



**MASTERS SWIMMING ONTARIO**

## Annual General Meeting

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Sunday, October 16, 2016 at 1pm

Varsity Room  
Holiday Inn Toronto Bloor-Yorkville  
280 Bloor St W  
Toronto, Ontario

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## Notice of Annual General Meeting

Notice is hereby given that the Annual General Meeting (AGM) of Masters Swimming Ontario (MSO) shall be held

Sunday, October 16, 2016 at 1pm  
Varsity Room, Holiday Inn Toronto Bloor-Yorkville  
280 Bloor St W, Toronto, Ontario on.

The AGM shall be held for the following purposes:

1. To receive and consider the financial statements of the Association for the fiscal year ended August 31, 2016;
2. To elect Directors to the Board;
3. To appoint Auditors; and
4. To transact such other business as may properly be brought before the meeting or any adjournment thereof.

Attachment below is the agenda and other documents for this meeting, including a list of current serving Directors, new nominations and an explanation of the voting procedure.

All members are encouraged to attend. Only those clubs and unattached members (as a group) registered during the 2016/2017 season may have voting rights. Voting Delegates are required to sign the Register and record the number of votes they represent for the Member Club.

Instructions for delegates wishing to cast their votes by special delivery, registered mail or proxy will be provided at least 2 weeks prior to the meeting.

Dated at Ottawa September 16, 2016  
By the Order of the Board of Directors  
Phil Rogers, President

## Board of Directors 2016-2017

A Board of Directors consisting of nine (9) Directors, each to serve for a term of two (2) years, shall manage the affairs of the Association.

Five (5) in numerically odd years and four (4) in even years shall be elected by the duly authorized delegates at the AGM.

The Directors returning to **complete** their two (2) year terms are as follows:

Jake Nesovic

The Directors whose terms have **expired** are:

Phil Rogers, Cathy Macdonald, Chris Smith

One Director resigned over the past year and four Directors are resigning as of the AGM, therefore there are eight (8) positions open for the year 2016-2017.

Nominations are welcome and should be submitted on a Nomination/Consent to Serve form (attached or online at <https://www.mastersswimmingontario.ca/board-externals-and-staff-forms/>) and submitted to the MSO Secretary at [c\\_herbert@mastersswimmingontario.ca](mailto:c_herbert@mastersswimmingontario.ca). Additional nominations, if properly submitted and approved by the Delegates to the AGM, may be entertained from the floor at the AGM.

## Voting Procedure

Only registered Members of MSO may vote as Delegates at the AGM. One Delegate may represent all the votes of the person's Club, or where a Club has more than one vote, it may spread its votes amongst more than one of its members.

For Member Clubs having **two (2) or more Members in good standing**, the votes are allotted as follows (based on the number of registered members 30 days prior to the AGM):

Registered Members	Votes Allotted
2-24	1
25-49	2
50-74	3
75 and over	4
Unattached members (as a Group)	1

**Masters Swimming Ontario  
Annual General Meeting  
October 16, 2016  
Toronto, Ontario**

**AGENDA**

1. Welcome. Quorum, Roll Calls and Vote Tabulations
2. Acceptance of Agenda
3. Acceptance of the 2015 Annual General Meeting Minutes
4. Business Arising from the 2015 AGM Minutes
5. Annual Reports from Workgroups, External Representatives and Staff
6. Notices of Motion
7. New Business
8. Retiring of Outgoing Directors & Nominations
9. Election of Directors
10. Appointment of Accounting Firm
11. Adjournment

## DRAFT FOR APPROVAL

### **Masters Swimming Ontario Annual General Meeting**

Sunday, December 13, 2015  
North York, ON  
Following Pentathlon Swim Meet

### **Minutes AGM 2015**

#### Present:

Dorothy Milburn-Smith	TECH	Michael Kenny	CMAV
Cliff Gentle	TYMS	Chris Smith	TYMS
Glenn Mateer	TYMS	Sally O'Brien	NEP
Matthew Williamson	TYMS	Michael Starr	TORO
Jake Nesovic	TYMS	Phil Rogers	NCRY
Steve Forsey	THOR	Carole Herbert	UNON
Doug Vanderby	NT	Cathy Macdonald	LSD
Hank Winters	UNON	Alex Boulanger	TORO
Charlie Lane	ETOB	Ralph Ades	GRAN
Michael Obal	TAC	Brian Sheridan	ETOB
Yoshi Nomura	TMU	Brian Croker	UNON
		Gregory Robinson	TORO

#### Guests:

Doug Hannum	MSC
Alisa Boulanger	MSC VP

The meeting was called to order by Phil Rogers at 1:35 p.m.

