

Masters Swimming Ontario
Board of Directors Meeting
Date: Saturday, January 14, 2006
Location: YMCA Brockville

Present :

Sally O'Brien	President
Olenka McKee	Meet Coordinator
Lesley Mason-Ward	Director
Richard Arsenaault	Director
Stuart Martin	Director
Hillary Richardson	Director
Jim Talbot	Director
Angela Davis	Director

Committees, Representatives and Staff :

Brian Croker	Registrar
Jacqueline Odum	Recording Sec
Barrie Malloch	Webmaster
Chris Smith	MSC President/Officials
Marion Wyatt	MSC Rep

Guests:

Geoff Camp	Ex-Treasurer	Michael Heath-Eves	Techno Sport
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Regrets:

Claus Koch

01. Call to order

The meeting was called to order at 11:49 a.m. with Sally O'Brien presiding as chair.

The first order of business was to consider the nomination of Michael Heath-Eves to the Board – nominated by Patricia Niblett and seconded by Margaret Bakish. This appointment to the Board was accepted by acclamation.

02. Motion: To approve the agenda.

Moved by Olenka; seconded by Angela Davis

Carried

03. Motion: To approve the minutes of the meeting on September 18, 2005.

Moved by Angela Davis; seconded by Jim Talbot

Carried

04. Motion: To approve the minutes of the mini Board meeting of November 26th with the amendment that the motion contained in these minutes was seconded by Richard Arsenaault.

Moved by Lesley Mason-Ward; seconded by Richard Arsenaault

Carried

04. Business Arising from the Minutes

a) Database report

Barrie put together a report from the MSO Communications Workgroup which was distributed to all Board members. Richard went over the report with the group. Regarding the MSO/MSO Database, Lindsey Patton is working on this with a target of September 1, 2006 to be able to handle registration of swimmers. There was considerable discussion regarding how much money had been spent and was planned for the project. Chris Smith said that \$30,000 is their projected budget for the Database. Lindsay has already done \$15,000 worth of work and has been paid \$5,000 by MSC to date.

The idea is to have clubs register and then individuals register by August 31st. Chris is to give written report and budget to the MSO board showing where MSC stands. Lesley had a concern that all the provinces were not contributing just Ontario and New Brunswick; also that we were not getting what

we had requested. Barrie said that club and swimmer registration was working and competition information was being added. Brian said we had an agreement in principle and Richard said we did agree to support MSO and MSC jointly developing database. Chris stated that as discussed at previous meetings, MSC did not have the logistical capacity to deal with ten provinces on this and since MSO and MSNB had expressed interest in involving themselves, we had proceeded on this basis. Other provinces would be asked to contribute as they become formally involved. As Barrie pointed out, the "Specs" for the database really came from MSO and are included in the Committee report. These were discussed when we planned to set up our own database several years ago and at our Board meeting of November 2004. We are getting exactly what we requested, plus some other things.

Motion: As MSC will fund 50% of the development of the database on their own, MSO will fund 35% of the remaining 50% conditional on receipt of a suitable invoice and report on progress of the project. This amount is currently estimated to be approximately \$2,500 for the period ending December 31, 2005. Further funds would be paid as per this formula up to a maximum of \$2,500 for the year ending December 31, 2006.

Moved by Richard Arsenault; seconded by Jim Talbot

Carried – 1 abstention

b) Treasurer/Bookkeeper – the Board received a report from Geoff Camp showing a job description for a bookkeeper, together with a suggested way of splitting the two positions. At this time it has been recommended that we not split the jobs and this report has been tabled for future discussion.

Motion: To appoint Lesley Mason-Ward as Treasurer.

Moved by Sally O'Brien; seconded by Angela Davis

Carried

Olenka requested a financial report for the next meeting – we have \$82,000 on hand but several outstanding commitments including annual fees to MSC.

c) AGM stipend to Brian – discussion regarding number of hours worked in preparing AGM package and realistic reimbursement.

Motion: That the basic amount of payment for preparation and distribution of the AGM package be set at \$250. Over the course of this fiscal year, Brian will document the actual time spent. If this amount is worth significantly more than \$250, the Board would discuss and reevaluate.

Moved by Hillary Richardson; seconded by Lesley Mason-Ward

Carried

The meeting took a short break at this time in order for the members to go out and buy their lunch

05. Report from Workgroup Leaders

- Treasurer – Lesley Mason-Ward

Lesley requested expense reports from everyone and promised to provide a statement for the next meeting. Will work with Geoff to effect a smooth hand-over.

- Leadership – Sally O'Brien

Sally advised that she had not received any feedback on the AGM. Hillary said the coaches meeting talked about setting up a network of coaches listing clubs strengths and weaknesses and how they might help each other. Might also help a club to find a new coach. Chris said that MSC was looking for coach liaison from the clubs – Brian has contact for most clubs – in order to set up a National registry of coaches.

