



MASTERS SWIMMING ONTARIO

Masters Swimming Ontario

Board of Directors Meeting

Date: Sunday, March 16, 2003

Location: 141 Adelaide Street West, Toronto

Present :

Chris Cupidio
Patricia Davis
Claus Koch
Charlie Lane
Shona MacLachlan
Michael Stroud

Committees and Staff :

Brian Croker
Julie MacLellan
Barrie Malloch

Representatives :

Christopher Smith

Absent with Regrets :

Mary Brinklow
Lesley Mason-Ward
Sue Weir

Guests :

Geoff Camp

Call to order

The meeting was called to order at 1:10 pm with Michael Stroud, President, presiding as chair.

01. Adoption of the Agenda

The Agenda was presented; additional items were added under 13. Other Business – Insurance (Claus), Role Definitions (Claus), Commentary on Meeting Preparation (Claus), Ian McCloy (Barrie), Meet Coordinator Report (Charlie) and approval was requested.

Motion: To approve the agenda as presented and amended
Moved by Shona MacLachlan; Seconded by Charlie Lane.
Carried

02. Approval of the Minutes from January 04, 2003

The minutes from the last meeting were reviewed.

Motion: To accept the minutes of February 01, 2003 as presented
Moved by Shona MacLachlan; Seconded by Claus Koch.
Carried

03. Business Arising from the Minutes of February 01, 2003

The Canadian Forces Swim Team (CFST) will likely be registering in British Columbia. The potential war will curtail the swimming activities of our Forces.

04. Sports Ministers want Canada to get in shape

Claus had previously circulated a newspaper article – see attachment below.

Claus began the discussion by mentioning that Swim Ontario has seen their government support decline over the years. The article could mean a shift to an increase in support and not only elite sports, due to the “fit for life” emphasis. This could mean dollars for MSO. SO is identifying their role within the overall fitness for health and well-being. A sports alliance of age group organizations exists and maybe a similar organization of Masters Sports could be formed. The onus would be on MSO to approach the government.

Geoff suggested that there is a role for Masters through the “fitness for life” concept and that we should assist SO with this through a marketing approach. However, he noted that it could turn out to be a dog-fight for funds and that the press release might just be a public relations ploy. There was also concern that government money can be turned off easier than it can be turned on.

Shona emphasized that Masters should use their numbers to promote a stronger voice for adult swimming. This should be utilized to lobby for leaving the school pools open.

Pat felt strongly that this represented an opportunity for us and agreed to investigate further and respond as deemed reasonable.

05. What's Next for MSO ?

Michael re-iterated the productive brainstorming session in January and the visioning session in February and asked for assistance in determining how to motivate those around the table to act. Pat noted that we needed to know the priorities before we could proceed. So another session of ideas was begun.

Shona said that she was spending a lot of time running the Markham club (hiring a coach, dealing with local media, etc) There was further mention that the time requirements for attending meetings were onerous. Charlie noted that we spent all of last year dealing with Swim Ontario and no time this year. Michael stated that he wanted to re-focus the Board on action for the swimmers. The idea of everyone involving one other person in our activities was discussed. Geoff finally noted that Boards at all levels throughout the years have come up with ideas, but that nothing will happen until someone takes “ownership” of an idea.

The attendees then settled on these tasks :

- Clinics – Sue (having previously expressed interest to Michael)
- AGM – Shona, Geoff
- Universities – Chris
- Recognition – Mary (having previously expressed interest to Michael)
- Club Communication & Coaches – Michael
- MSO Branded Product – Barrie
- Club Manual – Claus
- Public Relations / Awareness – Pat
- Medical – Julie, Chris

Each volunteer shall prepare an “action plan” and circulate to the Board et al by March 31, 2003. Michael will circulate guidelines from Claus on how to formulate such a plan – including an objective statement and the mechanism to be used to attain that objective.

06. Finances – Chris

Chris distributed the financial statements for review – see attachment below.

