

Masters Swimming Ontario
Board of Directors Meeting
Date: Sunday, September 18, 2005
Location:, North York YMCA
North York, Ontario

Present :

Beverley Tucker	President
Angela Davis	Vice President
Sally O'Brien	Secretary
Olenka McKee	Meet Coordinator
Geoff Camp	Treasurer
Lesley Mason-Ward	Director
Richard Arsenault	Director
Stuart Martin	Director
Jim Talbot	Director

Committees, Representatives and Staff :

Norm McKee	MSC Rep
Christopher Smith	MSC President
Brian Croker	Registrar
Jacqueline Odlum	Recording Sec
Barrie Malloch	Web Master
Claus Koch	SO Rep

01. Call to order

The meeting was called to order at 11:00 a.m. with Beverley presiding as chair.

02. Approval of the Agenda

The agenda was presented.

Motion: To approve the agenda

Moved by Angela Davis; seconded by Richard Arsenault

Carried

03. Approval of the Minutes from June 11, 2005

The minutes from the last meeting were reviewed. Two amendments were made – on page 2 “audit committee” should read “Finance Committee”; page 5 job description reports to be sent to Geoff and not Beverley.

Motion: To approve the minutes of June 11, 2005 as amended

Moved by Angela; seconded by Geoff Camp

Carried

04. Business Arising from the Minutes of June 11, 2005

(a) Data Base Workgroup

No actual bids were received although Mike Olsen offered to get a database. Lindsay Patten from New Brunswick has been very much involved and has very strong software background. Norm McKee spoke to Richard regarding the MSO/MSC thrust to move this project forward. Jim Talbot has also been involved with the Lifestyle program as the first step and Ontario being part of the beta test. Olenka has been inputting significant amounts of data on behalf of MSC.

Geoff raised the concern that the plan must be approved by the Board before any money is spent. \$10,000 was put in the budget last year but cannot be carried over.

Motion: That we complete the step of seeking bids for a database that is compatible with what MSC is developing for a National database with a fixed appropriate deadline, after which we move to working with MSO on the database.

Moved by Angela; seconded by Geoff

Defeated

Motion: That MSO supports and confirms the direction taken by the Data Base Workgroup to work with the equivalent MSC group for purposes of developing a National database application.

Moved by Richard Arsenault; seconded by Lesley Mason-Ward

Carried

Motion: That the MSO Data base group present a written project outline with preliminary budget for MSO's participation in the National database project at the November 26, 2005 AGM

Moved by Richard; seconded by Angela

Carried

Motion: That the MSO Data base group propose the following motion at the November 26, 2005 AGM: "That the source of funding for the MSO database project not be tied to a specific year but come from the accumulated surplus of MSO".

Moved by Richard; seconded by Sally O'Brien

Carried

A number of software programs are being used for meets; however MSC have advised that the Hy-Tek program is the best one and would like to recommend that it be the program of choice for masters' meets. Some clubs may have expense issues and possibly a savings can be negotiated by MSC buying the software at a Corporate cost for country-wide use. It would be the first step towards integrating results nationally. We need to get this information out to the clubs.

Motion: As an interim measure to facilitate development and testing of a national database, that the Registrar transmit information regarding club contacts to Lindsay Patten.

Moved by Richard; seconded by Olenka McKee

Carried

- (b) Handbooks – Brian handed out books for new swimmers to the appropriate club member. He pointed out the brochure is very out of date especially the photos. We need high resolution photos in order to print a quality brochure. Barrie offered to work with Brian and Heather Davies to update the brochure.
- (c) Treasurer's Report – Geoff needs to know how the new workgroup structure fits with the old committee format in order to compare expenses from last year to this year. The following chart was designed

<u>New Workgroup</u>	<u>Old format</u>
Leadership	Strategic Planning Constitution AGM Nominations
Finance	Finance
Health and Lifestyle	Education
Competition	Competition Rules Officials

Marketing/Communications

Marketing
Communications
Website

Motion: To confirm and update the pre-existing Committee structure to the new workgroup structure in all MSO published locations.

Moved by Geoff; seconded by Sally

Carried

As Geoff requires input from each workgroup for the budget, he will look at last year's plan, plus what was actually spent and prepare a guideline for each workgroup so that they can prepare a budget including any special project expenses.

