



MASTERS SWIMMING ONTARIO

Masters Swimming Ontario

Board of Directors Meeting

Date: Saturday, July 26, 2003

Location: Lambert Cottage, Kilworthy, Ontario

Present :

Mary Brinklow
Chris Cupidio
Claus Koch
Charlie Lane
Shona MacLachlan
Michael Stroud
Sue Weir

Committees and Staff :

Geoff Camp
Brian Croker
Barrie Malloch

Guests :

Gertraude Koch

Absent with Regrets :

Patricia Davis
Lesley Mason Ward

Call to order

The meeting was called to order at 1:15 pm with Michael Stroud, President, presiding as chair. Michael thanked Kathy and Charlie for the use of the cottage and thanked GG for offering to prepare the minutes.

01. Adoption of the Agenda

The Agenda was presented and approval was requested.

Motion: To approve the agenda as presented
Moved by Charlie Lane; Seconded by Chris Cupidio.
Carried

02. Approval of the Minutes from April 26, 2003

The minutes from the last meeting were reviewed.

Motion: To accept the minutes of April 26, 2003 as presented
Moved by Charlie Lane; Seconded by Mary Brinklow.
Carried

03. Business Arising from the Minutes of April 26, 2003

Charlie noted that at the last meeting we had talked about problems with the Ontario Championship and that while he had not spoken with Christopher, he thought that with the Championship in Toronto next year and with Christopher more directly involved that there would be fewer problems.

04. 2003-2004 Meet Schedule - Charlie

Charlie noted that Brian had distributed next year's meet schedule for the purposes of this meeting only. Some meets had been listed as tentative considering long time connections to specific

weekends. Charlie noted that sanction requests had not been received. Michael noted that Milton was requesting March 07, 2004 as a tentative date for their regular meet, depending on the outcome of discussions with OSOA regarding hosting Provincials. Brian will remove tentative meets, edit contacts and forward the schedule to Barrie. It was noted that Technosport and Rideau Speedeau will share the pool for 2 different meets on the same day.

05. Medal Ideas for discussion – Charlie (see attachment)

Charlie circulated the attached report and also circulated samples of various sizes and qualities of medals. There are not enough medals to see us through the 2004 Championship. The current medals are pewter and the average cost is \$2.75. The cost of these medals will rise to \$5.22 for a minimum order of 1000 medals with our next order.

The Board was hesitant to simply throw out \$1300+ worth of existing medals and equally hesitant to purchase \$2500+ worth of the current style just to see us through 2004.

After much discussion, Brian suggested "Use the old medals for St Mary's and other OWS Championships and purchase new medals for pool Championships."

Motion: To use Brian's suggestion.
Moved by Claus Koch; Seconded by Shona MacLachlan.
Carried

Charlie suggested purchasing a zinc medal, measuring 2" (compared to the current 1 5/8") with a ribbon including one line of printing for \$4.25 per for a minimum order of 1000. It was noted that the ribbon was about 80 cents of the cost and that the printing was a further 80 cents of the cost.

Claus noted that the "off shore" medals were of a higher quality

Action : The Board directed Charlie to get quotes from other suppliers and to get quotes on different types ("war medal") and qualities ("off shore") and to circulate the quotes by September 30.

Action : The Board will also warn Christopher that medals may cost more for the 2004 Championship.

06. Strategic Plan to complete - Claus

Claus noted that some effort had been expended on a Strategic Plan and didn't want to see it fall through the cracks. It was generally felt that it was good to have long term planning and Sue questioned whether a plan had ever been prepared before. It was noted that the original document called the strategic plan was nothing more than a big to do list. We have done the brainstorming, we have prepared action plans, perhaps now is the time to tie it all together. There is a one page mission in the Handbook and on the website.

The general consensus was to continue the process of planning and to dedicate a meeting to the task. A meeting will be held before the AGM to finalize the plan and then to present it to the membership at the AGM.

Claus will circulate the Swim Ontario plan, Michael will circulate the draft MSO plan.

07. Finances – Chris (see attachment)

Audit : Chris received a draft set of unaudited statements last week. They are not complete and almost a year late. Chris will continue the quest for last year's audited statements via Darlene. Chris spoke to 3 accounting firms: a sole practitioner, a medium sized firm and KPMG. Chris was directed to contact the sole practitioner, based on a quote of \$1000 and to proceed with letters of agreement for the upcoming audit. Preliminary financial statements will be distributed with the AGM package. The goal is to have audited statements to present at the AGM.

