

MASTERS SWIMMING ASSOCIATION OF BRITISH COLUMBIA



ANNUAL GENERAL MEETING Canada Games Aquatic Centre – Kamloops Saturday June 17th, 2023 – 30 minutes after the final event

Minutes

Call to order: 12:39 pm

1. Appointment of Chairperson – John Holmwood was appointed the meeting chair as current president of MSABC
2. Determination of Quorum (25) - Quorum established and meeting proceeded
3. Old Business
 1. Adoption of Rules of Order - As per MSABC bylaws the use of Robert's Rules of Order was indicated to be used for meeting process.
 2. Adoption of the Agenda - Motion made by Brent Hobbs to adopt the agenda as written and seconded by Kurt Ouchi - Motion passed
 3. Adoption of Minutes of previous AGM - Robynne Ouchi made a motion to adopt the minutes from AGM in 2022 and this was seconded by Neil Reeder - Motion passed
 4. Board Introductions – John Holmwood introduced each member of the board and their roles for the past season and included Jeff Waldron who was absent from the AGM this year as well as two vacant positions, Director of Communications and Vice President.
5. Competition Report - Pool and Open Water - John Holmwood presented the competition report in Jeff's absence - This past season was the first full season back after COVID, but there weren't as many meets yet as in a typical season. There were two in-season meets that were sold out this season, English Bay and Chilliwack. The Provincial Championships were more challenging to schedule and secure a host - A very enthusiastic thank you to Kamloops for stepping up and hosting.

Question from the floor - Karlene C. from Nanaimo stated that for their club to host they need to begin pool time planning very early, well over a year in advance of the potential meet. Suggested that planning for Provincials may need to occur much earlier in order to be able to find a club that can host.

6. Insurance Certificates - Swim BC now holds the insurance certificates that is applicable for each club in the province. Member clubs may request a copy directly from Swim BC.
7. Directors' Reports
 - i. President - John Holmwood - This year was more challenging as we were still coming back from COVID and attendance at meets in the fall was lower, but picked up later in the season. A major hiccup in January came when the RTR system was the victim of a cyberattack and became unusable for a portion of the season. This impacted a few of our swim meet registrations, but Swim BC was able to pivot and provide support to make these events successful. John addressed some of the challenges around communication with members including the opt out box during the seasonal registration process. Concern around the potential for many members not receiving messages due to having opted out of receiving emails from Swimming Canada. MSABC is looking into options to improve this issue. Dale R. was able to obtain a more fulsome list from Swim BC, which improved the reach of our communications.
 - ii. Registrar - Lauren Westmacott - Registration has been supported more and more by Swim BC over the past 2 years - The role of the registrar has been simplified as a result. Registrar role is more of an ambassador - responding to questions from membership and interested individuals as well as communicating with people wishing to register as a Dogwood member. This season was a record number of members: 2084 individual masters swimmers in BC - These numbers are up from pre-COVID. 28 active clubs and teams, including Dogwood. There was an increase in requests for Dogwood memberships leading up to each meet indicating interest in racing and competition.
 - iii. Treasurer - Dale Robinson - Dale presented the financial reports to the members and reviewed key points. Expenses for last season were lower than typical resulting in higher than average revenues for MSABC. Budget for this current season was approved at the end of last season and included 4 newly developed funds to support member initiatives. Expenses at this point in the season remain low at this point, but will increase to cover recent board expenditures and supporting the host club for Provincials. Some assistance was provided to cover travel for officials for Provincials in order to ensure a full complement to run the meet.

The budget plan for 2023-2024 presented included a suggested drop in the MSABC portion of the registration fee from \$14.00 to \$11.50 in order to offset the increase indicated by Swim BC for the coming season. Dale indicated he would like to spend time to build and promote the 4 support funds so that they are utilized more frequently. The communications budget was increased in order to support improved options for reaching out to our members more effectively. An additional line item was increased to allow for possible formal auditing procedures.

Question from a member - Motion made by Mark Hyslop for the incoming board to create a due diligence process to look at MSABC's financial processes.

Seconded by Robynne Ouchi. Motion passed - MSABC will review the financial processes in the coming year.

The MSABC Endowment Fund held through the Vancouver Foundation is sitting at \$86,915 (as of March 31, 2023, which was the last quarterly report available) and created a quarterly distribution of approximately \$960 for the 2022-23 fiscal year. The quarterly distribution for the 2023-24 fiscal year is estimated to be just over \$1000. The current strategy as we don't require the cash flow is to reinvest the interest back into the fund. If MSABC was ever in a position of requiring additional financial support it would be possible to use the interest generated rather than reinvesting it automatically.

- iv. Communications Report - Dale Robinson presented in the absence of the previous Communications Director who had resigned. Dale took over some of the functions of the role in the absence of an acting director. Seasonal newsletters went out over the year, but with some issues with the distribution list earlier in the season. With feedback from members that communications weren't being received the board was able to adjust the mailing list using MailChimp to improve the circulation. This is an area of improvement for the coming season. Dale made a request for members to share ideas and articles for newsletters so that these topics can go out to everyone. Additionally, the website is an area of focus for the coming season as it needs a broader update to improve its functionality for members.

2. New Business

- a. Appointment of Auditor(s) - Annual auditors were requested from the membership to review the financial documents for the year. Volunteers from the floor were Brent Hobbs and Barb Sochanski.
- b. Items from the floor
 - Question about excess funds - Member reported having been to different cities and towns with swimmers who can't get a coach - MSABC response was that we have a fund for coaching development.
 - Brent Hobbs brought forward a statement about developing codes of conduct for clubs - He reports he provides support to the board when complaints are brought forward. His recommendation is that every club have a Code of Conduct for their members. Clubs that don't have policies of this kind do not have to create it from scratch - Swim BC has policies and templates to support clubs in developing a policy that fits for their membership. These should be shared with the members to improve transparency and understanding.
- c. Elections
 - i. President - 2 year term - Dale Robinson nominated Lauren Westmacott and Brent Hobbs seconded it. No additional nominations. Lauren was acclaimed to the position.
 - ii. Treasurer - 2 year term - Linda Stanley Wilson was nominated in absentia. No additional nominations. Linda was acclaimed to the position.

- iii. Competition Director - 2 year term - Two individuals were nominated - Jeff Waldron and Khosro Mansuri - Voting was a majority in favour of Khosro Mansuri.
- iv. Director-at-Large - 2 year term - Dale Robinson nominated Kim Bientjes and John Holmwood nominated Jeff Waldron - Voting was a majority in favour of Kim Bientjes.
- v. Vice President - 1 year term due to resignation partway through the term. Dale Robinson nominated Bryan Goble and Kurt Ouchi seconded. No additional nominations. Bryan was acclaimed into the position.
- vi. Communication Director - 1 year term due to resignation partway through the term. A written nomination was received for Jon Suk and seconded by Dale Robinson. No additional nominations. Jon was acclaimed to the position.
- vii. Registrar - 1 year position due to resignation partway through the term. Lauren Westmacott nominated Dale Robinson. No additional nominations. Dale was acclaimed to the position.

Adjournment - Rod Carmichael motioned to adjourn the meeting at 1:57 pm