



MASTERS SWIMMING ASSOCIATION OF BRITISH COLUMBIA

November 21/15 Board Minutes

SKYPE phone conference facilitated by

John McManus and Rod Carmichael

Regret - Susan Simmons

Request for Feedback: Rod and John asked board to send emails and comments on how this SKYPE process worked for members this time and suggestions for improvement for the future.

Procedure: If anyone is apposed state your name and speak your objection. Otherwise it will be assumed agreed. Ask for clarification if needed with each agenda item.

- A. **Adoption of the Agenda** – John motion and Peter second ... All were in favor
- B. **Adoption of minutes from Oct. 3/15 Board Meeting** – Rod moved, John seconded and all adopted minutes with no changes.
- C. **Old Business**
 - 1. **Financial report - update**
 - i. Registrars report / paid memberships /
 - Biggest issues are with collecting fees off of clubs; some fees are double registered and thus refunds must be addressed. Registration is coming along OK and Glen will track all double counting mistakes.
 - ii. Treasurers report - Peter provided a treasurer report and financial statement for 2015-16 with year to date. He asked for any questions and noted:
 - New is addition in budget is swim meet supplies for \$2,226
 - Total estimated membership is about 1265 registered swimmers which may be a bit ahead of last year. There is no wiggle room in this budget showing only \$38. Surplus end of year.

- There is a good cash reserve and the future of this reserve can be discussed at our next face to face meeting and Brenda will ensure it is on Jan. agenda.

2. Administration Report - update

RE: Policy Document Revisions and Banquet guidelines

- Peter sent board a copy of the edited format of guidelines so they can be used for the final update which will be approved in January and used immediately as a working document.
- Note: Gluten free options can mean a salad and does not mean we have to create separate meals; the goal is an option to choose.

ACTION: Brenda will receive any further comments on the Banquet guidelines from Board members by mid December and then will prepare a draft policy for the next board meeting. Further changes on Policy document should go to Susan in the next month as well.

Next Steps RE: Generic Pins for members - Each group can have their own lanyard to customize the generic pin. This pin is an option and this choice needs to be communicated to clubs. It should also be noted that we want suitable awards such as these pins and not stickers, no t-shirt or a cup.

ACTION: Gilles and Dale will do a draft outline on finalizing the PIN guidelines and description on what a suitable award is for a club to give out to winners.

D. New Business

1. Follow up on action from the MSC National meeting

- Deloitte Report was up first and expected lots of dialogue however the process quick and info was to be received only and no time for a substantial discussion; consulting was free.
- They interviewed 6 provincials leaders, 3100 swimmers and 6 coaches
- Committees of swim members will be formed to address questions with suggestions on how best to implement Strategic Plan recommendations. An observation is they have a full plan of goals little and clarity on how they intend to implement and action same.
- Indicators are scary regarding National big expectations of provinces to help with their goals.
- Biggest push is to put a more dynamic web site out that is more effective for members; they are looking to have a professional web site done and recruiting now for the firm.
- Problem assumption is that 'they are assuming members are reading the web site'; a new site will do a better job of communicating out to members but not ALL members.
- Re Registration: BC Masters is working in a vacuum with national registration since most provinces have opted out of system; need to explore new options for registration for next year.

- MSABC looks really good with national office regarding compliance and coordination. Our clubs have a better balance across the age groups based on our meets; we have more meets and more diversity. Our sanction model works as well. Overall BC is doing a good job since we have solved many challenges already.
- Swim Ontario is flexing their muscle and want a meeting with National and got no reply; Swim Ontario do own insurance, sanctioning and have poor communication with national.
 - No formal acknowledgement re status of affairs with Swim Ontario Board
- In a couple of months MSC will be providing a new framework to help guide communications, policies and procedures for provinces. New web site can bring a good functioning registration system.
- Coaching model is promised again and can be maintained with no mandatory certification.
- National AGM was poorly attended with only a few in the room. They outlined Strategic Plan for everyone, new hosting model for national and levels of profit sharing and deck rules.
- Staffing for MSC have an Ex. Director, manager and part time technical assistant
- Financial statements are confusing and totals are different between documents.
- MSC has a mandate to accept AGM agenda with 43 votes. Susan helped BC be represented. The board is imbalanced re gender.
- In summary it is of value to send a representative to Nationals. Flight was just over \$600 and other travel costs however, it is valid and worth it to go.

2. Communications - Update on Clubs and Individuals ...

- John wants a working committee to bring a proposal to show the best way to effectively communicate with some 1,600 members. Need to get important info out to bulk of people.
 - For example - John can have all registrars send the blog link to all their members; the contact person has the job too service people who want to join the club.
 - Cheryl noted that all info does not need to go to all members. Some of the info on club blogs is not action oriented and not for everyone to read so purpose must be considered

ACTION: Cheryl and Susan need to look at guidelines on how best to communicate with members and board will review at next meeting. Info will incorporate this function of emails/communications with registration process next year. Rod will help clarify the desired communication process from BC perspective such as asking registrars to send out blog links to members so everyone gets the news.

ACTION: Brenda will include this item on next agenda.

3. Registration system ideas for improvements and to address mistakes

- Masters Swim Ontario has invited us to join them with their registration system; they ask we use this system and share costs with any improvements. Rod needs help to evaluate the

Ontario system and registration program procedures as a viable option. Dale will look to find expertise in this area to help guide us and answer. Mike Starr manages the system for Ontario and thru Mike we can review system and consider for BC.

ACTION: Rod needs help to review/evaluate this offer and outline this option. Glen should be involved with registration and both will review MSO, MSABC and National options. ROD will send info to Glen to evaluate Ontario's registration overall; research questions will be sent to other successful clubs re their opinions and team will prepare feedback for next board meeting.

- Susan has quotes for Club Assist for us to consider this option and Rod will contact Susan re info on this topic
- Next meeting will include a report on registration options and outline steps needed to move forward to have registration process decided for future years by Board by June/16.

4. Responsibility of swim meet supplies

There needs to be a consistent process for moving the equipment supply box from one meet to the next meet. MSABC must have a record of where the box is and keep track of location. Problem is no one is responsible for tracking box. Also, we are missing items like cards and parts of bells are broken; hence we must keep box maintained and secure. Note:

- One team fixed watches last year. Each year we must make repairs.
- MSABC needs one person to be responsible for location and condition of box and ensure it gets to where it needs to go such as a member at large or board member be responsible for tracking the box each year.

ACTION: Dale will do an inventory of the equipment box and attach policies and procedures to the top of box re use, maintenance, communications and contact info...

Dale, Gilles and Rod will review tomorrow the needs and benefits of a Lazer measuring device to use before, during and after a meet to measure lanes; we need one with technical requirements to validate world records and a user friendly one. Water mania brings in a surveyor to do measurement of lanes. Recommendations on best approach will be provided at the next Board meeting.

5. Bylaw review by group and next steps -

The By-laws are on the web site for us to review. John will send a file copy with track changes to Board members so that we can provide our feedback for changes by mid December. An example of a change is: currently MSABC Board members do not elect Executive officers of the Board whereas national does have the Board elect executive officers.

Future Board meetings are: Face to face meeting 10 to 4pm on Feb. 13th in conjunction with English Bay meet and a meeting 10 to 4pm on April 3rd in Victoria

Adjournment: John moved and Dale second ... All were in favor to adjourn at 3:20pm