ING : Chris noted the non-existent interest rate paid on our chequing account balance. Prior to the meeting an explanation of the ING Investment Savings Account and a banking resolution from ING had been circulated. Money can only be transferred (via the internet) between our existing Scotiabank chequing account and the proposed new ING savings account.

Motion: To proceed with the ING Investment Savings Account and to approve the standard ING banking resolution.

Moved by Claus Koch; Seconded by Sue Weir.

Carried

Statements : Chris had previously circulated the financial statements.

Budget : Chris presented revenue and expense figures excluding printing and distribution costs and calculated a \$3800 loss. Michael then asked if there was any doubt in anyone's mind that there would be a \$5 increase. The initial general feeling was that it was inevitable. Geoff pointed out that the original reason for the deficit was the retroactive charge from Swim Ontario. Claus countered that there have been other costs incurred that are ongoing. Mary noted the current surplus would subsidize us for a few years yet to come. Shona noted that during the discussion last year about Swim Ontario, the last Board did a good job of preparing the membership for a fee increase and that waiting another year would lessen the impact of that work. Chris stated that, since, as Mary stated, we have a cash surplus that would get us through another year, instead of a fee increase, let's give the actions plans to increase membership another year to be effective and let's attempt to eliminate printing and distribution costs. Chris voted against the motion to increase fees.

The final notes are that the increase in fees are due to the new Swim Ontario fee, increased insurance costs, the plans for the AGM and the projected operating deficit.

Motion: To increase the annual club swimmer fee by \$5.00 effective September 2003.

Moved by Shona MacLachlan; Seconded by Charlie Lane.

Carried

Motion: To increase the annual unattached swimmer fee by \$5.00 effective September 2003.

Moved by Shona MacLachlan; Seconded by Charlie Lane.

Carried

Printing and distribution costs were then analyzed :

Handbooks : Much discussion ensued about the relevance of the Handbook in its current format and the possibility of discontinuing printing completely. Shona noted the need for something to announce the organization's presence to new members.

Motion: To re-print 1500 for the 2002 Handbooks to be distributed to new swimmers in 2003/04.

Moved by Claus Koch; Seconded by Shona MacLachlan.

Carried

[Note : Quantity subsequently changed to 2000 based on new information from Brian]

Action : Claus to contact printers, get Handbooks printed and provide the quoted cost to Chris for budget purposes.

Action : Charlie to prepare a 2 page document identifying exceptions to the Rules to be circulated to the Board for review and approval

Action : Brian will expand the club swimmer registration form to include an email address.

Editorial : Again, the relevance of the document was questioned. Michael stated that he loved to write it, but that it was useless. However, it was felt that communication was important, the issue being the prohibitive cost of printing and distribution. The Board offered a website forum to Michael for his musings. Michael then questioned why just the President and not the Board. The general consensus was that the Board had its opportunity to report via the AGM. It was noted that Michael's view are not necessarily the views of the Board and should be disclaimed as such and it was hoped that Michael would allow the Board to review his musings before publication.

Action :The Presidential Editorial will no longer be printed and mailed, but replaced with web based communication.

AGM : Last year, the AGM package was emailed to all clubs, unattached swimmers and mailing members who supplied an email address and printed and mailed to those who did not supply an email address. Additional copies were printed to have on hand at the AGM. The total cost of printing and mailing was around \$400. This procedure will be repeated this year.

Membership Cards : The bulk of the membership cards will be sent to the club contact for distribution to individual swimmers. Membership cards and Handbooks will be sent directly to new swimmers.

08. Action Plan – AGM – Shona

Shona presented comments on the date, the format, the venue and the budget.

After a little discussion, the date was set as Sunday, October 19, 2003

The format was almost a full day (9:30 to 3:00) with speakers in the morning, followed by lunch, followed by the AGM. The speakers could include topics of nutrition, injuries, technique, physiotherapy, etc. The Board offered up a number of suggestions of people to contact. An honourarium will be offered.

Shona stated that the Lounge at the Olympium is available on the date requested at a cost of \$250 for the day. Lunch will be catered. The Board suggested \$20 per attendee as a budget for food costs. Shona noted that hotels make their money on food. All agreed that the Olympium made sense.

A figure of \$2900 (or \$1.00 per swimmer) was agreed for budget purposes

The idea of door prizes was also mentioned. Charlie may help with merchandise.