1. Welcome. Quorum, Roll Calls and Vote Tabulations  
Brian Croker announced that there are 14 clubs represented at the meeting today and we have a quorum.
2. Acceptance of Agenda  
Motion 01: That the agenda be accepted as presented  
Moved: Brian Croker; Seconded: Dorothy Milburn-Smith; Motion Carried
3. Acceptance of the 2014 Annual General Meeting Minutes  
Motion 02: That the minutes from the 2014 Annual General Meeting be adopted as written.  
Moved: Brian Croker; Seconded: Mike Starr; Motion Carried

4. Business arising from the 2014 AGM Minutes  
Phil Rogers noted that the issues arising from the 2014 AGM had been dealt with and there were no other issues outstanding at this time.

5. Annual Reports from Workgroups, External Representatives and Staff  
These reports are attached to the AGM package for perusal by members.

- a. Officials – Chris Smith gave a short summary of the current status of the Ontario Swimming Officials Association/Swim Ontario situation.
- b. Competition - Sally O'Brien summarized the meets held over the 2014-15 swimming year and noted that 3 were cancelled due to low registrations. We have a new person doing an excellent job of record keeping and the records are up-to-date.
- c. IT Issues – Mike Starr spoke about the new registration system which was developed in Alberta and has been adapted for masters. It is a membership management system rather than a registration system and it has been rolled out in Ontario with the intention to go national eventually. The system can generate Hytek files and permits the use of PayPal.

Mike also noted that we joined TechSoup, which is a cost effective way of getting access to software for not-for-profit groups such as MSO. We have also significantly reduced costs of board meeting conference calls by moving to Skype for Business from the very expensive Bell teleconferencing system.

- d. Finances – Cathy Macdonald summarized the budget and reminded the group that MSO keeps only \$10 per swimmer of the \$35 registration fee. There will be variation in some of the budget categories as a result of the IT changes noted by Mike Starr above.
- e. President's Report - Phil Rogers outlined the dispute and resolution of the situation that occurred in Sept/Oct 2015 with Swim Ontario. Phil first summarized the history of the annual \$2 per swimmer fee that MSO pays to SO. Early in 2015 the MSO board had moved to have Phil organize a face to face meeting with the president or board of SO to discuss the fee and what our members received for its payment. Before a meeting could be set, we received a letter from the SO board dated June 20, 2015 stating that SO had removed our sanctioning authority due to non-payment of the \$2 per swimmer invoice. Phil and Mike Starr met with Eric Martin, President of SO, on August 5, 2015 and discussed the relationship between the two organizations. The two strategies that were tabled are to look at holding joint age-group/masters open water swims and that SO would begin to promote masters swimming amongst its members to encourage swimming as a lifelong sport. On September 29, 2015, prior to further discussions or communications with SO, their board publicized a notice that our sanctioning authority had been revoked. We were not copied on this notice and only heard about it through social media and email from national and international sources. It took Phil, with the full support of the board and with representatives of Masters

Swimming Canada and Swimming Natation Canada acting as arbitrators, a week of intense negotiations to resolve the dispute. MSO paid the outstanding invoice once SO agreed to restore sanctioning and to continue with developing the two strategies outlined above. Since there is a question of whether SO has the authority to give or take away the sanctioning ability of a master's organization such as MSO, we are engaging legal counsel to try and answer this question. An update on this issue will be given at a special members meeting which will be held on or about Friday, April 1, 2015 prior to the Ontario provincial meet in Markham.