For the stipend recipients, he needs to know (1) rough estimate of time spent and whether that may change in the future; (2) which workgroup they fall under and (3) if the current level of remuneration is sufficient (or too much)

The AGM package has to be sent out 60 days ahead of the meeting i.e. September 25th
Brian will prepare the package and he needs all reports from Board members by Wednesday, September 21st.

Motion: That Brian be paid a fee for preparing and distribution the AGM package equivalent to what has been paid in the past.

Moved by Olenka; seconded by Jim Talbot

Carried

Geoff reported that one swimmer gave an NSF cheque for her MSO registration which could have invalidated the whole meet. Brian to contact her (she has been away for summer).

- (d) Health/Lifestyle workgroup – Jim reported that the target is to have the Million Metre Challenge in place by the AGM. Given the tight timelines, his team recommends a phased in approach. The emphasis will be on the Club and Competitive swimmers and then start planning for the Lane swimmers, Y swimmers and triathletes. A strong marketing plan is needed to get the information out. It has been suggested that we hand out t-shirts and/or baseball caps at the AGM for the people attending the meeting. He has been researching the web of the Australian masters group who have been running a similar program for 10 years, very successfully.
- (e) Nominating Committee – 5 directors are retiring this year and 4 wish to stand again. Four Directors will continue into their second year; therefore we need one new director. One person has put her name forward and her resumé will be sent to Ralph Chown. The suggestion was made that the Treasurers job be split into Treasurer (who would oversee the fiduciary responsibilities of the Board) and a bookkeeper (who would do the actual bookkeeping work).
- (f) The Swims award was presented to Bryan Finlay on September 11, 2005 at the 5K Provincial championship. He was surprised and very pleased.

NEW BUSINESS

1. Competition – Olenka outlined current meet schedule:

Oct 15 – Brantford (S)
Oct 22 – Techno (S)
Nov 13 – Kingston (S)
Nov 26 – Techno (S)
Dec 3 – Techno (S)

Dec 11 – North York (P)
2006
Jan 7 – Techno (P)
Jan 15 – 1000 Islands (S)
Jan 22 – Alderwood (P)
Jan 28 – Techno (P)
Feb 5 – London (P)

Feb 11 – Techno (P)
Feb 12 – Burlington (P)
Mar 5 – Milton (P)
Mar 11 – Techno (P)
Mar 31 – Apr 2 – Provincials Brock (P)
Apr 8 – Techno (P)
May 13 – Techno (P)
May 19-22 – Nationals TBA
June 3 – Techno (P)

Olenka distributed information on how to access the website in order to begin tracking to the Million Metre Challenge. Barrie will put a link on the MSO website under “what’s new” with brief instructions on how to use it.

Regarding Provincials, there was discussion on order of events. Some events will be moved to Friday night to allow an earlier finish on Saturday for the social event. Key concern is to allow sufficient breaks for warm up and warm down as there is no separate pool. Entry deadline is proposed for March 3 with MSO registration deadline of March 17. It was recommended that a limit be put on the number of swimmers to encourage early registration.

1. Ontario representative to MSC – Beverley announced that Norm McKee has been named Director of Operations for MSC effective October 1st and therefore a replacement is required. Lesley volunteered but it is against current rules (conflict of interest). Other names were suggested but they must be available for a 4 day meeting November 10-13th in Toronto.
2. Insurance – Claus reported that the cost of insurance is 5% higher than last year.

Motion: That the Board formally agree to renew the existing insurance contract effective September 1, 2005.

Moved by Claus Koch; seconded by Olenka

Carried

MSC has suggested National coverage with each Province under its own umbrella of coverage. This makes it easier for the smaller provinces to have cheaper and better quality coverage although little benefit for Ontario. If Clubs want Officers insurance it costs less than \$1 per swimmer. Handbooks are to be updated – volunteers are covered for accidents but not for financial wrong doing.

OTHER BUSINESS

Staff Reports.