Chris received the invoice from MSC (dated February 01, 2003) and asked for direction. After some discussion it was agreed to pay MSC based on our registration as at February 01, with a followup payment as of July 31 of each year. It was agreed that all MSC invoices shall be brought to the Board for discussion and approval.

Chris will analyze GST paid to determine if there are any recoverable amounts. It was noted that Swim Ontario charged us GST on the affiliation fee which may contradict the Revenue Canada definition of related-party.

Christopher will do a complete inventory of medals and ribbons following the Ontario Championship. It was noted that there is a small profit in the sale of each medal to the Host of the Ontario Championship. That profit has not been recorded in previous years, but will be corrected historically on a one time basis and continually in the future.

With the medal inventory running out, Charlie wanted to offer a new design.

It was decided that the inventory of Handbooks be shown as a note to the financial statements.

Christopher suggested using the word “honourarium” instead of stipend.

The final payment to the insurance company was confusing in that the invoice did not specify the number of swimmers. The insurance year end is currently November 30, but Claus will work to get that changed to coincide with the MSO year end August 31.

The financial statements for August 31, 2002 have not yet been audited. Chris will followup with Darlene Brown (previous Treasurer) and may consider changing auditors.

Chris will produce monthly statements (instead of as at each meeting)

Chris will investigate re-aligning the statements by “function” instead of by “committee” and of producing statements with varying levels of detail.

07. Swim Ontario

Claus will submit the following motion to the AGM of Swim Ontario :

“The Members of Swim Ontario support and encourage the evolution and growth of Masters Swimming in Ontario and the structure of Masters Swimming Ontario and Masters Swimming Canada and their relationships with other swimming bodies to facilitate this objective”.

Christopher will submit a similar motion to the AGM of the Ontario Swim Officials Association.

Claus, Christopher, Geoff and Michael will meet to discuss the process of getting the motions accepted.

Claus and Christopher will staff an MSO booth at the Swim Ontario AGM for the purpose of making our position on the above motion more widely known. Claus will investigate renting display boards.

Michael will arrange meetings with Bill Thomas (Swim Ontario President) and Lea Bredscheider (Swim Ontario Executive Director). The Board advised him to take the opportunity to speak to Bill about the motion and to forge a new relationship going forward.

08. Masters Swimming Canada - Christopher

Christopher presented ideas for the "Forum on the Evolution of Masters Swimming in Canada" in Montreal on May 16, 2003 at 11:00pm at the Claude Robillard Centre. Four Delegates will be requested from each of 5 regions across the country, to ensure adequate representation. Additional attendees are invited. Any thoughts about selected individuals can be voiced to Michael. The Forum has no authority, but will be able to prepare motions to be presented at the MSC AGM. The "Waves" newsletter will be used to announce the Forum to all Masters Swimmers in the country.

09. Website – Barrie

A report was circulated prior to the meeting – see attachment below. No discussion followed.

10. Registrar – Brian

A report was circulated prior to the meeting – see attachment below.

In addition to the report, Brian noted 4 new unattached swimmers and 5 new clubs.

Additional Handbooks are required. Brian will determine the number. Claus will find the original document.

Brian also noted requests for a club in the downtown Toronto area.

11. Statistics – Michael

A report was circulated prior to the meeting about the meeting between Don Clinton (software) and Michael – see attachment below.

Michael noted that Barrie has confirmed that Lesley has successfully used the new pdf software.

12. Recognition – Michael

A report was circulated prior to the meeting – see attachment below.

In view of the above newly defined tasks, Michael will forward the report to Mary

13. Other Business

Insurance - Claus

Claus noted that he had re-written pieces of the insurance manual and is awaiting approval from the insurance company. The manual will be posted on the website. As previously noted, Claus will try to change the insurance year end to August 31. London Silver Dolphins are requesting clarification of the policy – Claus will followup. Claus will also send a copy of the policy to Chris.

Role Definitions – Claus

Claus noted that the tasks of the Executive and most of the Committees as defined in the Handbook are invalid. In view of tasks assigned today, a re-structuring is inevitable.

