

# Executive Meeting Minutes

## 11/12/2023

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11 Dec 2023 / 7:30 PM / Google Meet

### INVITEES

Francine Vickery (Chair), Jenny Gardiner (Vice President), Lisa Hermanson (Registrar), Liz Stokes (Treasurer), Mariana Carrasco-Teja (Secretary), Alex Kouzas (Head Coach), Richard Buckley (Member-at-large), Joy Richman (outgoing Vice President)

Meeting called to order by Joy Richman at 8:04 pm

### Acceptance of Agenda

Liz Stokes moves to approve the agenda, second by Lisa, unanimously approved.

### Acceptance of Previous Meeting Minutes (6 Nov 2023)

Moved by Liz, approved with member's edits.

### Follow up from previous meeting

- Finalize the club's online store: the store is almost there, it will be ready this week. We will have it open for 1 month, tentatively from Dec. 15, 2023 to Jan. 15, 2024.
- Continue our discussion to move the club's bank accounts from TD to Vancity: Vancity allows e-transfers with 2 signing officers, and assigning new signing officers is easier to do.

*Motion to change the club's bank from TD to Vancity, and transfer the TD checking account and GIC account balances to open these new accounts. Moved by Liz Stokes. Motion was unanimously approved.*

*Motion to have the requirement, as was previously required in TD, that any cheque or other debit must be signed or approved by 2 signing officers. Moved by Liz Stokes. Unanimously approved. The current signing officers are Liz Stokes, Francine Vickery, Lisa Hermanson, and Mariana Carrasco-Teja. We will add Jenny Gardiner, the new Vice President, at a later date.*

### Officer Reports

- President: Will work with the lawyers to do the yearly filing.
- Vice President: Status of people on leave: 2 will be put back on the waitlist, 2 will join mid winter term because of health and work issues. Status of people on the waitlist: 2 signed up, 2 more that will probably join.
- Treasurer: Creating invoices for winter registrations and will run them on January 1st as one big deposit. There was a problem on the description that showed on the CC statements, as it did not mention the club's name. This led to a charge dispute. Once the member realized it was the club's registration, the problem was resolved, but the club was still liable for the dispute fee of \$15. The treasurer contacted the PoolQ support, and the description will include the club's name on future transactions.
- Registrar: 30 people registered in the Fall for the full year; 10 people

that signed up for the Fall have signed up for the winter, leaving 10 spots left. Of these 10, 2 are for returning people, possibly 3. We already contacted 4 from the waitlist that will likely sign up. We will remind current members that haven't signed in one more time, otherwise we will contact more people on the waiting list in January.

- Secretary: Changed VP's name on website. Need a blurb (and maybe picture) from Jen and Richard.
- Head Coach: A coach mentioned that a member requested weekday practices to be more challenging; coaches were also asked to add focus of practice to the calendar.
- Member at large: Good transition from Maja. Things are working well.

### **New Business**

- Spring/Summer term UBC rental: We will request at least 1 practice on the weekends. We will request 6 lanes on T Th (7-8 pm). Regarding Saturdays and Sundays, we will request both weekend days in May and June. In July and August we will try to get a weekend morning workout with 4, long course lanes and one weekend day in an outdoor pool.
- Spring closure rental: Lisa already contacted St. Georges, and they will start accepting requests in January; from their calendar Tues. and Thurs. are not available, but Mon./Wed./Fri. might be available from 8:30 to 9:30 pm. We should start inquiring in all pools (Lord Byng, VAC for the weekends).
- Include Katie's link on our website. Katie requested to add the link to the website, and send the information on one of our emails. She suggested to include something like the following text: "Fleece-lined Reversible Swim Parka by Tingting Athletics  
Check out the high-quality swim parka designed and made locally by Tingting Athletics (Katie's new venture). It is seriously toasty and exceedingly good looking for your breezy morning and evening swims. It gives you the warmest hug when you get out of the pool.  
Shop: <https://tingtingathletics.com>"

*Motion approved, moved by Joy.*

- Update re Coach Certification. The 2 coaches that don't have it would like to do it, but not until summer as it is time consuming.
- Discuss Josie's current level and possible promotion. Board agrees, she is a valuable member of the team, very reliable. We will promote her to Senior Coach, effective January.
- Meets' information will be added to the website.

### **ACTION ITEMS**

- Secretary to post 2022 AGM minutes (approved at AGM meeting on Nov 18, 2023), Nov. 6, 2023 minutes, and 2023 AGM minutes as a draft.
- VP to request pool time for spring closure.
- Francine to send papers to lawyers; send request for Sp./Summ. pool time at UBC.

### **NEXT MEETING PLANNING**

Next meeting is scheduled tentatively for Jan 8, 2024 at 7:30 pm.

### **MEETING ADJOURNMENT**

Meeting adjourned at 9:11 pm.