- Health & Lifestyle – Jim Talbot

Jim thanked Norm and Chris for the kick-off of MMC at the AGM. His team members helped to put together packages and now his workgroup need to come up with awards for each level. 800 swimmers now registered with a growth rate of 70% per month. Nationally 50% from Ontario and all provinces involved. People are finding it gives them new motivation – sending e-mails to say they have renewed interest in swimming. Thanks to Carol Chappell for her assistance in getting this program going too.

- Competition – Olenka McKee

Olenka handed out copies of the MSO Safety Procedures which were modified in March 2005 and encouraged swimmers to ensure that they were being followed and to remind the officials if they are not. She also handed out a Meet Report Form revised January 2006 which gives her details of the meet after completion. She distributed a copy of the latest newsletter from the Provincial championship committee.

Regarding medals, the old ones can be used for open water swimming. We need to order 1,875 ribbons at a cost of \$656.25 and 675 medals at a cost of \$2,025.

We now need bids for the 2007 championship – lead time is important when looking for sponsors. 15 meets have been sanctioned and 2 more are planned.

- Insurance – Claus Koch

In his absence, Sally reported his suggestion that we contact 20 of the largest clubs to see (a) are they incorporated? – only incorporated clubs can get the insurance. (b) If we had a blanket policy for \$1-2 per swimmer would they be interested? (c) Is liability an issue? (Wrongful employment practices, bankruptcy, breach of fiduciary duties)

Rather than phoning it was decided that Brian would send an e-mail to the clubs which could be followed up with a phone call if they expressed interest.

06. Other business – Staff Reports

- Registration – Brian Croker

As of December 31, 2005

Clubs	103
Mail memberships	6
Total swimmers	3854
Club swimmers	3782
Unattached	66

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

As of January 1, 2006

Clubs	84
Mail memberships	2
Total swimmers	2352
Club swimmers	2325
Unattached	20

8 OSG members, Bryan Finlay and Chris Smith added

Some clubs have not yet registered – we lost Cougars, London Y, and Ottawa Pinecrest. Gained Espanola, Cornwall – ROW changed to Golden Hawks Masters.

- Webmaster – Barrie Malloch

All Ontario Records and Top Ten are up to date as of January 10, 2006. New workgroups and leaders have been added to committee pages. Excellent workouts are being offered by Sara Lynn Cleave and Wes Musial in PDF format.

Has completed a detailed proposal which Richard has already presented to the meeting. Barrie is also working on new website designs for MSC and possibly MSO looking at USMS website as one of the ideas.

External Representatives

- Swim Ontario – no report from Claus

- MSC Rep – Marion Wyatt

As appointed representative to the MSC board I attended the meeting in Toronto that confirmed the new by-laws to take effect May 19 2006

- ✓ The MSC By-Laws now provide for an elected governance Board, elected by Canadian Clubs. The MSO Rep appointed by the province will now sit on the MSC Council of Provinces which is an advisory body and responsible for liaison with the PMOs.
- ✓ At this meeting the responsibility of contacting all the club contacts in their province was given to each of the Provincial representatives.
- ✓ In compliance with this, I have been endeavoring to confirm and acquire contacts and email **and** snail mail addresses for the mail out to be done this month.
- ✓ I have requested an accurate list from Brian Croker (registrar) of all clubs and club contacts registered as of August 31 2005

A separate meeting was conducted by the Representatives of the 10 provinces attending the above meeting

- ✓ At this meeting, it decided to create a Council of Provinces. This Council of Provinces is made up of appointed members from the 10 provinces (1 from each province)
- ✓ These 10 members would then choose from among them 2 voting representatives to be on the MSC board.

- Officials – Chris Smith

The new FINA rule book will be issued in August so we can wait for that one. There is a need for MSC to take charge of officiating at any international meets held in Canada e.g. Masters Games to ensure standard of officiating.

07. New Business

- New Workgroup Leaders

Olenka McKee - remain as Competition
 Richard Arsenault - remain as Communications
 Jim Talbot - remain as Health and Lifestyle

Hillary Richardson volunteered to do Leadership.

Michael Heath-Eves volunteered to be Vice President

Stuart Martin volunteered to be Secretary

- Laptop for Recording Secretary

Motion: That the Board approves the purchase of a portable laptop computer for purposes of recording minutes and administrative documents. The amount of the purchase not to exceed \$1,250 Cdn including extended warranty, software and taxes. Sally and Marion to negotiate the purchase.

Moved by Richard Arsenault; seconded by Jim Talbot

Carried

Barrie pointed out there is a form on the website to be completed once the computer has been purchased, stating the computer is the property of MSO.

- Conference call meeting versus face to face

Conference calls can work provided they are (a) controlled (b) everyone is prepared ahead of time and (c) no secondary conversations. It would be cheaper because of reduced travel costs and less disruptive to people's lives. It was agreed to try it for the next meeting either on February 25th or March 4th at 11:00 a.m. Everyone to let Sally know which of those dates is suitable.

- Increasing MSO Board members' visibility at meets/MSO banner

There were several suggestions including name tags, arm bands, special t-shirts, sashes, tattoos. It was felt this item needed more discussion as swimmers have their own teams to support and did not want to detract from that.

Motion: To adjourn the meeting at 4:14 p.m.

Moved by Jim Talbot