Commentary on Meeting Preparation – Claus

Claus suggested that if anyone had ideas about improving the meeting preparation they should be forwarded to Michael

Ian McCloy – Barrie

Barrie noted that Ian passed away from a heart attack. Geoff had previously written a note that Barrie should post on our website under "Kind Words and Testimonials". Ian was a member of OGM and the MSO Regional Rep for The Far North.

Meet Coordinator – Charlie

Charlie made a number of enquiries about the Ontario Championship – including food (yes), electronics (NKB), massage therapists (yes), team scoring (yes). Christopher noted 325 entries as at the deadline with very little response from areas west of Toronto. Technosport has entered a very large number of swimmers. The Sportsplex has an exclusive agreement with a food and beverage organization, so the Saturday night party will be held at the high school across the road and no alcohol will be available.

Jacqueline Odum emailed Charlie and Michael to voice her concerns around the organization of the Ontario Championship – seeding by time and mixed genders. Her only means of protest at this point is to not attend.

Charlie presented feedback on his email to meet managers about ensuring properly registered swimmers. It was noted that the response from Duane Jones (TECH) was entirely positive with constructive suggestions – particularly with respect to the swimmer database. Brian and Michael will followup.

14. Next Meeting

The next meeting will be held on Saturday, April 26, 2003 at 141 Adelaide Street West, Toronto at 1:00 pm.

15. Adjournment

Motion : to adjourn the meeting

Moved by : Patricia Davis

Meeting adjourned at 5:15 pm

Minutes prepared by : Julie MacLellan

Attachments

04. Sports Ministers want Canada to get in shape

Sport ministers have launched a **seven year plan** for Canadians to get in shape:

Condensed from *The Leader-Post (Regina)*
Sat 22 Feb 2003

BATHURST, N.B. (CP) -- Canadians have seven years to shape up, the **federal, provincial and territorial ministers responsible for sport and fitness** said Friday.

Currently, 55 per cent of Canadians do not meet minimum guidelines for regular physical activity necessary to attain health benefits.

To remedy this situation, the **ministers set a national target to increase levels of physical activity by 10 percentage points in each province and territory by the year 2010.**

The country has managed to mark the same 10-point improvement in activity since 1997.

The group, which included representatives from all jurisdictions except Quebec, agreed to **focus efforts on increasing physical activity among children and youth and to undertake research to establish "valid and reliable national baseline data for this target group."**

06. Finances

Balance Sheet - as at February 28, 2003 and August 31, 2003

	2003	2002
Assets		
Current Assets		
Bank	\$46,201	\$7,713
Cashable GIC	-	26,113
Accounts Receivable	3,020	40
Prepaid Expenses	2,031	364
Total Current Assets	\$51,252	\$34,230
Fixed Assets		
Medals & Ribbons	\$1,227	\$1,318
Computer	3,589	3,641
Pins	641	641
Total Fixed Assets	\$5,456	\$5,599
Total Assets	\$56,709	\$39,829
Liabilities & Equity		
Liabilities		
Accounts Payable	\$27,712	\$20,674
Total Liabilities	\$27,712	\$20,674
Equity		
Retained Earnings	\$19,155	\$23,820
Net Profit (Loss)	9,842	(4,665)
Total Equity	\$28,997	\$19,155
Total Liabilities & Equity	\$56,709	\$39,829

