

Nanaimo White Rapids Swim Club

Board of Directors Meeting MINUTES

24 March 2004

This meeting was brought to order at 7:40 pm by Steve Beerman (Past President). The following Directors were present: Jane Barron, Rick Heikkila, Alan Yates, Lana Fitzpatrick, Nancy McGuire and Steve Beerman. Marise Wickman, a visitor, was also in attendance. Mike Silverton and Bernie Taekema arrived at 8:10 pm along with another visitor, Leslie Sutton; whereupon Mike chaired the remainder of the meeting.

1. Approval of the Agenda: carried

2. Approval of the Minutes: carried

3. Correspondence: Lana passed the invoice on to Jane for the new pace clock (just under \$500). Two letters, one from Ms. Rachael Sutton and another from Peter and Leslie Sutton, regarding the Developmental Coach selection process were received by email, dated March 7th, 2004, and are on file with the Minutes.

4. Reports:

- a. **President's:** Registration Day is just one month away. Mike sent in the affiliation fees for our club before the deadline. He reminded everyone that the registration forms must be completely filled out or they will be returned by BCSSA with a late charge. Mike and Lana will set the new member registration package together in the next week for winter maintenance and other new members. Mike reported on business from the Regional Meeting, including insurance requirements, rule changes for officials, a desperate need for new officials in the Region as many retire, a need for all kinds of officials' clinics, and marketing in the Region. Two high profile issues were also discussed at that meeting: the first being what to do with the \$12,000 Regional profit from Provincials (a committee has been struck and will have a plan by Apr 15th); and the high performance fee at the Commonwealth Pool (all Commonwealth Pool meets will charge \$0.50/event more this year). This increase will most likely mean that our club also will increase fees. Kevin (meet fees co-ordinator) will look into this item. Mike also mentioned that all families will need to sign a "freedom of information" form this year. Our co-Head Coach, Sheila, has been working with Mike and others to change the way that A and B times are calculated in our Region. She believed that Vancouver Island times are faster, and therefore harder to attain, than in other regions. She is looking at ways to re-calculate them to bring them in line with times in other regions. This will be completed prior to the May 1st start-up.
- b. **Treasurer's:** Jane presented this month's Financial Statement. There is a net income of \$2,328.49 and the gaming account net income stands at \$15,009.09 (on file).
- c. **Apparel:** Mike passed on information from Arlene. There has been about \$2000 in advance apparel orders and these items will be available for pick-up at Registration. Many agreed that the early apparel option was a very good idea. With regards to coaches' apparel (which the club pays for) only the new coaches, Steve Low and Steve Elwood, will receive the complete package (T-shirt, sweat shirt, etc.) and all others will only receive a new "coach" T-shirt. All coaches who worked last year received the complete package. Any new junior coaches this year will receive a new T-shirt or sweat shirt. The BOD decided to cut back on free coaching apparel this year in order to keep club costs down.
- d. **Maintenance:** Mike and Lana will have a registration package ready soon to give to winter maintenance swimmers who may want to join the summer program.
- e. **Registration:** Mike and Lana will get Janice Walker set up on computer to begin the registration process in the next ten days. As of today, 44 returning members have sent in their registration forms and cheques. It was stressed once again how important it is to have all information complete and sent in to BCSSA before deadlines. Lana will order the membership cards and swim passes at Pro Print, as was done last year, and will arrange for the registration promotional signage at Beban Park.
- f. **Fundraising:** Nancy gave an overview of the cruise fundraiser that was passed on to her. It was decided that the club will not add this option to its fundraising list. Lana has received several chocolate orders with mail-in registrations and will pass them on to Nancy.
- g. **Incentives/ Awards:** Nancy has been in contact with coaches about incentives for Div 3 and up. There will probably be attendance incentives and group incentives in 2004, a plan that will be simple for coaches to administer at the end of the season. Lana will double check Nanaimo Meet medals and ribbon inventories in the Lance Room, along with Best Time ribbons. Orders will be made after that count this weekend. Jane will find out what she can on the details of 2003 expenses for incentives and year-end awards in order to help Nancy stay in budget for this year.
- h. **Equipment:** Alan, Equipment Manager for 2004, reported that the new pace clock is purchased and was paid for by a donation from Canada Trust. He will organize a photo-op with Shaun Hurley (our Canada Trust contact) at the pool on Reg. Day, Sat. April 24th. The Saturday before registration, April 17th, 10 am to 2pm, will be set aside for cleaning up the pool and buildings in preparation for the new season. The club is in need of two fridges this year. Anyone who knows of a free or inexpensive fridge is asked to contact Alan. Mike will put out a club email regarding the April 17th clean-up date and the fridges.

