

Present :

Sally O'Brien	President
Olenka McKee	Meet Coordinator
Lesley Mason-Ward	Treasurer
Richard Arsenault	Director
Stuart Martin	Director
Hillary Richardson	Director
Angela Davis	Director
Michael Heath-Eves	Director

Committees, Representatives and Staff :

Brian Croker	Registrar
Jacqueline Odum	Recording Sec
Barrie Malloch	Webmaster
Chris Smith	MSC President/Officials
Claus Koch	SO Rep

Regrets:

Marion Wyatt, MSC Rep Jim Talbot, Director Beverley Tucker, Past President

01. Call to order

The meeting was called to order at 11:05 a.m. with Sally O'Brien presiding as chair.

02. Motion: To accept this teleconference call as a regular MSO meeting
Moved by Stuart Martin, seconded by Olenka McKee

Carried

03. Motion: To adopt the agenda, amended to include President's report, communications report and change storage boxes to read "storage space".

Moved by Angela David, seconded by Mike Heath-Eves

Carried

04. Motion: To approve the minutes of Board meeting of January 14, 2006

Moved by Richard Arsenault, seconded by Stuart

Carried

05. President's report

I have contacted Bev Tucker and she is still very interested in being a part of the board. Please see that you include her in your future email listings. beverley.tucker@sympatico.ca She will be partaking in the teleconference for only a short time as she has another commitment on the 25th.

I have looked into the features and the price of a laptop for the recording secretary. I have attached this information for your perusal

I started with the Dell Inspiron 1300 @\$699.00. I added

1-McAfee antivirus, firewall, spy ware removal for 15 mo. (\$69.00)

2-Microsoft Works Suite 2006- Includes MICROSOFT WORD plus much more! (\$30.00)

3-External USB Floppy Drive (40.00) [add a memory key (\$39.00) not added as yet]

4- 1 Yr Return to Depot Service with 1 Yr Complete Care and 1 Yr Tech Support (\$99.00)

[if we move this up to 3 years it's \$200.00 more not added in yet]

699.00 + 69.00 + 30.00 + 40.00 = 99.00 = \$937.00 X 1.15 (taxes) = \$1177.55

I shall be purchasing it soon as long as the specifications are what we require.

The accountants have suggested that we write off the old medals so as not to have to carry them forward on the balance sheet each year. They can still be used until they are all gone.

Lesley and Geoff have handled the transfer of the finances. Perhaps this was not done as quickly as some would have preferred. Lesley is looking into getting signing officers lined up, as per her report. There was miscommunication with the auditors and they are now proceeding with the review. The costs of doing so may be higher as they were school friends of Chris Cupido and they gave him a discount.

As I'm discussing finances, I have searched the minutes and I have not found that we, the board, ever authorized spending on the Million Meter Challenge. This was strictly an MSC project. We were asked if it could be launched at the MSO AGM to which we complied. We shared the space, the time, the lunch and of course the MSO volunteers.

We had not had committees or workgroups since I became involved with MSO. Now we are trying to budget for the workgroups. Even with the budgets those same workgroups make proposals to the board on their operations and costs involved. Upon approval they carry out the work. We must realize this is public money we are handling and we are responsible to each and every swimmer in Ontario. We must remain accountable.

We now have the Canadian Masters Rules up on the MyMSC.ca website at http://mymsc.ca/Rules_en.jsp in English and at http://mymsc.ca/Rules_fr.jsp en Francais. These are under Competition on the homepage. These have been transferred from the old website and at the same time updated to comply with changes made since October, 2003. The ones on the old website are now obsolete

Please notify meet managers and senior officials at all Masters meets in your province of this information. It was mentioned that we may establish a rules committee for the fall.

06. Business arising from the minutes

- (a) Regarding the Laptop for the Recording Secretary it was suggested that we add memory key and stick with the one year warranty

Motion: That we purchase the laptop as specified in Sally's report.
Moved by Angela, seconded by Mike

Carried

07. Reports from External Reps

(a) Swim Ontario, Claus Koch – Swim Ontario takes up a lot of time for Claus with reports to MSO, meetings to attend. As a result, he wishes to step back as he is not sure how much value is – also he is going back to work halftime. He has offered to be contact person as required. There was no SO/SMO representation previously, so it should not be harmful without. SO is refocusing on pure competition which is where they should be. The resultant shift away from a previous focus on recreational programs reduces the common elements with MSO.

