

Executive Meeting Minutes

23/08/2023

23 Aug 2023 / 7:30 PM / Google Meet

ATTENDEES

Francine Vickery (Chair), Joy Richman (Vice President), Lisa Hermanson (Registrar), Liz Stokes (Treasurer), Alex Kouzas (Head Coach)

ABSENTEES

Mariana Carrasco-Teja (Secretary). Joy took the minutes

Meeting called to order at 7:36 pm by Francine.

Acceptance of Agenda

Moved by Francine. Approved unanimously.

Acceptance of Previous Meeting Minutes (17 Jul 2023)

Moved by Francine. Approved unanimously.

Follow up from previous meeting

- Sponsored AGM dinner in Fall- Mariana exploring options on campus after practice. Potential dates are November 18th or 25th. Preferably the 18th. However Alex will not be here on the 18th so it may need to be on the 25th.
- Trial swimmers - trial swims have been happening during August as planned. Great feedback from those that attended.
- Certification of coaches - We discussed the levels of coaching training that are available with Alex. She said that it is necessary to complete level 101. Level 201 is for competitive age group swimming and not applicable. Alex said there is also a Masters level. She wasn't sure if it is necessary to do 101 before the Masters level. We asked Alex to propose courses that would suit our coaches. Payment of the course would be covered by our club as long as the coach has been coaching regularly during the previous year and who completes the course successfully. Early registration for level 101 is \$450.00.

Officer Reports

- President:
Francine and Liz met a potential bookkeeper, Tricia Quirk from OnlineLedgers. The discussion led to a reasonable quote for managing Quickbooks entries and will provide the name of an accountant to do our taxes. The bookkeeper estimated 2500.00 per year but this could be different once the actual work is being done. All agreed that this amount will be added to next year's budget. Francine to sign the engagement letter and start the ball rolling.
Francine will send a reminder email to club members that pre registration ends on August 31st and fees will be charged to the credit card on file

Sept 1. They will be reminded to review and update their CC if required since fees will be charged on September 1st.

- Vice President:
Joy will contact the 10 trial swimmers this week to let them know that if they are interested in joining then they should email the registrar who will set up an account. The club will start inviting the next swimmers on the waitlist after Sept 18th up to a maximum of 50.
- Treasurer:
The treasurer circulated a revised budget for 2023-2024 showing a projected surplus of \$10,000. Projected surplus increased from \$7,000 due to additional cancellations and no Saturday outdoor pool time. Treasurer proposed carrying forward the increased surplus as income in the 2023-24 budget, and allocating the extra funds to bookkeeping and in-person AGM expenses. Francine motioned to approve the budget. Unanimous approval.
- Registrar:
There are 24 returning members that have joined. The club is registered with swim BC (\$15.00). We reviewed whether coaches should be registered as a swimmer or coach. We decided that the head coach will be registered as a coach and other coaches will be registered as swimmers. Liz reminded us that poolQ also requires coaches to register each year although no fee is charged.
- Secretary: *not in attendance*
- Head Coach:
There is one coach who is asking for excused absences with little notice. Alex is trying to plan in advance for fall practices but is uncertain about whether to include them in the schedule. If there is no response from this coach then they will not be included in the schedule. Alex said we have sufficient coaches without this person.
Alex asked one of our regular members whether they would like to act as an organizer for swim meets, finding relay team members, arranging car pools etc. This person declined. We discussed other ways to organize competitors ahead of swim meets but did not come up with a solution. The idea of a swim meet liaison person has been tabled and instead will be discussed at the AGM.

New Business

- "New swimmers information on website".

Edits are needed to the website. The changes include removing the installment option for new members and for returning members that join after September 1. This tab will be removed completely from the home page. Liz suggested that we move the Policy on guest swimmers to the menu titled About Us. The policy is to allow swimmers from out of the region to swim with us for 2 weeks.

Liz reminded us that proration will kick in after the 20th of each month and fees will be 50% of the month. This information will be posted on the website.

ACTION ITEMS

- Secretary to circulate the August 23 minutes to the executive and then once approved, post them on the website.

NEXT MEETING PLANNING

Next meeting planned for Monday September 11 2023 at 7:30 pm

MEETING ADJOURNMENT

Meeting adjourned at 8:37 p.m.