6. Notices of Motion

There were no Notices of Motion

7. New Business

- a) Phil Rogers noted that we are beginning a review of our insurance coverage as it has been several years since this was done.
- b) Alisa Boulanger noted that they are working on being able to produce membership cards from the new registration system. These would be useful for out of country meets as the new system allows Canadian meet managers to automatically check a swimmers membership status.

8. Retiring of Outgoing Directors & Nominations

Brian Croker received the following nominations:

Mike Starr  
Sally O'Brien  
Carole Herbert  
Jake Nesovic  
Greg Robinson

9. Election of Directors

As there were 5 nominations for 5 vacancies, all nominees were acclaimed.

10. Appointment of Accounting Firm

Motion 03: That the Board retains the firm Schwartz, Levitsky and Feldman, with remuneration to be agreed to and set by the Board

Moved: Cathy Macdonald; Seconded: Mike Starr; Motion Carried

11. Adjournment

Brian Croker moved that the meeting be adjourned.

The meeting was adjourned at 2:50 p.m.

/cah

## Annual Reports:

### President's Report 2015-2016 : Phil Rogers, President

The 2015-16 year has been an eventful one for Masters swimming in Ontario, with challenges and accomplishments.

We have operated this year with approximately the same total number of swimmers registered. It appears that the age profile of our Masters swimmers is gradually rising, with a current median age of about 50 years. This is not very surprising in itself and matches the same trend noted in the USA by USMS.

In regard to competitions, Ontario hosted many successful Masters meets over the year. A very successful Ontario Championship was hosted by Thornhill at the new PanAm pool facility in Markham. Also Etobicoke hosted a successful Canadian Masters Swimming Championships in May. Finally the first Canadian Masters Open Water Championship was held in Toronto, September 10, hosted by Thornhill in conjunction with Canaqua Sports. As with Masters membership, we have also noticed a decline in the number of swimmers entered into our sanctioned meets over the last year. That may be due, at least in part, to the gradual increase in the age profile of our membership. Often older swimmers are more focused on fitness, health and social interaction and less on competition. This trend, if it continues, will have to be addressed by the new MSO board to ensure our members' needs are being met.

We began the year with a major challenge that threatened the continued sanctioning of masters meets in Ontario. That crisis was resolved and we continued to hold sanctioned meets throughout the 2015-2016 season. A few months ago, we were informed by Swim Canada (SNC) that its Memorandum of Understanding with Masters Swimming Canada (MSC) necessitated changes to SNC's *Events Sanctioning Policy*, and that Swim Ontario would no longer be permitted to delegate the sanctioning function to MSO. This arrangement of delegation to MSO had been in place for many years. (In other provinces, unlike Ontario, the sanctioning of Masters meets has been done for years by the provincial swim body either directly or cooperatively with the Provincial Masters Organization). Accordingly, there will be a transition to new procedures for the sanctioning of our meets in the 2016-2017 season. So far, the first meet of the new season, the Etobicoke Semi Serious meet in November, has been sanctioned. We believe that other scheduled masters meets will also be sanctioned. MSO is working with Swim Ontario on a new sanctioning process and the new Board will need to continue this work.

In financial terms, MSO continued to run a negative budget, which is in line with a Board decision to freeze MSO membership at the 2011/12 level of \$35 and absorb MSC fee increases now totaling \$8 per swimmer. Only \$10 is retained and used by MSO for its own functions. One of those functions is the provision of insurance for all MSO registered clubs, swimmers and events. MSO currently passes \$2 per swimmer to Swim Ontario and \$23 to MSC, who in turn pays Swim Canada \$2 per swimmer. Future

MSO boards will have to determine whether the annual fee can continue to be kept at the 2011/2012 level.

