

**Nanaimo White Rapids Swim Club
Board of Directors Meeting Minutes
March 15, 2005
Save on Foods-Woodgrove**

Attendance: Kevin Bourgeois, Jane Barron, Mike Silverton, Rick Heikkila, Marise Wickman, Laura Prout, Linda Shorting, Lana Fitzpatrick, Catherine Kleijn, Bernie Taekema, Nancy McGuire, Judi Niemen, Teresa Al Hajj

1. Call to Order

President Alan Yates called the meeting to order at 7:05 p.m.

2. Approval of the Agenda

Moved by Rick Heikkila, seconded by Mike Silverton and carried that the agenda be approved as presented.

3. Adoption of Minutes from the February 15, 2005 BOD meeting.

Moved by Rick Heikkila, seconded by Mike Silverton and carried that the minutes be adopted as presented.

4. Correspondence:

- a. Alan received swim meet invitations for meets hosted by the Vancouver Vikings and by White Rock. It was noted that the Vikings meet is the same weekend as the Juan de Fuca meet, while the White Rock meet is concurrent with the Campbell River meet.

5. Reports:

- a. **President's Report:** Alan reported that the Region has purchased a lap top computer for the Regional Registrar. Mike commented that our club made a dissenting vote over this matter, out of concern that the computer would be used by the Victoria clubs at their meets. Campbell River and Nanaimo must purchase/own its own equipment including computers in order to host meets. Mike suggested that the use of this lap top should be monitored to ensure local Victoria club do not have personal benefit.

Alan indicated that the Region has inquired whether our club would be interested in hosting the 2006 Provincial Swim Meet. Alan suggested that our club may be interested in hosting the 2008 provincials if we could host the 2006 Regional Championship as a trial run. The Region has not responded.

Alan reported that Walmart supports our club having a Tag Day location at the front of their building. Lana reminded everyone that Laurie Crossan will need help if numerous locations are used.

There will be a \$5 per swimmer user charge for each meet hosted at the Commonwealth Pool. There was a discussion regarding which party will collect the fee or whether it will be hidden in the meet fees. If the charge is hidden in the meet fees, there may be an expectation that other clubs outside of the Victoria area would match the fee structure accordingly.

Alan said that two lower mainland clubs (North Shore and Vancouver Vikings) intend on

participating in our meet. There was a brief discussion about whether the events needed to be scheduled over two days and Friday evening.

The next Regional meeting is either April 3 or 17th.

- b. Treasurer:** Jane presented the Balance and Income Statements as of March 9. The statements are on file. Jane indicated that she has spoken with Heidi regarding the process of the Club having charitable organization status, such that receipts could be issued for donations. The application can be done on-line at the CCRA website. Mike suggested that Sucha Ollek has experience in such applications, and that we discuss this with him as well. Sucha is willing to meet with the Board regarding this matter. Jane asked Marise whether she had mailed out last year's fundraising re-imbusement cheques, which were not collected from the family folders. Marise indicated she would check into this.

The treasurer's report rolled into fundraising. Jane noted that the late summer and winter re-bates from the Husky program will be credited to the 2005 fundraising requirements for the individuals involved. Lana emphasized how ambitious the budget goals were for the fundraising program. The goal of \$25,000 is a large task that requires more help and commitment by all. This money is needed to support the payroll associated with the large coaching staff. Jane and Mike summarized the potential opportunities to increase fundraising revenue: increased attendance at our meets; emphasize mile swim; ability to issue tax receipts may entice sponsorship. Nancy reminded everyone how much work was involved in the 2003 raffle, but it is a consideration. There is an opportunity to raise some 50/50 funds at the Masters' meet, for which we are trying to supply some people for officiating. The dates are April 8-10.

Nancy returned the discussion back to the mile swim, mentioning that a major incentive is required, such as a bike or a personal cd player, in order to encourage mile swim participation and sponsors. Nancy offered to speak with Russ or Shaun, members of the Corporate Fundraising Committee, regarding donations such as an ipod or a bike for the mile swim incentives.

Nancy indicated she would like to re-apply for Telus funding for equipment. She will confer with the Pool Operations Committee regarding an equipment wish list.