Action : Reports from Directors, Committees, Task Forces, Staff to be forwarded to Michael by August 10, 2003 for distribution by August 19, 2003.

09. Action Plan – Clinics and Education – Sue

Sue noted that many of the educational goals seem to be covered by the AGM plans now.

Sue then questioned the goal of the Board prompting clubs and other organizations to host clinics, noting that some clubs have underwater cameras and facilities and that such activities should be left to the clubs to promote. USMS provides underwater cameras for rent and hosts only 2 clinics – one for open water and one for coaching.

Sue then re-iterated her goal of more open water swims in the province and outlined a proposal to host a new OWS in Bright's Grove (near Sarnia) on the last weekend of July, 2004. The interesting proposal was to piggy-back onto an existing triathlon. The course, lifeguards and officials would already be in place. Claus noted that this idea might work for other venues. Charlie warned that safety procedures must be adhered to.

10. Action Plan – Universities - Chris

Chris has met with the varsity coach at Waterloo, who offered support. Co-op students were noted as a potential target – those away from school for a period of time could be made aware of Masters Swim Clubs in the neighbourhood so that training could continue. The Waterloo coach distributes a newsletter and would be happy to mention Masters Swimming. The University Championship is in Ottawa in February 2004. Plans should be started for an MSO presence (the booth). Claus wondered if other universities would be supportive in the same way. Chris responded that the Waterloo coach presumed so.

11. Action Plan – Recognition – Mary (see attachment)

Mary referred to her report circulated May 20. It was lamented that time was short and that perhaps this plan should be now aimed at the 2004 AGM, although the information could be circulated in conjunction with the club registration packages and/or the AGM package.

12. Action Plan – Club Communication and Coaches – Michael

No report.

13. Action Plan – Branded Product - Barrie

Barrie presented some quotes for MSO t-shirts, sweatshirts and other items.

The scenario evolved in which MSO would buy the inventory and use an agent to sell the product via a store, online, at swim meets or through a catalogue. It was initially felt that this initiative was not to make money (at least not to lose money), but the questions of royalties and commissions led to the thought that this could/should be a profit centre, considering the cost of inventory, etc

Barrie will proceed with quotes from more suppliers and a more detailed proposal as to agency agreements and methods of distribution.

14. Action Plan – Club Manual - Claus

Claus now has an electronic version of the Swim Ontario Club Manual that could be used as a model for MSO

15. Action Plan – Public Relations / Awareness - Pat

No report

16. Action Plan – Medical – Julie, Chris

No report

17. Action Plan – Website - Barrie

Charlie asked about adding a counter to the home page. Barrie and Michael pointed out that it was not the home page that was important, but the pages that were visited after the home page. The service provider could no doubt provide all sorts of statistics (at a cost) while Claus questioned the purpose.

Barrie and Michael spoke to Mark Forsythe (ETOB) about adding the swimmer, results, records and top ten databases to the website and methods of access for various types of users : club contacts, meet managers, statisticians. Also discussed were ideas of email deployment schemes, discussion forums and internal search engines. No costs were discussed at this stage. Analysis continues with the goal of writing a spec or RFP.

The Action Plan – Website is attached below, having been inadvertently left off the April minutes.

18. Ontario Championship – Christopher (see attachment below written by Michael after meeting with Christopher)

Considering that the 2005 Nationals will be in Toronto, Michael asked if we should be pursuing a Provincial Championship that year. The Board was unanimous and almost vehement that there should be a 2005 Ontario Championship. While Michael had passed on a comment to Dana in Brantford, the Board suggested sites further afield : Kenora, London, Ottawa, Thunder Bay, Brock.

19. Nominations

Claus will not stand for re-election, although he would like to continue as Swim Ontario Liaison.

Charlie would prefer not to stand for re-election, but would reluctantly continue.

Shona and Mary will not stand for re-election.

It is the responsibility of all Directors to recruit swimmers to the Board.

20. Swim Ontario - Claus

Claus noted that Hamilton is in the running to host the 2008 Commonwealth Games and that a new pool will likely be included in the building plans.

There has also been lots of verbiage from the Sports Alliance and other government agencies about excellence, but Swim Ontario is doubtful that the words will turn into money.

On an unrelated issued, Claus noted that by changing our insurance year end to August 31 the invoice will be received in September, and the money will be payable before registration fees are received. The issue confused Michael, but he'll figure it out some day.