(b) MSC, Marion Wyatt MSO Representative to MSC Report

The contact list supplied by the MSO registrar has been converted to an excel spread- sheet mail merge format for MSC. It required a manual re-entering of the data from the hard copy supplied. There were several omissions added to the list since. This current list was used to send the nomination and voting procedures for the MSC board. I forwarded the list to Lindsay Patten as the MSO Contact list for the web site

Chris added that Nationals info is now on the website. MSC is looking for candidates for Board Club contacts have now been registered and Club members are to be registered next.

(c) Officials, Chris Smith

SNC and MSC are going different directions, but our relationship with officials is closer. They are a separate body from Swim Ontario and it is useful to have close working relationship with them. MSC needs to be pro-active in getting officials and to encourage more masters to become involved in officiating. Regarding rules, the MSC website has the up to date version – we are not reviewing our rules until FINA comes out with theirs in August or September. Provinces can make amendments to their own rules if they wish. Barrie can link MSO rules to MSC rules. Claus suggested pdf format. Chris said there would be a small rule book available to fit official's back pocket.

08. Reports from Workgroup Leaders

(a) Leadership, Hillary Richardson – she is developing a swimmer profile survey, questions regarding workshops re coaching, coach survey, and schedule of clinics – she will have a draft ready for next meeting. It was suggested we distribute the survey at Provincials, however, the next meeting is not until after Provincials. Barrie pointed out that in 1996 she did a survey which is on website – will send link to Hillary. With respect to coaching, what is relevant, what are the strengths, what is needed. NCCP good as a base, but need more for Masters Coaches. Chris stated that MSC would be willing to work with Hillary as most initiatives start in Ontario and are then adopted across the country. Mary Lou Monteith wrote a coach's manual – this is being reviewed.

(b) Treasurer, Lesley Mason-Ward – Geoff Camp has given her the cheque book.

Motion: That in addition to Lesley, Richard Arsenault and Michael Heath-Eves have signing authority for MSO accounts. Two signatures are required for cheques.
Moved by Lesley, seconded by Olenka.

Carried

Auditors still working on accounts, half of the information is now in Ottawa. Lesley will phone Geoff who will pass this on to the auditors.

So far we have paid \$6350 to Swim Ontario

Insurance \$10,042.16

MSC affiliation first installment of \$10 per swimmer is based on 2,325 members as of December 31, 2005. 2nd installment due later – MSC will send Lesley invoice for this.

Tax return to be filed.

MEDALS - PROBLEM

Jan 16 2006 when doing the inventory I was surprised to find 'old' medals

Inventory of 'old design'

Gold 267

Silver 97

Bronze 156

At today's price of \$3 per medal this would amount to \$ 1560 Many of these medals cost \$2 or less – some are from the days people could turn medals back and a dollar was donated to Heart and Stroke.

In 2004 a decision was made to go to the 'new' design and use 'old' design for Open Water Swims (OWS) Unfortunately this was not done in 2005 – new design was used for OWS
of medals used in 2005 gold – 21 silver – 17 bronze – 10
The inventory of 'old' medals represents awards for a number of years

RECOMMENDATION - SOLUTION 1

Dress up 'old' medals by purchasing ribbons

Price for ribbon to attach to a medal as quoted by Jade trophies

500 ribbons would be \$0.45 each (regular price is \$0.75 each) – our cost \$ 230

Use these medals for OWS but charge meet organizers \$1.50 - 2 per medal even if we sell them at a loss – some income will be earned rather than tossing the lot

SOLUTION 2 - Toss the lot and write off the loss

SOLUTION 3 - Use medals as is – no ribbons

Medals – suggest adding ribbons – keep old medals for open water swimming and we can charge for the medals so we get income from their use. It was suggested that the Sarnia swim could be made a championship 1.5k and 3 k if they want to. That way we would use medals faster

Motion: That we purchase ribbons to augment the previous design medals we already have, to be used for open water Championship swimming events.