- c. Coach Selection:** Bernie reported there is only one applicant for the junior coaching positions. The Coach Selection Committee needs to meet to make recommendations on how to proceed. Curt Murphy needs an apartment for two people for the summer. Judi may know of a place to rent.
- d. Registration:** Laura reported that she attended the Registrars' clinic. The computer is loaded with the 2005 software. The registration package includes accident incidents reports. Nanaimo was criticized for its seemingly inflated numbers of registered water polo players. July 8 or 10th is the registration deadline for the Region. Winter maintenance registration and fees has been remitted to the Region.
- e. Water polo Maintenance:** Rick indicated that the high school water polo team has increased the number of Sunday players. Three sessions remain. There are no practices on Easter Sunday.
- f. Apparel:** Linda said she is preparing a Question and Answers sheet for apparel. This will be posted on the website. She advised the Board that Lycra suits are available. Jenny requested that the coaches' shirts remain the same (orange). There is a lime

green T-shirt designed and ordered for the Incentive program for teens. There was a discussion regarding the apparel order form.

- g. Gaming:** Lana presented the gaming report. Laurie has submitted the gaming application. It was a complicated process, with extensive detail required. Laurie has documented her procedures for the next person who undertakes this process. It was submitted locally on Mar 7. All the local applications were sent to Victoria on March 14. No news is anticipated until July. Marise reported that Laurie has mentioned that we need to improve the club's definition of a member as outlined in our constitution.
- h. Awards and Incentives:** Lana summarized a new incentive program for swimmers in Div 5 and higher. A newly designed T-shirt will be awarded to seniors who achieve 12 best times. Nancy needs to inform White Spot of the number of practice groups. This incentive will target children age 12 and under. We need to track the White Spot awards. Nancy also suggested that White Spot be given an ad in the Heat Sheet. It is possible that pre-ordered White Spot dinners could be arranged.

Lana advised the Board there are insufficient funds budgeted to the Awards program. Four new year end awards are also being considered which will approximately cost an additional \$50.00. Dog tags are expensive, representing an estimated \$750.00. Marise commented that the Finance Committee should meet in early May to review the budget, after registration numbers and revenue are better known.

The four new awards would tribute swimmers who have mastered the four basic strokes in the current swim season. Criteria must be prepared.

***Moved** by Mike Silverton, **seconded** by Rick Heikkila and **carried** that all proceeding reports be accepted.*

6. Old Business

- a. Beach Volleyball:** Judi presented a flyer on the beach volleyball event planned for our July swim meet. There will be a mixing of ages, with divisional-mathematical requirements similar to the relay of the Sprint Challenge. Mike suggested that the flyer include a clause that we reserve the right to alter the rules. The event is planned for July 2 at 6 pm at the Bowen Park beach volleyball fields. Judi spoke to a representative of a water company who is willing to be a sponsor of bottled water. Judi asked whether we should use the water at the volley event or at the meet. The consensus was the swim meet.
- b. Newcastle Social:** Judi spoke with a Newcastle Island ferry representative. They offer a 15% group discount. Mike wondered whether a charter is cheaper. Judi will investigate. A campsite with picnic table enclosures will cost \$50.00. Judi will book this. There was a discussion about the targeted age group for the Newcastle Island camp out. Div 5 and up was suggested, with some additional talk about Div 4 with parent supervision. Div 5 and up represents Grade 8 and higher, and the consensus was Div 5 and up was appropriate. Judi needs supplies for the races.

***Moved** by Jane and **seconded** by Teresa and **carried** that Judi may spend up to a maximum of \$200 on the Newcastle Island Social event.*

- c. Early Registration Package:** Nancy mentioned that the chocolates will be delivered at the club offices on April 13. She needs a key. Mike will arrange a key and security access. Registration dates needs to be posted on the Beban Park sign. Marise will contact Brenda Gallagher.

- d. **Pizza-Meet the Coach Night:** At this time, Nancy has had no response from Boston Pizza concerning the May 1 pizza night and potential fundraising opportunities. Mike will pursue this. The club also intends to have a Regional dinner at Boston pizza.

7. New Business

- a. **Special Needs Swimmers' Registration:** This item was deferred until the April 12 Board meeting.
- b. **Handbook:** Lana updated the board about the parent and swimmer handbooks. She suggested that the two books be combined into one overall handbook, with parent information, age locator and time standards. There would be a section to promote the awards and incentives programs. Lana requested board input as to the direction the handbooks should follow (combined or two, selected target, etc). The feedback was to combine the books, but only make enough copies for new swimmers. The book will be published on the website and advertised in the newsletter. More handbooks will be produced upon member request.
- c. **Community nursing-volunteer practicum:** This item was deferred until the April 12 Board meeting.
- d. **Work Party:** A work party to open up the club room is needed in early April.

- 8. Calendar of Events:** The events were reviewed for March, with all activities noted as underway.

Adjournment and Date for next meeting: The next Board Meeting is 7 pm on April 12, 2005 at Kin Pool. Laura made a Motion to adjourn the meeting at 9:36 pm. It was seconded by Mike and carried.

Respectfully submitted by
Marise Wickman
Secretary, NWRSC