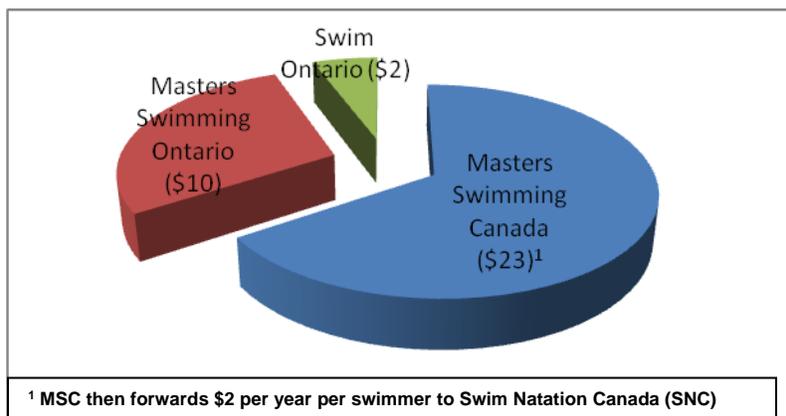
Many of the current members of the MSO board have served as directors for many years, often in excess of ten years. A number of them have decided to retire from the board and let others step forward to help organize masters swimming. As President, I would like to thank those retiring members for their long years of service. They have put in countless volunteer hours solely because they believe in masters swimming and want to support it. I would also like to extend my own personal thanks to them for their assistance to me as President over the last three years.

Respectfully submitted

Phil Rogers  
September 16, 2016

## Treasurer's Report – 2015-16 Year End: Cathy Macdonald, Treasurer

- The following chart shows how your \$35 fee per swimmer is allocated (no change from prior year). For unattached swimmers the additional \$5 goes towards covering administrative costs



- The Masters Swimming Canada (MSC) per swimmer fees (that MSO forwards to MSC on behalf of our membership) were only \$15 per swimmer back in 2011/12. They increased to \$20 in 2012/13 and increased again to \$23 per swimmer in 2013/14. MSO never increased membership fees during this time. It is unlikely that MSO will continue to be able to absorb any future increases to external parties.
- Masters Swimming Ontario (MSO) continued to cover costs of PayPal fees (~ \$1,000)
- MSO provided support to the hosts of the pool and open water swimming provincial championships and National pool championships (\$2,500 each). This support is not guaranteed and is reviewed by the Board on an annual basis.

As you will read in other Board member's reports, there was a lot of time, energy and expenses incurred this year to start upgrading the MSO website and technology platforms for communications and registration. As you will also have seen, it is anticipated that there will be significant turnover of membership of the Board. The following results are based upon preliminary year end results and the budget has been set per Board direction however, the actual 2016-17 Board will need to set their own budget in due course.

## Financial Statement As at August 31, 2016

<b>Chequing Account</b>	<b>\$42,458</b>
<b>Savings Account</b>	<b>56,397</b>
<b>Accruals (preliminary)</b>	<b><u>(6,700)</u></b>
<b>Net assets available</b>	<b>\$92,155</b>

	<b>2015-16 Budget</b>	<b>Prelim Total for 2015-16</b>	<b>Variance</b>	<b>Prelim. 2016-17 budget</b>
Deposits	126,400	129,600	3,200	118,100
Fees to MSC	(80,500)	(79,900)	600	(74,800)
Fees to SO	(6,700)	(6,700)	0	(6,500)
<b>Net Revenue for MSO</b>	<b>39,200</b>	<b>43,000</b>	<b>3,800</b>	<b>36,800</b>
Bd Mtg expenses (includes travel and venue costs)	(11,300)	(5,300)	6,000	(5,000)
Teleconference costs	(1,000)	0	1,000	(500)
Phones/Web costs	(2,400)	(2,900)	(500)	(2,400)
Miscellaneous (supplies, interest, computers)	(2,500)	(300)	2,200	(1,000)
Medals	0	0	0	0
Promotional Activities/Marketing	(5,500)	(7,800)	(2,300)	(500)
<u>Professional Services</u>				
Bookkeeper/Acct	(5,000)	(5,600)	(600)	(11,000)
Legal Fees	(4,000)	(12,100)	(8,100)	0
Insurance	(15,000)	(15,000)	(0)	(15,500)
Website work	(4,000)	(8,700)	(4,700)	(2,500)
<u>Staff Services</u>				
Registrar	(6,000)	(6,000)	0	(6,000)
Webmaster	(1,500)	(1,500)	0	(1,500)
Record Keeper	(500)	(500)	0	(500)
Recording	(1,600)	0	1,600	(1,000)
Secretary				
<b>Total Net Revenue/(Expense)</b>	<b>(21,100)</b>	<b>(22,700)</b>	<b>(1,600)</b>	<b>(10,600)</b>

## Report on Information Technology Renewal: Mike Starr, Vice President

MSO has been working over the past 2 years on a new **information system** to support the organization's functions. As the information system is phased into production, MSO is also refreshing the look and feel of the current [MSO website](#) which is so familiar to our members.

