

Executive Meeting Minutes

27/07/2022

27 July, 2022/ 7:30pm / Google Meet

ATTENDEES

Francine Vickery (Chair), Joy Richman (Vice President), Liz Stokes (Treasurer), Katie Lee (Secretary)

AGENDA

1. Move to approve agenda and call to order at 7:30 pm
2. Move to approve previous meeting minutes (11 July 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

None

Officer Reports

None

New Business

The following topics were discussed:

- PoolQ Set up

- 2 sessions are available: fall session and full year.
 - Session Titles can be shortened. Remove session number.
 - Session Dates: Keep them as quarters. We'll write emails to include the exact dates. The calendar also has the exact info.
- We could add the code of conduct to a section in the registration process. The registrant would check a box to indicate that they have read and agree to it. We decided to leave it for later.
- Registration confirmation email
 - Add “fees are automatically charged to your credit card on your due date, you must add your payment info on your account.”
- Invoicing:
 - Liz will create an invoice and test charge Joy's account.
- We decided to make the credit card info a requirement at the time of registration.
- Send email to returning swimmers:
 - Let them know when 2022/23 registration opens.
 - Provide instructions on how to log in, reset password, set up their profile, add payment methods, and register.
 - Francine aims to send email out on Monday night, Aug 1.
- Website:
 - Get group pictures with Coach at RB and at UBC.
 - Point the domain before August 1st.
 - Cancel current web hosting (\$100+ per year).
 - Katie will modify the website content:
 - “New swimmers” section don't belong in the registration info page
 - Add a page “About us” and expand the description (We've been around for 40 years...)”
 - Correct wording on SwimBC / Swimming Canada.
- Currently only the Registrar receives notifications for new registrations. We decided that the Treasurer and President should also receive these emails while the Registrar is away
- For coaches registration, we register the head coach as a coach and any coaches as swimmers as long as they are not already registered as a swimmer (like varsity).
- Visiting swimmers: Visiting Masters swimmers registered with Swim Canada (or insured under another swimming organization) may swim with the club for up to two weeks. Requests from visiting Masters to swim with the club for longer than two weeks will be reviewed by the board on a case-by-case basis, as space and insurance coverage permit.
- We need to document the setup of poolq.

ACTION ITEMS

- Francine: prepare registration instructions and email; point the ubcmasters.com domain to the new poolq server, send email to returning swimmers by August 1
- Board:
 - set up emails (registration confirmation email, invoicing email, etc.)

- fix website content
- get group photos for website
- cancel web hosting with the US company

NEXT MEETING

Scheduled for xxx xxth, 2022 at 7:30pm, Google Meet

MEETING ADJOURNED AT 8:30pm