Income Statement - September through February

		<u>Sep 2002 – Feb 2003</u>	<u>Sep 2001 – Feb 2002</u>
Revenue			
Club Registrations		3,825.00	3,735.00
Club Swimmers		49,460.00	48,900.00
Interest Income		313.35	719.30
Mailing Members		120.00	180.00
Miscellaneous		313.99	40.00
Unattached		1,505.00	1,190.00
Revenue - Other		<u>0.00</u>	<u>0.00</u>
Total Revenue		55,537.34	54,764.30
Expenses			
Administration			
	Donations	48.00	31.00
	Luncheon	392.50	202.20
	Meetings		
	Materials	12.50	0.00
	Rooms	85.60	50.00
	Travel	2,802.23	1,296.20
	Total Meetings	2,900.33	1,346.20
	Miscellaneous	1,041.88	0.00
	Telephone	<u>138.84</u>	<u>73.40</u>
Total Administration		4,521.55	1,652.90
Committees			
	Communications		
	Distribution of AGM	98.88	0.00
	Package		
	Handbook Printing	0.00	7,034.90
	Honourarium	700.00	0.00
	Meeting Secretary		
Total Communications		<u>798.88</u>	<u>7,034.90</u>
	Competitions		
	Software	189.73	379.50
	Supplies	96.92	19.30
	Telephone	<u>20.65</u>	<u>52.30</u>
Total Competitions		307.30	451.10
	Constitution		
	AGM Package	1,612.87	331.80
	Printing		
	Honourarium	300.00	0.00
	AGM Clerk		
	Supplies	11.50	0.00
	Telephone	<u>1.02</u>	<u>0.00</u>
Total Constitution		1,925.39	331.80
	Executive		

	Editorial Printing	<u>1,984.00</u>	<u>0.00</u>
Total Executive		1,984.00	0.00
	Finance		
	Bank Charges	170.56	87.20
	Credit Notes	-135.00	-160.00
	Insurance	6,246.55	4,575.40
	Depreciation	1,178.89	0.00
	Computer		
	Software	218.49	0.00
	Supplies	<u>10.00</u>	<u>0.00</u>
Total Finance		7,689.49	4,502.60
	Membership		
	Copying	148.29	261.50
	Postage	582.61	354.40
	Software	0.00	379.50
	Honourarium	5,523.18	2,499.60
	Registrar		
	Supplies	357.73	306.90
	Telephone	<u>188.00</u>	<u>6.90</u>
Total Membership		6,799.81	3,808.90
	Web Site		
	Internet Line	293.40	0.00
	ISP Hosting	239.65	132.40
	Honourarium	750.00	250.00
	Webmaster		
	Supplies	<u>600.00</u>	<u>43.60</u>
Total Web Site		1,883.05	426.00
Total Committees		<u>21,387.92</u>	<u>16,555.70</u>
Total Expenses		25,909.47	18,208.60
	External Organizations		
	Masters Swimming Canada		
	Membership Fees	<u>25,220.00</u>	<u>24,840.00</u>
Total Masters Swimming Canada		25,220.00	24,840.00
	Ontario Swim Officials Association		
	Supplies	<u>55.75</u>	<u>0.00</u>
Total Ontario Swim Officials Association		55.75	0.00
	Swim Ontario		
	Right to Sanction Fee	5,044.00	4,968.00
	Supplies	19.16	0.00
	Travel	0.00	9.20

	Total Swim Ontario		5,063.16	4,977.20
	Total External Organizations		30,338.91	29,817.20
	Total Expense		56,248.38	48,025.80
Net Ordinary Income			-711.04	6,738.40
	Other Income			
	Other Income	Non-Recurring Income	10,553.31	0.00
	Total Other Income		10,553.31	0.00
	Net Other Income		10,553.31	0.00
Net Income			9,842.27	6,738.40

09. Website Report – March 10, 2003

Submitted by Barrie Malloch, Webmeister

Since the last meeting on February 1, 2003 the following have been done

- The following email addresses have been activated at sentex : (the website has not yet been modified)
 - a. msoreg
 - b. msoweb
 - c. msomeets
 - d. msostats
 - e. msopres
 - f. msovp
 - g. msotreas
 - h. msosecty
- minutes from 20030104 and the editorial 2003 are on the web
- direct payment from MSO account for webmasters sympatico high speed implemented

Plans/Requests :

- Request of Board of Directors
<http://www.mastersswimmingontario.ca/contacts/contacts01.htm> needs to be updated with new incumbents pictures – confirm for webmaster who is taking each position
- Still to do :
 - Modify main index page to eliminate drop down menus
 - Edit board email addresses to generic form

10. Registrar – Brian

89 Clubs

New Clubs- Midland Keegos, Leaside Lightning, Leamington Masters

New Clubs Coming - Deep River, Lindsay ?