Moved by Angela, seconded by Richard

Carried

(c) Communication, Richard Arsenault – Richard's report was only sent to Sally and has since been forwarded to the remainder to the Board. Richard feels there is sufficient info to proceed with payment to MSC. Invoice is attached to Richard's report which has been sent to Sally. Chris report is also included

Motion: That MSO pay the \$2500 amount as requested by MSC for the work done on the database project to December 31st, 2005)

Moved by Richard, seconded by Angela

Carried

(d) Health & Lifestyle, Jim Talbot. Jim Talbot sent in a motion to pay the \$1500 for T-shirts – this has been tabled for the next meeting

(e) Competition, Olenka McKee
2005 – 2006 SEASON

COMPLETED MEETS

POOL 16

OWS 1

SANCTIONED NOT YET RUN

POOL 6

UNSANCTIONED

POOL 1 DSC (MAY)

OWS 2 (TECHNO – QUEBEC)

2006 Ontario Masters Swimming Champ
Brock championship committee has issued 3 newsletters to clubs promoting the event
Swimmers registered ---200+ Entry deadline March 10

FROM PROV GROUP

We are doing well. We are trying to nail down our officials lists. All Senior officials are in place, but we are still looking to fill timing and stroke positions. We know we are still a ways out from the meet, but that is one of the things that keeps us up at night. The newsletters continue to work in getting people to register, we get responses as soon as we write them via email. That's all I can think of, the Social is looking great with lots support from the wineries and beer guys. Should be fun!! Frank

The Provincial committee needs timers so Barrie will put a note on the website asking if people can time for a session. University teams have attended clinics and will be helping

(f) Insurance, Claus Koch – the survey for interest in club liability insurance for Directors and Officers was sent to all clubs three weeks ago. To date there have been only 9 replies with 3 clubs representing 300 members who expressed an interest.

Brian to resend to all clubs and we specifically expect replies from Etobicoke, Milton, Alderwood, Ancaster, Brantford, DSC, Nepean, North Toronto, Technosport, London Silver Dolphins
\$1000 minimum cost and an expected cost of perhaps \$2 per swimmer, we will need about 500 members to participate.

Richard asked for copy of the letter which he will take to Nepean.

Report to the Executive Board **Communications Workgroup -- February 22, 2006**

Follow up actions from the January 2006 meeting were:

1. Get an update as to the state of the MSC Website/Database project.
2. Obtain an invoice for work performed to date by Mr. Patten

The above actions would satisfy the understanding that there was to have been financial support of work done by Mr. Patten to date, and clarify state of work performed to date/workplan of work to follow. Actions were to have been generated through the MSC *ad hoc* working group for the website, of which I (R. Arsenault) had been recruited as a member.

Update on state of work

Although a formal meeting of the working group has still to take place, and my participation in the group's work is best described as passive vs. active, I have received some information from Mr. Chris Smith, on behalf of the group, that I pass on here:

"The database development has been proceeding well, on schedule and on budget, in accordance with the specifications and budget which were primarily developed by MSO over the years, and in accordance with the directives given to us by the MSO Board most recently at their meeting of September 18, 2005. It is estimated that the database development work is now over 50% complete.

"It was estimated by both MSC that the total costs of the database with the features proposed would exceed \$30,000.00. Due to the work provided by Lindsay Patten of New Brunswick Masters the cost will be kept at \$30,000.00.

“With regards the full implementation of the various database features for our operations this is still being worked on and will be the subject of a report in the near future.”

Invoicing and payment of work done to date

With regards to invoicing for this work, this subject was discussed at the January 2006 MSO board meeting, at which time it was agreed that the MSO would, upon receipt of a suitable invoice, pay an amount of up to \$2500 for work done during calendar year 2005, and upon receipt of an additional amount of up to \$2500 for work done during calendar year 2006. These sums would be forthcoming from the project reserve fund allocated at the 2005 Annual General Meeting of MSO.