- i. **Pool Operations:** Steve had only a few items to report. The Kin Pool will officially open on April 24th, (the water will go in the week before), and the roof replacement project is completed. Mike mentioned that surveillance cameras will need to be re-installed.
- j. **Coach Selection Committee (CSC):** The following Motion, which was approved by an email vote on March 4th, was ratified. The Motion was made by Bernie, seconded by Alan and carried.

“The Board of Directors approves the recommendations of the Coach Selection Committee that Kiala Silverton and Kim Beerman be hired by the club as Developmental Coaches in 2004.”

Bernie also reported that interviews for the Junior Coach positions will be held on March 27th. There are five applicants for two swimming and two water polo positions. Some applicants applied for more than one position. After some discussion (Lana & Rick left the room, due to conflicts), it was decided that at the beginning of the first interview of an applicant applying for both the water polo and swimming positions that he/she will be offered only one position, and needs to chose the one they prefer, if they are successful at both. The reason for this is to ensure that as many swimmers as possible get an opportunity to experience coaching and get some reimbursement as well. Bernie will report back to the BOD on his committee's recommendations for these positions.

It has been a difficult time for the CSC regarding their recommendations for the Developmental Coach positions. The Sutton family was extremely disappointed with what they felt were inconsistencies in the selection process. Leslie Sutton spoke about how the process to select coaches needs to be improved, noted she felt there was a lack of open communication, and asked that she be informed specifically on how the club plans to do that. Leslie informed the BOD that Rachael had been advised by a lawyer that she was in a position to sue the Nanaimo White Rapids Swim Club. The BOD chose to wait until after Leslie left to discuss this issue. The BOD agreed that the selection process could be more defined. The BOD acknowledged meeting with Leslie and will keep her informed of developments. Lana made the following Motion that was seconded by Rick and carried.

“The Board of Directors for the NWRSC:

- a) **acknowledges receipt of communications from the Sutton family to the Board of Directors;**
- b) **recognizes the unfortunate circumstance that initiated those letters;**
- c) **thanks the Sutton family for bringing this issue to our attention;**
- d) **asks that if the Sutttons wish the BOD to investigate further, they will need to produce written documentation; and,**
- e) **will undertake to revise Policy #425 on Coach Selection for 2005 to reduce the opportunity for problems to occur in the future.”**

A Motion was made by Bernie, seconded by Alan and carried to accept all Committee Reports presented at this meeting.

5. Old Business

- a. **Positions to be filled:** due to the lateness of the meeting, this item was held over for the next meeting.
- b. **Revision to Relay Policy # 620:** held over for the next meeting
- c. **Telephone Hot Line:** Jane has been getting a few calls, which she has dealt with or forwarded on. The new 2004 message is now in place.
- d. **Team Photos:** Lana confirmed that Oceanside Photo is available for team photos on June 29th and will send two photographers, as in 2003.
- e. **Tri event at Bowen:** held over for the next meeting.
- f. **Corporate fundraising:** held over for the next meeting

6. New Business

- a. **BOD Appointment:** A Motion was made by Steve, seconded by Bernie and carried.

“In accordance with Bylaw #22, the Board approves the appointment of Marise Wickman as a Director on the NWRSC Board of Directors for 2004.”

- b. **Parent and Swimmer Handbooks:** Mike Gossland will once again revise and set up the handbooks for the club. Lana passed around the 2003 Parent Handbook for editing. She will get the changes to Mike and have the Parent Handbooks ready for Reg. Day. Swimmer Handbooks will be ready for mid May.
- c. **Presentation by Leslie Sutton:** see details under Coach Selection Committee report.

7. Calendar of Events: none

8. Adjournment and Date for next meeting: The next meeting of the BOD will be on Wednesday April 14th, 6:30 pm at Steve's office. Rick made a Motion to adjourn the meeting at 10 pm. It was seconded by Kevin and carried.

Respectfully submitted by Lana Fitzpatrick, Secretary NWRSC