21. Masters Swimming Canada – Christopher (see attachment below – written by Michael after meeting with Christopher)

Charlie asked about the 2005 Nationals in Toronto. Geoff clarified that no bid has yet been submitted and Michael apologized saying there should have been (a small amount of) doubt in the report.

22. Ontario Swim Officials Association - Christopher

No report.

23. Registrar – Brian (see attachment)

Brian had previously circulated the figures – no discussion resulted. Brian will add the email address to the club swimmer registration form and will be working on reconciling the registration figures for the financial statements.

Chris raised the issue of honourarium. Brian was asked to leave the meeting. Continuing work started by Darlene, Chris has been viewing the Registrar's honourarium as it relates to the number of swimmers. It was felt that in light of a 20% increase in the honourarium last year and a 2% increase in the number of swimmers this year, no increase in honourarium would be offered for next year. It was noted that all honourariums should be reviewed annually. Brian was asked to rejoin the meeting.

24. Webmaster – Barrie

All issues covered above in 17.

25 Statistician – Lesley

No report, although Charlie questioned the continuing problems with relay records and top ten. Michael admitted that he has not followed through with a solution.

26. Meet Coordinator – Charlie

All issues covered above in 04.

27. Other Business

None.

28. Next Meeting

Saturday, September 20, 2003 at 141 Adelaide Street West.

The primary purpose will be the approval of the Strategic Plan and final preparations for the AGM

29. Adjournment

Motion : to adjourn the meeting

Moved by : Chris Cupidio

Meeting adjourned at 6:30 pm

Minutes prepared by : Gertraude Koch

Attachments

05. Medal Ideas for Discussion – Charlie

Present situation

Medals on hand – 299 gold, 123 silver, 168 bronze ... (less those needed for the 5K in Sept.)

Medals required for a Prov meet – 385 gold, 325 silver, 265 bronze = approx 1000 medals

ie- We need to order a new stock for the coming year

Cost of current medals- (from St John's Trophies as previously)

Last order for 2100 medals in 2000 cost \$2.75 per unit incl 25% discount and 7% tax

Same pewter medals now would cost us approx \$5.22 per unit (6.50 less 25% + GST)

Alternative proposal-

1-go with cheaper zinc-based custom cast medal (look at samples ... can you tell the difference from pewter?)

2-go for a larger size ... up from 1 5/8in to 2in diameter

3-with printed ribbon attached – eg – “Ontario Masters Swimming Championship”

Our cost would be approx \$2.75 per unit (3.20-25%+GST) plus \$1.61 (2.00-25%+GST) per printed ribbon for a total of approx \$4.18 per unit.

Mould and set-up charges would also apply, \$65 for the medal and \$20 for the printed ribbon.

Total for 1000 medals would be approx \$4250 or 4.25 per unit

Result – a large, more attractive MSO medal for about a dollar less.

Larger quantity pricing

The above prices assume an order of 1000 units

The same pricing applies up to 2499 units

Our usual practice has been to order a 2-year supply, but we would save another 10-15c per unit on orders over 2500.

Interim suggestion – with approx 500 medals currently on hand we could reorder another 500 old ones for one more year, then start with the new medal in 2005

Costs would be higher than the figure of \$5.22 per unit shown above because 500 units is a smaller order

11. Action Plan – Recognition – Mary

Action Plan: Recognition

May 16, 2003

Objective:

1. To give recognition yearly to clubs for accomplishments.
2. To give recognition yearly to a person within each club who has contributed greatly to that particular club.

Procedure:

1. A certificate of recognition to be created for clubs and for individuals.
2. *September*: Guide lines and information to be sent out to clubs with registration package.

3. *November* : Each club to inform committee of club accomplishment. Individuals to be recognized will be chosen by the club members.

****4. *December***: Certificates to be awarded at AGM and a biography of individual recipients on the MSO web site.

****** This is assuming that the AGM is still in December

Added thoughts. If the AGM were not chosen as the time of recognition would it be possible to have this done at the Provincials ?

In keeping with the government's desire to make us all fit --- should the government be made aware of these awards? Perhaps we could get some "freebies" for the recipients.

17. Action Plan – Website – Barrie

Action Plan – Website
March 31, 2003

Objective:

To better communicate with the members and interested swimmers via the web by making available up to date relevant information.

