9TH 2018 7:30 PM

### Minutes

Call to order : 745 pm.

Attendance: Francine, Pres , Anna ,VP., Maric, Treasurer,. Maja, Registrar, Pat ,Secretary.

Regrets: nil.

Review and Acceptance of previous meeting minutes of **May 23 2018** :

Moved; Francine , Seconded Maja, All in favor. Ready to post on the website.

### Old Business ( Review of action items)

#### Head coach

1. Francine to communicate to Erin the head coach re: various issues as outlined in the may 23 meeting minutes > *FV to reconnect with Erin to discuss the idea of sunday morning clinics given we have staffed 2 coaches, and to help to increase turnout.*

#### 10 pass program etc

1. Maric to provide 10 pass program and Trial swim cards and waiver for the coach binder.
2. There is confusion regarding the 10 passport program expiration. > *FV to correct the language on the web page to clarify that it is only good till the end of aug.. we cannot extend to sept due to MSABC insurance issues.*
3. Maja to open registration for the 10 pass program on june 15. > *a bit of a late start to this opening.. Only one person so far has signed up.*
4. Francine to inform the webmaster to post on web.> *done*
5. Francine to contact Dave re the issue of handling the msabc fee for the 10 pass program > *FV connected to Dave and the MSABC fee issue is built in to the program , so no further action needed.*

#### Vacation

1. Francine to ensure the pool management has a cell no. for in town executive> *done*
2. Executive to put vacation dates on the shared calendar > *Clarified in the meeting and all executive will be keeping the vacation calendar up to date. There is one week at the end of july ,when all executive are away, however this is just 2 practises during that week of july 22.*

#### Insurance and waiver

1. Refer to post meeting note re: non insured swimmers , and the need to inform them regarding their coverage per MSABC . > *Pat developed a draft policy to address this issue of visiting swimmers . Executive agreed that visiting swimmers would sign a waiver and we would get their club name and no. Policy for visiting swimmers is attached at the end of the meeting minutes. Pat moved to accept the Policy for visiting swimmers , seconded by maja .> all in favor. Passed July 9 2018, posted on shared drive.*

## **Facebook**

1. Francine to contact James Hooper to sort out the dual facebook pages. Etc.  
*James has agreed to manage our facebook account.*

## **Trial swimmers.**

1. Francine to develop a list of people who have had trial swims . still pending *FV to do and post on shared drive so as to track our trial swim program .*

## **NEW BUSINESS**

### **1. Fees for fall.**

Discussed fees for fall,

Fees are set for the 2018 /2019 season as follows:

2018 /2019 Fall/Winter \$ 350 plus GST =\$ 376.50 plus MSABC FEE. \$45

2019 Winter/spring \$ 350 plus GST = \$376.50

2019 Summer \$ 250 plus GST - \$262.50 .

Approx at 9% discount for full year membership

Full year membership = \$ 953 including tax and MSABC fee.

Installments by request only, and for full year memberships only , First installment \$ 500 all inclusive due Sept 1 2018 , Second installment post dated chq feb 1 2019 , \$ 453 all inclusive

Full time equivalent swimmers for budget = 50 swimmers.

**Action item** > Maja to Open Registration to members by Aug 7th 2108

**Action item** > Executive will test the system prior to this date .

### **2. Bookings for fall, payment , confirmed?**

We have received the contract for our Fall booking, Pat has reviewed ,

**Action item** > Francine will also review and confirm with the pool if all is in order.

We will be paying the pool in installments as arranged.

### **3. Head Coach/ Team manager Search**

Maric has approached Maia to see if she is interested, she is only able to consider being team manager on an interim basis until we can recruit a Team manager .

**Action item** > Maric to approach Jeff Grace to see if he would like to apply as team manager.

**Action item** . Maric to purchase a departing gift for Erin to thank her for her service to the club .

**Action item** > Francine and Maric to meet with Erin and Maia ASAP , hopefully next week, to discuss transition plan.

**4. Volunteering for the Mel Zajac meet.**

Maric reported that a number of our members generously volunteered for this meet. Mel Zajac sent a thank you card to the club.

Given the confusion at this meet, it was suggested that our members be able to give them some feedback.

**Action item** > Francine will send an email out to the volunteers to facilitate their input to the meet manager.

**5. Lane allocation and when to review for fall session .**

**Action item** .>The executive will review lane allocation one month into the fall session .

**6. Central Park Pool lane setup.**

Maric reported that the central park pool on sunday was not setup,and not ready for us.

**Action item** > Maric will send an email to the central park pool manager to express our concerns.

**7. Quickbooks payment**

Current system of the payment been processed on one members credit account is not sustainable especially with transitions to new executive members.

**Action item** > Maric to enquire about the club applying for a credit card.  
As some businesses will not take any other form of payment.

**8. Trial swims.. 3? Given we have a 10 pass program ,, is this too many?**

Discussion regarding the pros and cons of this.

**Action item. Deferred to next meeting.**

**9. Summer pass program , reminder ex will help to monitor swimmers.**

**10. AGM planning , executive plans for next term.**

Maja will not be returning as the Registrar as she is on sabbatical

Maric will put his name forward for the Registrar position

Anna would like to continue as VP

Francine would like to continue as President

Pat will continue as Secretary unless someone in the club would like to put there name forward as which point she will resign.

**Action item** > members of the executive will put the word out that we are looking for a treasurer.

**Action item**> date for AGM to be determined at the next meeting, as will as plans for the AGM.

**REPORTS OF OFFICERS**

**President**

Nothing to report.

**Vice President**

Very little correspondence the last few weeks.

**Treasurer**

Reviewed the budget for 2018/19 based upon 50 swimmer FTE  
Should be on track for this season.

**Registrar**

Total of 45 swimmers in the summer session. Only one 10 pass swimmer so far.

**Next meeting**

**Aug 20 2018 Francine's house 730 pm.**

**Adjournment**

**2200 hours**

## POLICY FOR VISITING SWIMMERS JULY 2018

Swimmers visiting from outside the lower mainland may swim upon presenting credentials , this includes msabc/ swim canada registration , name and location of their current club.

A max of 2 weeks will be allowed for visiting swimmers.

Members of clubs who are not msabc or swim canada members must sign our trial swim waiver, and be informed that they would have to apply to their current insurance provider in the event of an incident.

Visitors will be directed to our web page to review our current lane etiquette.

Visitors will introduced themselves to the coach on deck to be assigned an appropriate lane

The executive will be the point of contact for the swimmer to inform them of the above and ensure that the 2 week max is honored.

Reviewed and approved >>>. July 9th 2018 by the UBC Masters Swim Club Executive  
2017/2018