In updating the current [MSO website](#), we are deleting information that is out of date or no longer valid. But none of the great historical information will not be lost. The site will still house MSO's important business documents like forms, the bylaws, Board minutes, insurance, MSO Swim Awards, and competition results not available elsewhere. Did you know that MSO is the only site with a copy of the results from the very first 1985 World Masters Games in Toronto?

The main MSO website will link to a **new information system**, the "guts" of the day-to-day business of the organization. Unfortunately, we caused some confusion by calling it the "new MSO website."

### MSO's New Information System

MSO's new Information system (sometimes called "registration system" or "new website") is being adapted from software developed for the *Alberta Summer Swim Association*. It has been kindly donated to MSO with permission to modify it for Masters swimming. MSO has promoted the use of this system to MSC and has worked with the MSC IT Committee MSC to scale it up to support MSC's national programmes.

Some parts of the system are already being used. Other parts will be phased in when ready. Here is some of what the system will do.

#### Registration

- Club and swimmer registration
- Financial Tracking to assist club and provincial registrars
- Swimmers will be able to log into the system to update their own profile and obtain membership information needed for international swimming events

#### Swim Meet management

- Swim meet scheduling and sanctioning
- Swim Meet Event registration, including verification of swimmer status with MSO
- The generation of HyTek meet files for meet managers

#### Directories and Other Information

- As clubs update their profiles, the Swim Club Directory will reflect their locations and training schedules so that new swimmers can find a club in their area.
- Pool directory
- And lots more

It is expected that MSC's programmes will be moved to a national version of the new information system when it launches its new national website.

#### Swim Meet Results

- MSC's meet results, including Ontario's, will be moved
- National and Regional rankings and records currently maintained on MSC's system will be moved
  - Note: Ontario's SYC records, OWS swims and historical competition information will continue to be maintained on the MSO main website.
- MSC participation programmes like the Million Metre Challenge, the Check Off Challenge, the 30 minutes swim etc. will also be moved

MSO's **new information system** is currently found at <https://ms.mastersswimmingontario.ca/> but it will be properly integrated into MSO's main refreshed website.

#### Status of the new information system

In 2015-2016,

- The MSO database was populated with registered clubs and swimmers. Data cleaning (e.g., duplicates, errors, and stale data) is ongoing.
- Some (but not all) meet managers started using the database to request sanctions, register swimmers for the meet and return the result files. These were, and are still, called Step 1, 2 and 3.

So far in 2016-2017,

- MSO requested club registrars to use the new database to renew their club registration and register their swimmers for the 2016-2017; this is ongoing

There is lots left to do! For example,

- Records and rankings need to be updated and verified against those kept in the MSC database
- Development of user documentation highlighting the features of the system for different users.
- Providing context related help on how to use the system

This is a work in progress and MSO will update members on progress. We welcome comments and suggestions that will help to serve the masters swimming community better.

## Registration: Brian Croker, Registrar

Clubs and swimmers as of August 31, 2016:

Clubs	89
Total swimmers	3104
Club swimmers	3029
TOMS (Unattached)	68

Order of the Soggy Goggles (OSG) Members –

**Active:** Chris Smith, Olenka McKee, Claus Koch, Brian Croker, Barrie Malloch, Ted Roach, Bryan Finlay

**Non Active:** Kay Easun, Beth Whittall, Geoff Camp, Pat Niblett, Lesley Mason-Ward

## Competition: Sally O'Brien, Competition Chair

As this will be my last competition report, I would like to thank all the host Clubs, Meet Managers, Officials and all the volunteers who have helped to make competition in Masters Swimming so much fun. My predecessor, Olenka McKee, and our MSO webmaster, Craig Zimmerman were the two who set up the three step program which made my job somewhat easy.