Performance Criteria:

1. Create a reminder system for regular incoming information that is posted to the site
2. Actively go out and try to obtain more photos for the site
3. Establish a web team for the web committee who regularly communicate
4. Complete conversion to templates begun in 2002

Revision of main index page

18. Ontario Championship – Christopher (written by Michael after meeting with Christopher)

Milton has been approached to host 2004 Provincials in conjunction with the OSOA, but has requested a formalized report of responsibilities and authorities before making a final decision. With 2005 Nationals being held in Toronto, there is the possibility that there may be no 2005 Provincials, however the idea of hosting 2005 Provincials has been mentioned to Brantford, without followup.

The OSOA will apparently continue to use the geocities website that is unavailable to Netscape browsers. However, the OSOA will provide the Meet Information Package in text format to Barrie who will then convert it to pdf format and post it on the MSO website.

21. Masters Swimming Canada – Christopher (written by Michael after meeting with Christopher)

The next MSC Board conference call is in September. The next face to face MSC Board meeting is planned for October 25,26 in Winnipeg.

The MSC Championship Committee is waiting to hear from Edmonton about hosting the 2004 Nationals. If Edmonton declines to host the 2004 Nationals, the MSC Championship Committee will investigate the possibility of combining the results from 5 major meets (one in each region) into a sort of postal national championship, with appropriate awards (bearing in mind that such an

expense is made on behalf of competitive swimmers only). After the report from the 2003 Nationals is distributed by Montreal, the OSOA will submit a bid to host the 2005 Nationals in Toronto.

The MSC Structure Committee has circulated a proposal to re-structure MSC that has met with some not unexpected resistance, but nothing in the way of counter proposals.

MSC currently has \$84,000 cash, no idea of what the year end bank balance might be, a \$30,000 proposal to revamp the website in an effort to reduce the dependency on printed newsletters and improve communication, and the concern that MSABC might not remit registration fees next year.

23. Registrar – Brian

As at July 19, 2003

93 Clubs- 5 new clubs this year

10 Mail memberships

2931 Total swimmers

6 OSG- Beth Whittall, Brian Croker, Pat Niblett, Geoff Camp, Ted Roach, Michael Stroud

51 Unattached Swimmers

2874 Club swimmers

Masters Swimming Ontario - Balance Sheet
As at August 31, 2003 and August 31, 2002

		2003	2002
Assets			
	Current Assets		
	Bank	\$ 30,551	\$ 7,713
	Cashable GIC	-	26,113
	Accounts Receivable	-	40
	Prepaid Expenses	169	364
	Total Current Assets	30,720	34,230
	Fixed Assets		
	Medals & Ribbons	1,789	1,318
	Computer	2,754	3,641
	Display Board	461	-
	Pins	509	641
	Total Fixed Assets	5,513	5,599
	Total Assets	\$ 36,234	\$ 39,829
Liabilities & Equity			
	Liabilities		
	Accounts Payable	10,701	20,674
	Total Liabilities	10,701	20,674
	Equity		
	Retained Earnings	19,155	23,820
	Net Profit (Loss)	6,378	(4,665)
	Total Equity	25,533	19,155
	Total	\$ 36,234	\$ 39,829

Note 1 : The corporation maintains a supply of stationary and Handbooks for which the costs have been expensed as incurred

Masters Swimming Ontario - Income Statement
For the year Ended August 31, 2003

Revenue			
	Club Registrations		\$ 4,185
	Club Swimmers		57,480
	Interest Income		313
	Mailing Members		135
	Medals and Pins		461
	Unattached		1,890
	Other		125
	Total Revenue		<u>\$ 64,589</u>
Expenses			
	Affiliation Fees	Masters Swimming Canada	\$ 29,340
		Swim Ontario	5,998
			<u>35,338</u>
	Membership	Registrar Honourarium	6,000
		Printing and Mailing	3,915
		Registrar Internet	172
		Telephone	628
			<u>10,715</u>
	Communication	Webmaster Honourarium	1,500
		Internet & Hosting Costs	1,237
		AGM	3,724
		Handbook	0
		Editorial	1,984
			<u>8,446</u>
	Education		0
	Recognition		0
	Competition		479
	Administration	Travel	6,340
		Secretary Honourarium	900
		Meeting Supplies	277
		Annual Luncheon	393
		Insurance	7,238
		Audit Fees	960
		Depreciation	872
		Bank Charges	81
		Supplies	335
			<u>17,396</u>
	Miscellaneous		247
	Total Expenses		<u>\$ 72,621</u>
Gross Income			(8,032)
	Non-recurring		<u>14,409</u>
Net Income			<u><u>\$ 6,378</u></u>