

**Masters Swimming Ontario  
Board of Directors Meeting  
Teleconference  
February 24, 2015**

**MINUTES**

**PRESENT:**

Phil Rogers  
Cathy Macdonald  
Sally Oacdonga  
Brian Croker  
Carole Herbert  
Lesley Dusevic  
Mike Starr  
Dorothy Milburn-Smith  
Chris Smith

**REGRETS:**

Craig Zimmerman  
Pat Angus

**ABSENT:**

Sean Warburton

**Adoption of Agenda**

**Motion 1:** That the agenda be adopted as amended (Items added under Business Arising from the Minutes: Letter to the Board, IT Report, SO Invoice, MSC Bylaw Revision, Record Keeping):

Moved: Sally O'Brien

Seconded: Chris Smith

Unanimously carried

**Adoption of Minutes** of January 10, 2015.

Moved: Sally O'Brien

Seconded: Lesley Dusevic

Not approved. Minutes to be amended and re-circulated to the Board for approval

**Business Arising from the Minutes/Items for Discussion**

• **Former MSO member suspension case**

Phil provided an update on the MSC suspension of the former MSO member that expires in April, 2015.

Decision needs to be made before the suspension expires.

Brigitte Zirger is the coordinator of the file within MSC.

- **Insurance administration**  
Certificate of Insurance was issued with the incorrect address.  
Sally contacted the insurance company with the correct address.  
What do we need to do, to ensure the insurance certificate is properly handled in future?  
Claus used to do this. Sally stepped in temporarily to do this. We need to have this done by someone regularly. This is an administrative function and perhaps should be done by our paid staff such as the Registrar or by Carole as Secretary.  
Brian and Sally will work out a process of what is needed to produce a certificate – when an insurance certificate is requested by the Clubs - and report back to the Board at the next Board meeting.
- **Letter to the Board - Brian Croker**  
From January minutes: a letter from Sean never went to clubs indicating the fact that the MSC registration fee is \$35 not \$38 – regardless of what the invoice says. This problem does not seem to occur with every swimmer registration.  
Brian will prepare a letter during the next week regarding the MSC registration fee discrepancy and send it to the Board for review/approval. Once approved, Brian will send the letter directly to the clubs. The letter will explain why there is a difference.
- **IT Update**  
Registration papers for MSO posted on the provincial website contained out-of-date information. Carole mentioned that she has submitted updated registration information annually for 5 years: not sure why the province still has the old information on their website.

### **Technology and Process Changes:**

There has been little response to Mike's document.

We need to adopt technology that is easier to use and more secure.

We need to reduce our dependence on email to share documents: documents get lost, version control isn't possible.

Need commitment of Board members to use the tools and processes adopted.

Actions that will be taken:

#### **1. Establish a Repository:**

Mike recommends using Microsoft One-Drive as the temporary MSO Board repository until he can get a Non-Profit account with TechSoup and then a Microsoft account for MSO. The Tech Soup website is found at <http://www.techsoupcanada.ca/>  
What will be in the repository? Internal documents for Board use only. For example, draft minutes, discussion documents for Board, etc. would remain on One-Drive. Mike will provide information on how to use MS One-Drive. We will use it and see how it works for us. And what will be moved onto public website? Documents approved by the Board will be posted on our public website.

#### **2. Register MSO with TechSoup:**

Mike will register MSO with TechSoup which will give us good insight into software and technology that will fit our needs.

### 3. Survey of Clubs:

Dorothy and Mike will put together survey questions to the Clubs on what Clubs would like to see on the MSO website.

- **SO invoice**

The January minutes (Motion 3): said there would be meeting between Phil and Mike with Swim Ontario. Chris has asked that he be included in the meeting with SO because of his history with the organization.

As per the January minutes (Motion 4) - Phil will draft a letter and will discuss the matter with our Counsel, Anna Naud.

- **MSC Bylaw Revision**

Carry on existing work done last year and engage in discussion with the MSABC. Chris and Mike will meet on this.

- **Records Keeper - Sally**

We hope that through Sally, Lesley Mason Ward can get involved because she knows how to handle MSO Records. Sally will talk to Lesley and then will arrange for additional support from Carole and Pat Rogers to support this task.

### **Board Member Updates**

President Phil Rogers – covered above

Vice President Mike Starr – covered above

Treasurer Cathy Macdonald

Savings account setup: Cathy needs finalized minutes before the savings account can be established.

Quick Books: Cathy will await TechSoup registration before committing to Quick Books.

Competition Sally O'Brien

2015 Provincials: everything is ready to go ahead for Provincials sponsored by Etobicoke.

2016 Provincials: Thornhill will do this, using the new Pan Am pool in Markham.

2017 Provincials: Nepean has put in request for the 2017 Provincials.

Future: Recommended that we have Provincials organized 2 years in advance and that we spread Provincials around the province. Seek proposals 2 years in advance.

Leadership no report

Health & Lifestyle Lesley Dusevic

Requests for pins from someone in Romania, forward to MSC as they have pin.

Researchers at Univ of Ottawa re: Masters Swimming and Coaches: questionnaire on what coaches feel is needed to make good coach. Lesley participated and will receive results of their study that she'll share with us.

Communication no report

Special Project no report

### **Staff Reports**

Web Craig Zimmerman (MSO site was hacked again)

Registrar Brian Croker

Brian noted that fewer reports are being sent to the Secretary ahead of time. Board members should send their reports to the Secretary even if there is no report.

**External Rep/Member at Large** Chris Smith

OSOA and SO update: Chris gave an update on the ongoing issues between OSOA and SO. He will keep the Board informed as this matter develops.

Rules report: Protocols from FINA for Olympics – will these be adopted provincially or nationally? Officials are confused about what rules are applicable and appropriate.

Assumption: Breaststroke rules will apply. Chris will get clarification on rules from MSC when he returns to Toronto.

OSG (Soggy Goggles) Award: Chris recommends Claus Koch be awarded the OSG. Chris will prepare a proposed nomination for Claus and forward it to the Board for approval.

**IT Update and Drop Box** Mike Starr – covered above

### **New Business**

Saint John, New Brunswick will be hosting a masters swim meet and we will post the information on our website.

**Next Meeting** Tuesday, March 24, 7:00 pm

**Adjournment** Mike moved to adjourn the meeting.

Meeting was adjourned at 8:54 pm.