

**Nanaimo White Rapids Swim Club
Board of Directors Meeting Minutes
November 18, 2004**

Attendance: Alan Yates, Kevin Bourgeois, Jane Barron, Mike Silverton, Rick Heikkila, Marise Wickman, Laura Prout, Teresa Al-Hajj, Steve Beerman, Lana Fitzpatrick, Catherine Kleijn, Nancy McGuire, Linda Shorting, Bernie Taekema (arrived about 8 pm), Geoff Whiting

1. Call to Order

Past President Mike Silverton called the meeting to order at 7:04 p.m.

2. Approval of the Agenda

Moved by Kevin Bourgeois, seconded by Nancy McGuire and carried that the agenda be approved as presented.

3. Orientation Session

Prior to the commencement of the regular Board meeting, Steve Beerman facilitated a board orientation session for the new and returning board members. The session was presented as outlined in the meeting agenda:

- a. History of NWRSC, VI Region, and BCSSA
- b. Constitution and Bylaws for NWRSC- (available on our club website)
- c. Meeting format / lines of communication-(send out reports in advance of the meeting)
- d. Budget process-(expenditures must fall within the budget and require board approval)
- e. Calendar of events

4. Adoption of Minutes from the October 20, 2004 BOD meeting.

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

5. Correspondence: Mike discussed the BCSSA correspondence package:

- a. The BCSSA Provincial Swim Meet is August 15-21, 2005 at Watermania in Richmond.
- b. Camp Howdy, the annual BCSSA coaches' conference, will be held in Port Coquitlam from April 22-24, 2005.
- c. BCSSA Fundraising opportunities were discussed, including the Husky Program.
- d. Excerpts from Neil McKinley inspirational book are included.

6. Reports:

- a. **President's:** Alan Yates welcomed everyone to the new 2004-2005 Board.
- b. **Registration:** Lana reminded the Board of her year-end recommendations. Registration is a very large project that requires a lot of support and commitment. Mike will re-print the forms for the 2005 registration. Lana again suggested that there be a cutoff date of May 31 2005, beyond which there will be no new registrations. This date will allow sufficient time for the Registrar to complete the registration process by the BCSSA deadline. Mike S, Laura Prout, Lana Fitzpatrick and Catherine Kleijn will form the Registration committee.
- c. **Treasurer's:** Jane Barron presented the 2004-2005 Budget (on file).

Moved by Jane Barron, seconded by Kevin Bourgeois and carried that the 2004-2005 Budget be accepted as presented.

Upon approval of this budget, Lana advised all board members that they must offer a large amount of support to Nancy and the Fundraising Committee. The salary expenses of the large coaching staff require a strong fundraising commitment. Mike commented on how fundraising revenue may be increased. The avenues include corporate sponsorship; large-scale tag day promotion and increased mile swim participation. Nancy commented that most members only raise the minimum requirement of \$50, and that a culture shift in fundraising spirit is needed to achieve the financial goals for 2005. Steve Beerman initiated a discussion concerning gaming revenue and provided some information on how the club should approach the 2005 application for Bingo funding.

- d. Coach Selection:** Bernie identified that Dan McDonald, Marise Wickman, Bob Saunders, Steve Low, Catherine Kleijn and Bernie comprised the coach selection committee. The committee remains active. Jenny Duncan has been appointed the 2005 Head Coach and Kirk Stringer the Assistant Head Coach. The Senior Coach interviews are complete, with the recommendation that Tiffany Locke and Curt Murphy be hired.

Moved by Bernie Taekema, seconded by Rick Heikkila and carried that Tiffany Locke and Curt Murphy be hired as senior coaches for the 2005 summer swim season.

Interviews will now be organized to select one developmental coach with a water polo emphasis and three developmental coaches for swimming. After this, there will be interviews to select three junior coaches. Lana thanked the Committee for its efforts.

- e. Swimming Maintenance-** Catherine Kleijn advised the Board that the winter program was shifting its focus towards an emphasis on technical swimming. There will be two sessions per week. She hopes to encourage senior swimmers to attend. The membership notice regarding the winter program was presented. It will be distributed to the membership soon.
- f. Water polo Maintenance:** Rick reported that the fall program has offered water polo practices from 9:30 to 11 am on Sundays. The sessions may be changed to later on Sundays, in the New Year, with the intent to attract members who are involved in other sports or have other Sunday morning commitments.
- g. Pool Operations:** Steve reported that negotiations are underway to renew the three-year co-management agreement with the City of Nanaimo. The next meeting is in early December. A contract may be ready for Board review in February. Pool Operations remains active with the preparation of next year's swim schedules and rental packages. Numerous schools have already booked for next year. Geoff inquired about the status of the shallow waiting pool. Steve advised that this is part of the negotiations.
- h. Apparel:** Linda Shorting summarized the 2004 revenue and expenses at \$9800 and \$9900 respectively. There is 2003 stock on hand that has no resale value. There are four parent volunteers to assist Linda.

Moved by Catherine Kleijn, seconded by Geoff Whiting and carried that all proceeding reports be accepted.

5. Old Business

- a. **R. Sutton case:** Mike and Bernie will be attending a Settlement Conference before a judge on January 4th, 2005.
- b. **Swim Meet Schedule for 2005:** The schedule will be discussed at the Regional meeting to be held next weekend.
- c. **Mohawk gas cards:** Mike has no new information to report in his pursuit to determine the money that should be allocated to individual families.

6. New Business

- a. **Board Meeting Location:** After consideration of several options, it was decided to continue to hold board meetings at Save on Foods.
- b. **List of Officers and Directors:** Lana circulated the list for board members to ensure the information was accurate.
- c. **Committees and Coordinators:** The membership listings for all the committees and coordinators was reviewed. (This list will be circulated at the next BOD meeting). More volunteers are critically needed for Fundraising and the Social/Spirit Committees.
- d. **Retreat:** A possible Retreat date of January 29 was agreed upon. Lana offered to contact Longwood Station about the use of the meeting room.
- e. **Bulletin Board:** The records/display case at Beban Park Pool requires updating, with pictures, a revised list of the board members and the registration dates.
- f. **Incentives:** Nancy would like to increase the Incentive inventory:

Moved by Nancy McGuire, seconded by Lana Fitzpatrick and carried that a maximum of \$600 can be spent to purchase incentive awards.

- g. **Finances-term deposit:** Jane suggested that the checking account currently has sufficient funds to place in a term deposit. This term deposit could be cashed in as the needs for funds arise.

Moved by Jane Barron, seconded by Teresa Al-Hajj and carried that \$25,000 be placed into a one year term deposit

- h. **Bank Signors:** Jane presented CCCU documents to be signed by all signors due to the addition of Alan Yates as a signor on the account.

7. Calendar of Events: The Retreat Date is tentatively set for January 29, 2005.

8. Adjournment and Date for next meeting: The next Board Meeting is 7 pm on January 12, 2005 at Save on Foods. Laura Pout made a Motion to adjourn the meeting at 9:50 pm. It was seconded by Catherine and carried.

Respectfully submitted by
Marise Wickman
Secretary, NWRSC