

# Nanaimo White Rapids Swim Club

## Board of Directors Meeting MINUTES

### 13 May 2004

This meeting was brought to order at 7:04 pm by Mike Silverton (President). The following Directors were present: Jane Barron, Rick Heikkila, Alan Yates, Lana Fitzpatrick, Nancy McGuire Marise Wickman, Bernie Taekema, and Kevin Bourgeois. Co-Head Coaches, Brian Nishi and Sheila Galloway, were also present for most of the meeting.

1. **Approval of the Agenda:** carried
2. **Approval of the Minutes:** carried
3. **Correspondence:** none

#### 4. Reports

- a. **President's:** no report
- b. **Treasurer's:** Jane presented the Balance Sheet for the club at of 12 May 04 (on file). The Net Income for the club is \$40,488.43 and the Gaming Account has a Net Income of \$17,511.03. Jane commented that most of the registration and fundraising cheques have been deposited and that is reflected in the large net income to date. There have been very few problems to date with NSF cheques, etc. Large expense items for this month include pool rental and coach wages.
- c. **Head Coaches':** Sheila reported that Steve Low has more work than anticipated with his new job and is not able to fulfill his contract with the club. Since it is late in the season to bring in someone with his skill set and experience, Sheila and Brian have planned to spread the hours and responsibility that Steve had amongst themselves and Marc. They will work with Bernie to adjust contracts and alter the wage package. Sheila and Brian will also look at the hours and responsibility of the other coaches on staff to ensure that their workloads are equitable. The water polo junior coaches may be utilized differently. Steve Low will work with the club as his schedule allows. The Coach Objectives for 2004 were accepted by the coaching staff without adjustments.

Bernie made a Motion that was seconded by Kevin and carried.

#### "The Coach Selection Committee:

- **acknowledges that Steve Low will be resigning as Assistant Head Coach Swimming with the NWRSC,**
- **recommends that Marc Belanger be promoted to take on more responsibility as Assistant Head Coach,**
- **recommends that Brian Nishi and Sheila Galloway also take on more responsibilities and duties with the club."**

- d. **Registration:** Lana sent around a summary of registration activities by email (on file). There are presently 219 swimmers registered with the club, 78 who are new. Early registration was a success. The database is now being reviewed for accuracy and completeness. A members' list will be available by May 21<sup>st</sup>.
- e. **Fundraising:** no report
- f. **Pool Operations:** A report was circulated by Steve Beerman by email (on file). Highlights include: the opening of the Kin Pool on Apr 24<sup>th</sup>, staff are hired and training programs have begun, a number of rentals and school programs are being booked for the spring and summer, and the insurance claim for the recent break-in is progressing. Lana asked what is being done to improve security around the pool, and Mike replied that the committee is working along with the City to upgrade security. The surveillance cameras that were in place last summer and went missing in the break-in are not being replaced. Security improvements will be in place as soon as possible.
- g. **Apparel:** no report, but Lana stated that Arlene was given the go-ahead to order approximately \$400 in team t-shirts for the new swimmers in the club.
- h. **Awards:** no report
- i. **Scholarships:** Mike is gathering all the scholarship applications (deadline is May 15<sup>th</sup>). The recommendations of this committee will be brought forward to the BOD at the next meeting.
- j. **Bingo:** Lana reported that Laurie Crossan (chair) has secured some Bingo dates for the club and is proceeding to fill them with members from families with three or more swimmers registered. Marise reported that Laurie has also found out that rules and expectations for Bingo may change in the near future.

Rick made a Motion to accept the Reports that was seconded by Kevin and carried.

#### 5. Old Business

- a. **Letter from L. Sutton:** A registered letter from Leslie, Pete and Rachael Sutton was received from the club P.O. box on May 10<sup>th</sup>, 2004, which dealt with their dissatisfaction with the 2004 coach selection process and decision. A Motion was

made by Lana, seconded by Bernie and carried to discuss this matter *"in camera."* Sheila and Brian were asked to leave. After a lengthy discussion, a Motion was made by Rick, seconded by Alan and carried to move out of the *"in camera"* session. The BOD chose not to enter into the Minutes any part of that discussion.

- b. **Swimmer Handbook:** Lana will pass the 2003 version of the handbook over the Sheila and Brian for review. Changes will be made, once again, by Mike Gossland, and the 2004 version will be copied and ready for distribution on May 30<sup>th</sup> at the Blue and White Time Trials.
- c. **Nanaimo Swim Meet:** The club is still in need of a Meet Manager; Steve has offered to work closely with that person. A Concession Coordinator is also needed to organize that aspect of our meet. There is a detailed and complete package that goes with that position. BOD members were asked to work to fill this vacancy.
- d. **Revision to Relay Policy #620:** After a short discussion, Brian was asked to amend the latest version of the policy slightly and have it ready to vote on at the next BOD meeting. This revised policy will allow a maximum number of swimmers on relay teams.
- e. **City of Nanaimo 10-Year Plan:** Kevin made a Motion that was seconded by Marise and carried.

**"The NWRSC endorses the 10-Year Master Plan for Parks, Recreation and Culture Commission in Nanaimo that Steve Beerman authored and circulated amongst the BOD by email."** (on file).

- f. **A and B Times at Swim Meets:** The revision to A and B times that Sheila has brought forward to coaches in the Region was initially received favourably. However, this change to the 'status quo' has not been resolved, and progress is stalled. It was suggested that this issue be brought forward at the next Regional AGM.
- g. **Status of Steve Low:** discussed under Coaches' Report
- h. **Status of Special Needs swimmers and Carla Henderson:** After a discussion of the relationship between our club and the Special Needs swimmers (some who compete during the winter) it was decided that Mike check into their affiliation with our club. It was also decided that Carla Henderson, who volunteers her time as their coach, and is also involved in fundraising with her swimmers (July 1<sup>st</sup> Hot Dog sales), will continue to have her fundraising fees waived.

## 6. New Business

- a. **Blue and White Meet organization:** Brian and Sheila are confident that they can organize this event successfully. They asked that someone from the Spirit Committee organize some food for that event, i.e. hot dogs and drinks, etc.
- b. **Meet Fees:** There was a lengthy discussion on changes to meet fees. Kevin presented a summary of last year's work, showing a loss of about \$1200 (see report on file). It is the club's hope that meet fees can cover swimmer expenses and pay for our coaches to compete. A Motion was made by Kevin, seconded by Bernie and carried.

**"Meet fees for 2004 will be set at \$4.25/event (an increase of \$0.25) due to increasing costs within the Region; there will continue to be no fee for relay events; meet fees for our Nanaimo Swim Meet will be \$2.00/event (meet fees were zero in 2003 for our club members); and fees for the Regional Meets are under review."**

- c. **Staples account:** Lana has checked out setting up an account at Staples for charging items needed for the club. The following people will be allowed to charge: Lana Fitzpatrick (Secretary), Jane Barron (Treasurer), Mike Silverton (President) and Teresa Al-Hajj (Newsletter Editor). All items must be approved by the BOD before purchase. The BOD gives authorization for Teresa to charge for photocopying the next seven issues of the club newsletter (\$400). Lana will set up the account.

## 7. Calendar of Events – all in order

**8. Adjournment and Date for Next Meeting:** The next meeting of the BOD will be in two weeks, on Thursday May 27<sup>th</sup>. The meeting was adjourned at 9:52pm.