

Executive Meeting Minutes

18/05/2022

18 May, 2022 / 7:30pm / Zoom meeting

ATTENDEES

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

AGENDA

1. Move to approve agenda and call to order at 7:37 pm
2. Move to approve previous meeting minutes (26 April 2022)
3. Follow up from previous meeting
4. Officer Reports
5. New business

Acceptance of Agenda

Moved by Francine, all in favour
Unanimous

Acceptance of Previous Meeting Minutes

Moved by Francine, all in favour
Unanimous

Follow up from Previous Meeting

- Code of conduct: We reviewed and accepted the code of conduct. We will contact Sean to publish it on the website.
- Pool Queue: We agreed to move forward with it. Francine will contact them to express interest in using their software. We will need a volunteer to spearhead the website migration and content creation.

Officer Reports

- Vice President: Joy will follow up with Second beach and Robert Burnaby regarding pool rental for July & August.
- Treasurer:
 - We are currently estimating a year-end surplus of approximately \$3,000. This includes estimated coaching fees for May–August, and estimated pool expenses for Second Beach and Robert Burnaby for July-August. The surplus is due to the fees collected for the summer session, and reduced pool expenses (fewer hours and lanes at UBC for May than planned), lower coaching fees (1 coach instead of 2 coaches), and no spending on social events, AGM, and swim meets.
 - There will be new expense items starting in August: 1. Google Workspace, 2. Pool Queue.
 - Liz has brought to our attention that we have to file a corporation income tax (T2) return every tax year despite being a non-profit and tax-exempt organisation. Liz will contact the CRA. We discussed the need to hire a bookkeeper for next year, preferably someone who will stay with us for more than a year.
- Secretary: Meeting minutes are up to date on the website.
- Coach:
 - Nathan inquired about swim meets. The Nationals in May is the final swim meet. Meets will resume in September.
 - Coaches for summer: 1 coach at Robert Burnaby. 1 coach at UBC.
 - Coaches for next year: Maia will not be returning. Alex has a candidate in mind. She will find out for certain who will return in 2022-23.

New Business

The following topics were discussed:

- Summer membership: 32 swimmers
- Waitlist & trial swims:
 - We discussed inviting people to do trial swims in the summer session rather than in the fall session, because it is usually less crowded, and the Coach can better explain how things work to the new swimmers.
 - We will hold off on invitations until pool space is secured.
- TechSoup
 - It's an organisation that connects non-profit entities to discounted software. We might qualify for discounted Google Workspace, and/or online payment platforms. We agreed to register with TechSoup.

ACTION ITEMS

- President: Contact Pool Queue to express interest in their software
- Treasurer: 1. Contact the CRA about T2 return, 2. Register with TechSoup and investigate whether we qualify for any discounted software.

- Vice President: Contact Second Beach & Robert Burnaby (July / August rentals)
- Secretary: Contact Sean to update the website with approved meeting minutes and the Code of Conduct.
- Coach: Check in with coaches about their plans for 2022-23.

NEXT MEETING

Scheduled for xxx xx, 2022 at 7:30pm, Zoom

We will meet when we hear back from Second Beach and Robert Burnaby.

MEETING ADJOURNED AT 8:29pm