2015 -16 has been a year of great changes. MSO has developed an online meet registration program. This new system will certainly facilitate meet entries and swimmer validation, making the work of the meet manager much lighter.

MSO no longer has complete right to sanction but we are continuing with our meets as planned. The upcoming season already has interest in hosting 9 pool meets and 1 OWS. We are dealing with SO and SNC in order that we may continue uninterrupted with our meets. This will be a transition year where I'm hoping all will proceed smoothly.

2015-16

17 Pool Meets

- including both our Provincials and the Canadian Nationals

2 OWS

- including our Provincials in Welland and the new Canadian National OWS held at Ontario Place September 10, 2016.

I came to the MSO board in 2003, took over the Competition Chair in 2008. There have been a lot of changes over the years and now it's my time to bow out and leave these jobs for a younger set. Thanks to all who have given me support in this chairmanship.

See you in the pool.

## Records: Brigitte Zirger, Record Keeper

All records are current to August 31<sup>st</sup>, 2016 and posted to the Website. I have been posting a notice to the MSO Facebook when an updated report is available to give visibility to record holders and to highlight just how many records have been broken this year. Some records have been broken and re-broken and then broken again.

For the 2015-2016 season, MSO swimmers have set 202 Ontario Masters Records. Of these 76 records were also Canadian Masters Records and 18 were also FINA Masters Records.

All Records	# Records	SCY	SCM	LCM
ONT	108	30	69	9
CDN, ONT	76		63	13
FINA, CDN, ONT	18		13	5
<b>Total</b>	<b>202</b>	<b>30</b>	<b>145</b>	<b>27</b>

Relays remain popular

Relays Records	# Records		Men		Women		Mixed	
	SCM	LCM	SCM	LCM	SCM	LCM	SCM	LCM
ONT	10	-	6	-	2	-	2	-
CDN, ONT	19	1	8	1	4	-	7	-
FINA, CDN, ONT	-	-	-	-	-	-	-	-
<b>Total</b>	<b>30</b>		<b>15</b>		<b>6</b>		<b>9</b>	

While many people are quite prolific record setters, some repeatedly breaking their own records. To highlight just a few.....

	# Records	SCY	SCM	LCM
Lynn Marshall - ONT	21		14	7
Lynn Marshall - CDN, ONT	19		8	11
Lynn Marshall - FINA, CDN, ONT	14		9	5
Kalis Rassmussen – ONT	8		5	3
Kalis Rassmussen – CDN, ONT	3		3 relays	
Dan Thompson – ONT	-			
Dan Thompson – CDN, ONT	4		3 + 1 Relay	
Dan Thompson – FINA, CDN, ONT	4		4	
Ron Armstrong – ONT	18	6	11 + 1 relay	
Ron Armstrong – CDN, ONT	9		8 + 1 relay	





**Ballot for the Election of Directors**

**Nominee Name** \_\_\_\_\_

Write the name of your preferred Nominees on separate lines.

No ranking shall be inferred.

Each Ballot equals one vote for each Nominee.

The number of names written may be equal to or less than the number of positions available.

A name may be written only once on each Ballot

Any Ballot that contains more names than the number of positions available or on which a name appears more than once shall be identified as “spoiled” and shall not be counted.





**NOMINATION / CONSENT TO SERVE FORM**

NOMINEE: \_\_\_\_\_ (PRINT)

NOMINEE'S CLUB: \_\_\_\_\_ (PRINT)

**BRIEF MONOGRAPH:**

(Description of nominee's interest in / experience in / contribution to the Masters Swimming Programme, and any other pertinent comments)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, ....., certify that I am currently a registered Master in good standing, and consent to stand for election, and to serve, if elected, on the Board of Directors of Masters Swimming Ontario.

NOMINEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NOMINATED BY: \_\_\_\_\_ (PRINT)

SIGNATURE: \_\_\_\_\_

CLUB: \_\_\_\_\_ (PRINT)

SECONDED BY: \_\_\_\_\_ (PRINT)

SIGNATURE: \_\_\_\_\_

CLUB: \_\_\_\_\_ (PRINT)

