

Haney Neptunes Aquatic Club

Meeting Minutes for Tuesday, October 09, 2007

Present: Kim Macey, Michelle Neale, Craig Todd, Theresa Wagner, Heather Halliday, Joie Kotylak, Cindy Kopp, Anthony Marconato, Sue Roberts, Ken Bell, Al Yeo, Yvette Yeo, Tracy Lauridsen

Meeting began at 7:10 P.M.

Agenda approved.

Minutes from the AGM to be sent out and approved.

Review of the AGM process indicated that both the meeting and awards portion took too long. We need to review the awards process and make sure that meetings stay on topic and relevant.

Hand Over Process to New Executives:

Registration:

Sue Roberts - All registrations have been completed for the fall.

President:

Anthony Marconato and Kim Macey will get together to review current materials, issues and timelines. Anthony will provide Kim with a copy of all of the job descriptions, constitution, bylaws and policies.

New signing authorities need to be in place with Westminster Savings Credit Union. Kim will look into this.

Communications:

It was decided that all communications will be sent out through Craig Todd and he will keep the website updated. Note that the bulletin board is the responsibility of the discipline Directors to keep updated.

Secretary:

Tracy Lauridsen gave the minutes' binder to Michelle Neale which contains the previous year's minutes. Michelle will have the minutes out within two weeks of each meeting and keep the binder updated.

Swimming Director:

Christine Sanborn could not attend the meeting, therefore she will get together with Al Yeo to review and handover relevant materials and information.

Water Polo Director:

Joie Kotylak will get together with Paddy Perry. Note: there is no winter water polo.

Bingo:

Joie Kotylak gave the bingo binder to Cindy Kopp. Joie will make herself available to support Cindy. Note: November dues will need to be paid - approx \$35.00, and someone must attend the AGM every year.

Round Table Discussion – Issues, Challenges, Successes of the past year:**Ken Bell**

- Need to get the financial situation under control – lost 18K last year.
- Summer wages cannot over extend the budgets.
- Reduction in enrollment has hurt our numbers.
- Need to recruit new executive members.

Sue Roberts

- Registration deadlines need to be enforced.
- Apply late penalties for ALL late registrants.
- Need to do more aggressive fundraising.

Note: Craig Todd will look at placing the schedules and registration forms on our website.

Anthony Marconato

- People need to be accountable for the positions they hold.
- The club must be consistent in its application of job descriptions, policies and procedures.
- The Bylaws and Constitution need to be reviewed (Anthony and Kim Macey to sort out).
- Need to hire a facilitator/coordinator to handle the day to day operations – a part time paid employee.

Theresa Wagner

- Communications have been inconsistent - emails not received etc.
- Emails need to be segregated and sent to the appropriate audience.
- Tone of emails need to stay positive.
- Entire awards process needs to be reviewed.

***** NOTE SOME AWARDS HAVE NOT YET BEEN HANDED OUT. IE. THE SWIM-A-THON AWARDS STILL NEED TO BE PUBLICALLY ACKNOWLEDGED AND PRESENTED*****

Heather Halliday

- Synchro has enjoyed a year of continued growth and enthusiasm.
- New head coach is going to be great.
- Board recruitment is always an issue so we should all be looking for our predecessors now to ensure a healthy board of directors for the future.
- Would like to get monthly financial updates to help with planning and spending. It is hard to know where to go or what you can spend money on when you don't know what your financial picture looks like.

Cindy Kopp

- Need to put together a sponsorship plan to promote to businesses. Something that shows what the benefits are for each level of sponsorship so that we can actively go out and seek donations from businesses.
- Website advertising is another strong avenue to pursue.
- Need to make sure we provide a fun environment and make new families feel welcome.
- BC is celebrating its 150 years and will be giving out grants for celebrations and events which help to celebrate BC. August 2008 is the deadline to apply and maybe we can tie this in with our own club's 50th anniversary.

Joie Kotylak

- We cannot offer substandard pay for coaching. We must remain competitive in the market place.
- Fundraising is extremely important to make up the difference between the funds bingo generates and what the coaching costs are (approx 18K).
- Registration is another key to the club's continued success.
- Meetings need to be kept within the set time period.

Yvette Yeo

- This year went much smoother than last year because she encouraged the buddy system with veteran parents helping out new parents with the process so that things were not so confusing. This process works really well and she encourages everyone to help out the new families and make them feel welcome.
- Do we want to continue with the coach deciding on which races the swimmers will swim or do we want the parents to decide? The group decided that this is a head coach decision and it will be brought up with the head coach.

Al Yeo

- Doesn't know what to expect yet but he will be reviewing the binder and working with Christine.
- We must have quality coaches.
- Fundraising is very important if we are to achieve our goals.

Theresa Wagner

- There must be a review of our awards policy.
- Records, trophies and awards need to be documented for historical purposes in case of destruction.

Craig Todd

- Camaraderie! We need to get back to it.
- Disappointed that Playland was cancelled – his kids were really looking forward to it. We need more activities like it.
- Need to pay attention to the social aspect of this network that leads to long term commitments & friendships.

Michelle Neale

- Corporate sponsorship is not well explored and it is a great way to raise funds.
- Advertising needs to be capitalized on every level possible including schools, Parent Advisory Committees, Corporate Sponsors, letters in the newspapers, signage etc..
- Increase awareness of our sports – most people never think of water polo as an extracurricular sport. Most parents think their children need to be great swimmers before joining swim club and/or synchro. What are our criteria?

Heather Stein

- Fundraising has and will always be a hot topic. She spends time looking for funds from local organizations like Rotary.
- Could look at cashing the fund raising cheques up front and then cutting rebate cheques at the end.
- The home show, when done right, works very well for promoting the club.

Kim Macey

- We need a Treasurer and the position is too big for one volunteer. Need to look at separating the bookkeeping and payroll out from the Treasurer position and paying someone part time to do it.
- Fundraising is a key issue and we need to have a committee of families who each take on one fundraiser vs. one person being overloaded with everything. Need to find a committee leader.

New Business

1. Al Yeo – Motion made to look at outsourcing the bookkeeping and payroll functions to a paid part time position. Craig Todd seconded. Motion carried.

2. Craig Todd – Motion to appoint Anthony Marconato to Treasurer. Cindy Kopp seconded. Motion carried.
3. Yvette Yeo – Motion to appoint Heather Stein as meet manager. Anthony Marconato seconded. Motion carried.
4. Craig Todd will cover the duties of the Director of Officials until one is appointed.
5. A December social should be planned.
6. Kim Macey is going to meet with the municipality to discuss their support of our amateur sports programming in the community.
7. Need to get new blocks.
8. Future Executive meeting schedule will alternate between the first Tuesday and Thursday of every month, beginning with November 06, 2007.
9. Committee required to take on the home show.
10. Committee required to review the awards and archival process.
11. Committee required to review the AGM process.
12. Registration needs to be a topic on the next agenda.
13. Fundraising needs to be a topic on the next agenda.

Kim Macey thanked everyone on the past executive for their hard work and is looking forward to the upcoming year with the new executive.

All agenda items need to be sent in to Kim Macey by October 25th so she can have the next agenda out by October 26th.

Meeting adjourned at 8:55 P.M.

Next meeting is Thursday November 06th @ 7:00 P.M. Location 21488-126 Ave.

**THANKS FOR YOUR SUPPORT
OUR CHILDREN ARE COUNTING ON US!**