I am in receipt of an invoice from MSC in regards to the 2005 work done on their behalf by Mr. Lindsay Patten (ref Attachment A). My determination is that the invoice is suitable and **it is my recommendation to the board that this invoice be paid.**

Next Steps With regards to the work scheduled for 2006, I believe that the news received from MSC is encouraging, but that there needs to be a more detailed workplan with some target dates for completion of the remaining steps for the database features. I consider that these features are of equal, or greater interest, to the board of MSO, since they would enable greater efficiencies in the delivery of registration activities and the communication of information to members.

Though I am convinced of the good intentions of all parties involved directly or indirectly in this project, I am preoccupied with the fact that MSO does not have sufficient information to plan the upcoming year's (2006-2007) swimmer registration modalities with confidence - it is unclear if the database product can replace the existing registration system by August 2006, and it is also unclear how the product will function and be able to be used by MSO's registrar.

Given the above overall state of the situation, **I am requesting that the board endorse the following proposed actions**, to fully normalize the state of this file, ensure that there are no possible miscommunications between MSO and MSC as to the MSO's expectations regarding deliverables, determine future steps for the project, and clarify mutual understanding by both organizations as to the expenses for the project:

That the leader of the communications workgroup prepare a letter for the signature of President MSO, no later than February 28, 2006, to the attention of the President MSC, that acknowledges work done to date on this file, and also formally requests:

1. That the actions of the *ad hoc* working group be documented through quarterly reports to the President MSC, with copies to the President of MSO and other participating provincial masters' swimming boards;
2. That the *ad hoc* working group conduct a mapping exercise to formally identify actions currently underway with regards to the completion of the database project. This mapping exercise to provide specificity regarding the website and database products and their functionalities, as well as specific milestones and targeted completion dates for each specific product/functionality.
3. That the *ad hoc* working group report on the anticipated costs for the ongoing operating costs for the monitoring and maintenance of the system past the completion date for products and functionalities.

Please note that the purpose of this letter is limited to the discussion of matters relating to the design and maintenance of the website and database itself. Any other related items (e.g., rewards for lifestyle promotional activities, use of any potential sponsorships arising from the site) need to be discussed separately as they involve other workgroups within MSO.

Respectfully submitted by Richard Arsenault
February 22, 2006

INVOICE

TO : MSO
C/O Richard Arsenault
Chair of MSO Communications Committee

JANUARY 20,2006

Based on 35% of 50% share of cost of establishing database to be used by MSO and MSC for registration of clubs and swimmers, competition entries, results, rankings and records, interactive fitness programs and information, individual swimmer and club information, coaching registration, training, workouts, communication, archives, administration.

Total Invoice for above share of work to date \$2500.00

Pleased make cheque payable to :
Masters Swimming Canada

Mailed to :

Paul Guerard, Bookkeeper
847 Saint-Germain
St-Laurent, PQ
H4I 3R7

Follow up – dates when it will be completed – use database MSC is developing to replace MSO database. Communications group, which is comprised of Barrie, Brian Croker, Olenka and Richard, needs to meet – even if it is by a teleconference call.

Motion: That a letter be sent by the President of MSO to MSC to request quarterly reports by the national website group including a mapping exercise in terms of milestones and completion dates for specific components.

Moved by Richard, seconded by Lesley.

Carried

Richard will draft the letter for Sally.

We need to ensure the new system is in place by September 1. – Richard to discuss with Lindsey.

MSC/MSO Database – it was suggested that we table Chris' report until next meeting.

MSC/MSO Database
Report on Evolution and Costs – from Chris Smith

The “Database” project has been considered by both MSO and MSC for a number of years. We have both recognized the need to move in this direction and have also received several proposals on what the database could do for us, what it would consist of and what it might cost. I am aware of the work done by Michael Stroud and his Committee several years ago on this in Ontario. Similarly Glenn Davis’ Committee looked at it at about the same time at the national level.

There have been reports written and many MSO and MSC Board meetings where this was discussed. I, like some of you perhaps, have no technical background in this field. I found some discussions on the capabilities available and their costs confusing. I had a concern about committing to a program I did not fully understand with costs that did not seem to be tied down. I did recognize when I looked at the database capabilities of other organizations that we had to move in this direction.

Some of us recognized that obtaining a spec for a database, was a static description of an evolving component serving our organizations. Our needs will change and technical capabilities will expand. This was also a concern.

