

Masters Swimming Ontario
Board of Directors Meeting
Skype meeting
Sunday, August 15, 2018

MINUTES

Board Members Present:

Brigitte Zirger, Andrea Schwartz Smith, Sue Weir, Beth Carey, Mike Sweny

Regrets: Jake Nesovic

Meeting began at 7:01 pm, quorum confirmed.

1. Adoption of Agenda

Motion Brigitte / Beth - to adopt the agenda - carried

2. Approval of the Minutes from July 8, 2018

Motion Beth / Andrea - to approve the minutes - carried

3. Motion to approve the 2018-2019 Budget

The finances were reviewed at the May 27th meeting and the BoD members passed a motion to keep fees at their 2017-2018 levels. However, there was no formal motion to accept the financial statements supporting the fee discussion as MSO's budget.

Motion Brigitte / Beth to accept the financial statement tabled on May 27th as the 2018-2019 MSO budget --- carried.

4. Business Arising from July 8, 2018 and Previous action items

Insurance Tender – As per May 27th action item, Brigitte worked with a broker recommended by Chris Cupidio and on July 26th received a comparison of two competitive bids. The broker was asked for clarification on a number of elements. The one that was most attractive and covered all of our program, including OWS. However it had an under 80 age restriction for the Accident portion of the policy and the underwriter was not willing to remove them. Brigitte was surprised since this is the same underwriter used by SNC/SO. Those age restrictions are included in the SNC/SO insurance policy. *[Note that the USA arm of that company underwrites the USMS insurance without any age restrictions.]*

Brigitte confirmed that MSO's 2017-2018 policy, which can be renewed, has no age restrictions however we would have to add OWS to the policy for an additional fee.

Discussion: The board did not support accepting a policy with age restrictions. It would be sending the wrong message to our members.

Motion BZ/Mike – to renew the current policy through the current broker, and include OWS coverage. – carried.

Rules and OSOA – Brigitte reported via the President’s opening

- Brigitte has reviewed key meet related documents on the MSO website. The 2002 MSO Handbook was developed by previous boards and we still have a box full of copies. Much of the content was reproduced on the MSO Website but was de-linked because it was out of date. In the last week or so, several sections were updated and relinked to appropriate pages on the website. These include...

Meet Managers Page; Meet Managers Guide, Meet Package Template and Meet Managers Technical Manual and the Referee Guidelines have been updated and loaded.
<https://www.mastersswimmingontario.ca/club-managers-and-coaches/sanction-online/>

There has been decent progress on updating the Rules Book since the last meeting. Brigitte received good input from Chris Smith through email and a teleconference. We need to get these completed and posted before the swim season starts.

Status of sections

- 1- Front End – last to be updated; this is only overview and positioning content
- 2- General rules – reviewed and draft update; some issues still need to be resolved
- 3- Swimming rules – in progress, most changes were already reflected
- 4- OWS – not started
- 5- App A – Facilities – reviewed and updated – this is a critical chapter
- 6- App B – Referee – sent to Mike for review, completed and posted
- 7- App C – Differences – pending
- 8- App D – DQ Wording – sent to Mike for review
- 9- App E – Record form – done last year – current version is up to date

Code of Conduct Policy– Brigitte has not heard back from the consultant and needs to follow up on status.

MEGAMetre Tracker – no further update; cap design and order still pending.

Meet Circuit – no further action. Andrea and Brigitte to discuss.

New Business

5. President’s Report on administration

Brigitte provided an update on MSO administration since the previous meeting. Some parts of the report will be addressed in respective agenda items.

- Registration Start Up: The 2017-2018 outstanding invoice follow up continued and we are down to a handful. Even though I had not initiated next year’s registration, the

system's financial modules automatically changed over to 2018-2019 on August 1st. Some work was needed to move the August invoices back into the 2017-2018 fiscal year. It is now stable so that I can wrap up the old year. The system has been changed so that we can better manage two fiscal years during the transitional period.

All the documents for registration have now been updated.

- Club Start up emails (President, Treasurer, and Registrar)
 - Swimmer Welcome
 - Updated Q&As posted on the newsfeed and linked to all registration emails
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- **Results and Records:** These are reasonably current. Paris needs to be pulled off since MSO had some swimmers attending. The Pan Ams have been posted.

A fiscal year end records check is needed but these cannot be finished until Christian Berger has updated his All Canadian swims. He works on a calendar year, while I work on the fiscal year.

6. Treasurer Report

Report on Action items.

Corporate Credit Card – Credit card has been approved. Beth is still waiting for the legal forms which require both Brigitte's and Beth's signature. The paperwork is being sent to Brigitte's branch for signatures. It will then be returned to Beth's branch for her signature and processing. The card will be used for monthly payments, e.g., Bell, MS Office etc.

New Accountancy Firm – The auditor needs to be a chartered accountant. The tasks are to review the finances, check for errors, prepare financial statements and send the required tax returns to CRA. Two companies were approached to submit a bid. One did not respond and Chris Cupidio received one proposal. Beth will touch base with Chris to obtain his assessment. Mike is to send Beth the name of one more firm.

ACTION: Mike to send Beth the name of one more firm

Other: Funds have now been transferred from Tangerine to BMOP leaving only \$9 in that account. PayPal – some funds are being kept in the PayPal account to allow for refunds. BoD is asked to submit any expense claims so that Chris can close the 2017-2018 books.

7. AGM Planning

Brigitte sent an email laying out a rationale for delaying the AGM to the spring and holding it with one of the larger meets. A later AGM allows members to provide direction for the new year, especially vis-à-vis fees. However, it raises the question of how to engage members in the meantime. Chris looked at the *Ontario Corporations Act* and confirmed that the financial statements need to be made available to members within 6 months of the year end but that

does not require an AGM. However, an AGM must be held no more than 15 months from the last meeting.

Discussion: Sue Weir suggested moving to a later date slowly over a few years. Beth suggested that more advertising is needed to increase participation. We could have a fall meeting with another in March at Provincials. We have done that before.

Location was discussed. BoD recommended November 18th in Ottawa to coincide with the Willy Lee meet. Members can be skyped in. We need to work backwards to ensure proper notice is given. Brigitte and Andrea to work out details. The follow up meeting would then be in Markham in March. This would cover both of MSO's major membership areas.

Action: Brigitte and Andrea to plan the November AGM in Ottawa.

Action: Andrea to contact Tony on setting up a Skype connect for the meeting.

Action: Brigitte will send out last year's reports so that the BoD can update them for the 2017-2018 year just ending.

8. 2nd Symposium

Beth and Sue are looking at two dates, October 21st and October 28th both at McMaster University. She is suggesting \$35-\$40 as a fee. Andrea suggested \$50 but have a deal when there are 2 people from the same family.

Brigitte felt that MSO is not in a position to subsidize the event as it did last year. It needs to break even.

9. Roundtable

No additional items raised.

10. Next meeting and Adjournment

Next meeting September 16th at 7 p.m.

Motion to adjourn at 8:24 p.m. Sue / Beth