1. Registrar: Brian Croker as of August 31, 2005
 - Clubs - 97
 - Mail memberships - 6
 - Total swimmers - 3175
 - Unattached swimmers - 61
 - Club swimmers - 3108
 - 6 OSG Members (Beth Whittall, Ted Roach, Geoff Camp,

Michael Stroud, Brian Croker, Pat Niblett)

Packages have been sent out to the clubs for new registration. Brian has produced a list of clubs with total number of swimmers to show how many votes each club has for the AGM. Glendon College has re-registered after many years.

3. Web Master – Barrie Malloch

Barrie reports that the website is currently up-to-date with the exception of records. Records are now showing several different dates ranging from Jan through May 2005. All currently sanctioned and planned meets are posted. All meet results that have been entered into the database are posted.

The two pages on committees are out of date because of the new structure. Needs to know which Board members are responsible for which activity.

Three excellent workout proposals have been received from Sara Lynn Cleave, Wes Musial and Lynn Marshall.

Motion: That the Board directs Barrie to proceed with putting workouts up on the website as per her plan including a free membership for the 2005-6 season for those whose workouts are selected. Moved by Geoff; seconded by Richard.

Carried

4. Recording Secretary – Jacqueline Odlum. The job description was distributed and Beverley brought up the subject of a laptop computer. As this position falls under the Communications workgroup, Richard and Angela will discuss and make a recommendation to the Board.

External Representatives

1. Swim Ontario – Claus Koch said that Pierre Lafontaine, new head of SNC, attended the Swim Ontario meeting and outlined the following strategic goals:
 - Three medals in 2012 (11 swimmers in Top 5 year before)
 - Double size of membership
 - Double size of budget
 - Break all records on the books
 - Fully service all clubs

SO must align with SNC; in other words they must sell these ideas to clubs in order for them to buy in. Ontario wants to become the leading Province again – Alberta and Quebec out-performed Ontario at the last Canada Games. Government grant has been sliding 7% per year but only down 5% this year. No talk of participation – strictly performance.

2. MSC – Norm McKee reported that MSC was in the stages of moving from an appointed board to an elected board; directors of this board would be elected by a club vote. The Presidents have very strong influence on who is nominated and elected as delegates. There will be votes on changes to the bylaws which require a 75% majority to change. 50 swimmers equal one vote. There is also a recommendation to establish a Council of the Provinces, action on this item to be dealt with at the next MSC board meeting in November in Toronto.

At this point Geoff, Angela and Richard were excused in order to get Angela and Richard to the airport for a flight.

3. Officials – Chris Smith reported that everything is OK.

Beverley has asked that Norm continue to help her and MSC has agreed to let him do this.

Leadership Workgroup – Sally O'Brien

AGM – rooms have been booked – we need the Olympic Lounge and a separate meeting room for the forums. The pool booking has been cancelled. After discussion the following format was agreed to:

- | | | |
|-------|---|-----------------------------|
| 11:00 | Registration | |
| 11:30 | Launch of New Lifestyle Program | Norm McKee |
| | MMC, hand out t-shirts, baseball caps | |
| | Provincial Championships | Frank Coy |
| | Overview of events, socials, amenities | |
| 12:00 | Lunch | |
| 1:00 | Regular AGM format | |
| 2:30 | (a) Coaches Forum | Nancy Black, Reg Chappel |
| | What are MSO requirements for coaches; education needed | |
| | or | |
| | (b) Meet Managers Network | Olenka McKee, Steve Goodwin |
| | Look at season; co-ordinate reporting; kinds of events | |
| 3:30 | President's overview for the 2005/6 season | Beverley Tucker |

Sunday swim meet will be hosted by Etobicoke Masters – we suggest a “fun” meet.
 Beverley will approach Nancy re facilitating the coaches’ forum. Olenka to contact Steve Goodwin re the Meet Managers forum.

Sally will send invitations to the clubs and then Stuart will co-ordinate phoning all the club contacts and coaches as a follow-up.

Jim Talbot to prepare the press release – Claus has a contact at Toronto Sun.
 It was agreed that we would not invite any politicians.

Next meetings: AGM Sunday November 26th at Etobicoke Olympium
 Saturday, January 14th, 2006 – Board meeting in Brockville prior to swim meet on January 15th.
 Olenka will distribute information regarding local hotels

Adjournment – Motion by Olenka to adjourn the meeting at 4:04 p.m.

Minutes prepared by Jacqueline Odlum