A significant change in this situation occurred for me when Lindsay Patten of New Brunswick joined the MSC Board. Lindsay has a Masters degree in database design and significant knowledge of all aspects of related technologies. He also has a great commitment to Masters swimming. I believe it is time that we all recognize that Lindsay’s involvement in this process has provided us with a database that we could probably never have afforded through normal processes and that would have taken many more years to develop.

With Lindsay’s help a number of things have become clear to us. We now understand that the interactive components that he has developed for us are unique to our sport. We can see the ease with which data can be collected related to results, rankings, records, etc. We see potential for a much simpler on line registration system, instant checking by meet managers regarding registered swimmers, instant news and other information in the hands of our members. We have also recognized that developing eleven Masters databases in Canada made no sense, we had to move to one database for all Canadian Masters.

We, MSC, made the decision to work with MSO and MSNB, our largest and one of our smallest provinces initially, the logistics of bringing the ten provinces together on this at one time was not feasible. Lindsay was committed to this. MSO agreed to work with us on this basis on several occasions, for example, in their meeting of September 18th, 2005. Richard and Lindsay are keys to this collaboration. The report from your Communications Workgroup to your January 14, 2006 Board meeting on this was an accurate overview of the situation.

As I have said I have no technical skills in this area and am strictly a user, I have however, attended many meetings where functions and costs have been discussed by knowledgeable people. I have recently spoken to other database providers, also people who have similar databases in place with regards functions and related costs for the development of such databases. My comments are based on the functions now available and currently proposed for our website, and the information obtained from the above discussions.

I list my understanding of the various functions of the database below. I believe these are consistent between those required by MSC, MSO and MSNB. I have outlined my understanding of the status of the various elements and the information which I have received on costs from the various sources. Unlike many databases the majority of the work on the development of this one has been provided on a volunteer basis by Lindsay on behalf of MSNB and MSC. This contribution must be recognized in the analysis and distribution of costs to the parties involved. There are still costs however.

The database is already proving to be a great benefit to all our members. It will be the most sophisticated Masters Swimming database in the World. We should all be proud of our involvement in its development.

Database components based on functions listed on website.

1. **The site shall be bilingual.** This is a commitment of MSC and significant work has been done in setting up translation services and starting the translation process. MSC has a separate budget of \$10,000 for this function. Approximately 25% complete.
2. **Home.** The Home page will include links to the various components of the site and will also function as a newspaper with regular stories and info regarding new information on the site, including Waves/La Vague. A new website template is being designed which can be used by the PMOs. Approximately 90% complete
3. **MY MSC.** The registration and member's site access functions of the database are now well established and approximately 1300 members are now registered. We will ask all members to register on the site over the next few months. This site gives each member their own webpage for storage of metres swum, personal bests, access to results, etc. These features are unique we believe for Masters swimmers worldwide. The site will provide access for those needing it for specific reasons, club registrars will be able to confirm registration of their club members, meet managers will be able to confirm club and age of registered swimmers. There are a number of services that will be developed in this component of the database in future. The current MSO registration system has not been able to deliver information in a usable form to the new site. Approximately 75% complete.
4. **Fitness.** This has been a major focus, to serve the majority of our members who do not compete and to develop a fitness program with broad appeal to Canadian adults. The database component receives several hundred hits a day and the Million Metre Challenge has been most successful. The initial phase is complete, other developments for other client groups are being considered. Approximately 90% complete.
5. **Competition.** This component of the database is most important. We have information on Nationals plus links where available to provincial Championships under upcoming meets. We have updated the Rules in both French and English. We have received many meet results in Hy-Tek, or Splash which are all compatible and these are listed. We will have the capacity to carry out instant rankings at the provincial and nation level, also log records at the national, provincial and club level. This data will be available on receipt. I met with Christian Berger this past weekend on this, he is very excited as it eliminates his drudge work and allows him to monitor national records and rankings and focus on more unique statistical data. He will complete his work on 2005. 2006 will be a joint effort and we expect 2007 will be totally through the database. The archives of previous years will be linked to the site but not incorporated. This site will eventually allow online registration for meets. Approximately 50% complete.
6. **Coaching/Leadership.** Although not yet shown on the webpage this is under construction and will contain coaches registration and a list of Canadian Masters Coaches. It will contain information on coaching Masters, an updated version of the excellent MSC Coaches Handbook prepared several years ago. It will eventually have information on training of coaches and leadership issues. It will contain sample workouts with information on who should use which ones. Approximately 10% complete.
7. **MSC.** This site will contain the administrative data for MSC. There will be information on the Board, Committees, minutes of meetings, By-Laws, the Constitution, financial statements, Forums, information and links to PMOs, Clubs and other similar organizations. Much of this material is still on the old site and available by links. This site will be used for elections. It will contain archives of previous information. Approximately 50% complete.