Heard from and received Club registrations from:

BJCC
Chatham-Kent
Dorado Stars
Newmarket Stingrays
Scarborough

Clubs still waiting to hear from:

Hawkesbury
Huron Hurricances *
Ingersoll *
Kanata
Petawawa

* may lose – have not really heard anything from them

9 Mail memberships

Total swimmers 2601

6 OSG- Beth Whittall, Brian Croker, Pat Niblett, Geoff Camp, Ted Roach, Michael Stroud
45 Unattached Swimmers
2550 Club swimmers

Letterhead - getting a couple of quotes for envelopes as well as letterhead

11. Summary of activities agreed to by Don Clinton and Michael Stroud after meeting in Nepean February 08, 2003

1. MSO will buy Adobe Acrobat for Lesley
2. Don will investigate adding an age group and gender test to matching swimmers
3. Don will investigate adding the club code to the results file and if not feasible, remove the club code from the top ten listing
4. Don will sketch out a file layout to receive results from the Pentathlon
5. Michael will modify the Pentathlon software to create the results file needed for import.
6. Michael will provide all relay information collected over the years.
7. Don will merge that relay information into the existing files
8. Michael will work with Brian to create and send a swimmer database file to Lesley on a regular basis.

Status as of March 10, 2003

1. Adobe Acrobat has been purchased and installed on Lesley's computer. I have not asked if it has been used.

2. Don has said that he has added a gender and age test to the matching routines. I have not asked if the changes have been installed or whether Christine Smith (F 30) and Christopher Smith (M 70) have been mixed up again
3. Don stated that it would impact disc space significantly to add the club code to the results file and will therefore remove the club code from top ten.
4. Don provided Michael with the file layouts required to change the Pentathlon software.
5. Michael has not yet modified the Pentathlon software.
6. Michael provided all relay information collected over the years.
7. Don has been working on reformatting that data, but has encountered difficulties with swimmers no longer in the database. Brian and Michael to followup.
8. Brian has sent one database file to Lesley, which has been processed by Don.

Michael Stroud
2003.03.10

12. Recognition Committee and an MSO Pool of Fame

I would like to propose the creation of a "Recognition Committee" and to merge all existing recognition functions from the Competition, Education and Membership Committees.

There appear to be 2 underlying themes to Recognition in our sport

- excellence
- participation

We already have programmes in place to recognize excellence in swimming (records and top ten) and excellence in volunteering (SWIMS Award)

The second theme of participation has been less well served. This theme is one of inclusion, of populist philosophy. There are many individuals and organizations that participate in our sport and can therefore be recognized. I would suggest we create a new "Recognition Committee" with the mandate to address both excellence and participation. And further, to broaden the scope of recognition to include all participants - swimmers, volunteers, coaches, officials, administrators, clubs, etc.

And the participation notion must dispel the thought that anyone is "better" than anyone else – recognition could be given to all clubs who host a meet – hosting 6 "small" meets is not necessarily "better" than hosting 1 "big" meet – clubs hosting a pub nite once a month are not "better" than clubs hosting one barbecue each summer – swimmers swimming 12 events during the year are not "better" than swimmers swimming 6 events during the year – swimmers averaging 1000 metres per workout are not "better" than swimmers averaging 5000 metres per workout – the point is that all effort expended on behalf of Masters Swimming is worthy of recognition.

And building on a comment from Christopher – I would like to propose the first new Recognition Award – a Pool of Fame – to honour one person from every Club every year. The direction to each Club would be to select one person who exemplifies any aspect of Masters Swimming (swimming, coaching, volunteering, administering, partying, officiating, etc). A one paragraph biography would be solicited from the Club. The biography would be posted on the website. A certificate would be

produced and distributed at the AGM. Nothing subjective on the part of the Committee or the Board; all-inclusive; promoted at the Club level; easy; inexpensive; possibly more attendees at the AGM.

Michael Stroud
2003.03.10