

Haney Neptunes Executive Meeting

October 7, 2009 - 6:30pm

Location: Cindy Kopp s home

Present: Cindy Kopp, Kevin Davies, Theresa Coleman, Tanya Cloete, Ava Lee Chin, Leila Remfrey, Jim Baxter, Craig Todd, Jane Rich, Theresa Adams, Al Yeo, Sue Muller (Guest)

1. Meeting was called to order at 6:45pm.
2. Welcome and introductions
3. Agenda - Approved (M/Jane Rich, S/Jim Baxter)
4. Minutes from the last meeting - Approved (M/Craig Todd, S/Jim Baxter)
5. Business Arising - None
6. Executive Changeover - all new executive have either met or have arranged a meeting with the previous executive to ensure smooth changeover
7. Voting Privilege - Not all executive members have voting privilege. Voting is restricted to 1st VP Meet Manager, 2nd VP Fundraising, 3rd VP Community Relations, Director of Swimming, Director of Synchronized Swimming, Director of Waterpolo, Registrar, Treasurer and Secretary. The President will vote in the case of a tie.
8. Signing Authority - Kevin Davies, David Rosec, Tanya Cloete, and Cindy Kopp have signing authority. Any expenses require pre-approval from Tanya or Cindy.
9. Update fee structure and website registration page
 - a. Members voted at the AGM to increase fees by 5%. Discussion regarding rounding fees up or down to simplify. Swim and synchro fees would round down to \$155 and water polo fees would round up to \$185. Additional discipline fees to stay at \$75. (M/Theresa, S/Jane) All in favour.
 - b. Registration is an ongoing hassle with multiple registration dates offered and executive still getting late registrations. Craig will look into posting registration forms online so members can print them at home and send in forms and cheques. A photocopy of athlete s CareCard or Birth Certificate would be required for proof of birthdate. Receipts would be issued once (by mail or in person) once registration has been received. It was noted that the BCSSA forms are already available online.
10. Fall Calendar of Events - Cindy would like to see each session planned in advance with as few last minute changes as possible. For the fall session dates to note are:
 - a. Thanksgiving weekend - no practices October 11
 - b. November 21/22 - Seahorses swim meet. Cindy will look into booking the gym for dryland training/social instead of cancelling times.
 - c. October 31 - Halloween - swim and polo times will remain as usual. Cindy will look into alternate times for synchro and notify Jane of options.
 - d. December 19 - Last day of fall session. There will be a mini-meet for swimmers and a watershow for synchro.
 - e. December 5 & 6 - Registration for winter session 2-5pm. There was also discussion regarding new registrations for winter session and marketing options (e-mails, school bulletin boards, notices, newspapers etc.) Cindy will try to have information for members regarding session start/end dates, practice times etc before registration.

- f. Awards Night - Faye and Leila to inquire about location (Hammond Hall vs. Heritage Hall) and book as appropriate.
 - g. Executive meetings will be held the 2nd Wednesday of each month (except for November which will be November 10 due to Remembrance Day)
11. Payroll - The current payroll system can be difficult to manage and it was suggested that we move to in-house payroll. The cost and services would remain the same. Motion to move to in-house payroll beginning January 2010 (M/Tanya, S/Craig). All in favour.
 12. Junior Coaching Program
 - a. Extensive discussion regarding different disciplines and how junior coaches are selected, re-imbursed, advanced etc. We would like to move toward a more standardized program with set guidelines. A committee will be formed to unify programs and standardize guidelines. Al, Jane, Sue, Craig and Cindy will form this committee.
 - b. The HRDC Grant applications need to be send in February. Directors to pass on names to Cindy of eligible coaches.
 - c. Discussion regarding honorariums for Volunteer Programs. Motion to not give honorariums if we are also signing for student volunteer hours. (M/Jim, S/Tanya) All in favour. Jane - Abstained.
 13. In Case of Emergency Plan - Cindy felt we should have emergency contact information for all athletes accessible poolside. It was noted that all necessary information should be on the BCSSA Registration form so we will photocopy these and keep them in the office at the pool.
 14. Financials & Budget - Proposed changes include increasing Equipment Maintenance & Repair to \$300 and Awards to \$4000. It was noted that there is a \$4000 Travel budget to cover Provincials in Kamloops and the salary budget is \$70000. Al & Jane are to draft their budgets for Winter & Summer sessions. Motion to adopt budget with noted changes. (M/Tanya, S/Al)
 15. Fall Swim Numbers - We currently have 95 total athletes registered.
 16. Reports were presented
 - a. Cindy s would like to see club policies streamlined/changed over the year and procedures implemented regarding pool cancellations and changes. A reminder to all executive that discussion at executive meetings is to be treated as confidential.
 - b. Cindy attended the BCACG Symposium. Our Bingo Affiliation grant expires in March 2010 and although we will apply for it again, based on the response other clubs have received, we will likely have our grant cut by 70% or more.
 - c. Upcoming meets include Hands Across on May 8, 2010, the Haney Meet on June 5/6, 2010 and the Waterpolo meet on July 1, 2010. Jim will look into having a booth/table at the Canada Day Festival in the Park to encourage new registrants.
 17. Meeting adjourned at 9:30pm (M/Jane, S/Jim)

Next meeting to be held on Tuesday, November 10 @ 6:30pm.