The development of the initial functions as outlined in the above mentioned report to your September 18th meeting, excluding the bi-lingual component, I would suggest are now about 67% complete.

We received, as you know, several opinions over the years on what the site would cost to develop based on various specifications, none nearly as sophisticated as the current one, and these ranged between \$20,000 and \$40,000. I have recently received opinions from users or producers of databases who have looked at this site and given me cost estimates of what they think they would charge for producing it as per its proposed structure or what they think they would pay for purchasing it. They have suggested figures in the \$80,000 to \$120,000 range. These do not include any volunteer contribution to the process.

We would propose that we agree on a figure of \$45,000 for the production of the current MyMSC.ca website and database through 2006. We propose that we agree that this be divided in three equal components of which one-third, \$15,000 is a voluntary contribution by Lindsay Patten to MSNB and MSC, recognizing that his contribution is many times this. We propose that one-third, again \$15,000, be paid for by MSC and one-third be paid for, proportionally, by the other nine provinces as they become formally involved in the website and database. This would obligate MSO to pay \$5000 towards this development, something that they have previously indicated they were willing to do.

As pointed out previously MSC is paying for the translations required. This will be of great benefit in several provinces, including Ontario, and is a clear requirement of a national organization.

I believe it would be fair to say that MSO will be paying \$5000 for full usage of a \$100,000 website and database, a database far beyond our provinces capability of developing independently. It would be most useful if the MSO Board would now indicate their full support for such a proposal.

Chris Smith

09. Staff Reports

(a) Registration, Brian Croker as of February 23, 2006

Clubs	91
Mail memberships	2
Total swimmers	2734
Club swimmers	2701
Unattached Swimmers	25

8 OSG Members, Beth Whittall, Ted Roach, Geoff Camp,
Michael Stroud, Brian Croker, Pat Niblett
Bryan Finlay, Chris Smith

New Clubs: Mallards Swim Team - Richmond Hill
South Western Aquatic Masters- Woodstock

(b) Website, Barrie Malloch – no report at this time

10. Other Business

Postal meets are handled on the honour system. They are not sanctioned but the Board should be informed.

Trillium awards – similar to OSG (Order of the Soggy Goggle) award, are they duplicate.

The explanation is that OSG represents long term involvement whereas the Trillium is more for current activity (they are both Ontario awards) and is normally presented at time of provincial championship.

It has been suggested that Lois Adams be chair of Trillium committee if MSO agrees - she will get involved, buy awards, and make recommendations. After provincials we can consider if someone else should be involved.

Motion: That we ask Lois Adams to chair the Trillium award committee Olenka, Richard
Moved by Olenka, seconded by Richard.

Carried

Sally will also be a member of the committee

11. New Business

Do we need to appoint a Rep to the council of provinces? This will be needed by Nationals in Calgary in May. Marion Wyatt may run for the board or might be willing to be rep – table to next meeting.

Storage space – Michael Stroud has stuff from previous Boards; sometimes we can't find display or medals and therefore we need central location. Public storage - \$60 per month. The question was raised if we have to preserve the paper or can we keep in another format. Claus has display in his garage. Brian to pursue cost – can we reduce amount of material we are keeping. This subject will be tabled for a future meeting.

12. Next meeting

Saturday, April 29 next meeting at North York YMCA – Claus to book room 11:30 a.m. It was suggested that coffee and water be provided and members will bring their own lunch.

Motion: To adjourn the meeting at 1:00 p.m.
Moved by Sally.