

Ravensong Waterdancers

Box 498, Qualicum Beach, BC V9K 1T1

Monthly Board Meeting Minutes

January 15th, 2018 7:00pm

521 Banks Ave. W., Parksville



Call to Order: 7:05

Attendance: Jessica Nemlander, Scott Mahony, Heather Mahony, Lisa Spaven, Carol MacFayden (Head Coach), Becky Baldwin, Adam Waldie, Michelle Thorburn, Amber Nicol, Tracy Waldie

MOTION to approve the agenda, as presented. (Lisa, Seconded Adam)

MOTION to approve the AGM Minutes October 3, 2016, as presented. (Heather, Seconded Adam)

President's Report:

See Jan 2018 Chair Report pdf

Treasurer's Report:

MOTION to approve that the Revenue and Expense Summary financial statements for the fiscal period of December 2017 showing a total income of \$5 488.50 and total expenditure of \$7 706.22 be accepted as presented (Amber, Seconded Adam)

Some swimmers have paid their fees outright, while many provide monthly dues, it's important to note that forecasting shows that we are in good standing at this time. The goal is to maintain a base of \$5000 going into the next season.

Head Coach Report

See January 2017 Report

MOTION to invite Sarah MacNeil and Kaia Fuchs and their coach Debbie Provencher to join the Ravensong Waterdancer club, sharing pool time on Tuesdays from 5:00 - 6:30 pm and Sundays from 3:00 pm – 4:00 pm.

MOTION to charge Sarah MacNeil and Kaia Fuchs a monthly fee of \$50/month per swimmer

ACTION: NAC canceled the March 18th Sunday practice. Carol to investigate if we can move this practice to RAC.

Fundraising Report (Michelle)

Fundraising is going well, Michelle will be looking into doing another order of several products and is in the process of setting up the Easter Purdy's Fundraising campaign and that will be rolled out soon.

ACTION: Heather to help with Fundraising tasks while Michelle is away.

Equipment Report

Heather has ordered 30 nose clips for the club's stock – beige and pink in 2 sizes. Reminder to members reading the minutes that the Shark Club was sent to your emails in October and provides swimmers with 20% off merchandise at the Team Aquatic store at NAC.

Business to Discuss

1. Pool Rentals

RDN is working on Spring and Summer bookings right now but has advised that the club submit Fall training times now for consideration

2. Substitute Coaches

The club will set up pre-approved substitute coach options and pay schedule (honorarium) ahead of time, and substitute coach hours will be submitted by Carol when payroll is submitted,

ACTION: *Lisa will put together a list of pre-approved coach names*

MOTION to pay Debbie Provencher and Catherine Edwards \$15/hour when substituting for Carol and Lisa in the upcoming months. (Becky, Tracy)

3. Member Payment Options

Members have approached Jessica inquiring about other options for paying dues besides cash/cheques. This has been explored already by the club and there is no feasible option available for non-profit organizations to accept VISA/MC/Paypal/Direct Payment etc without incurring unreasonable charges or difficulty in tracking member payments. At this time, it was agreed to only accept cash/cheques (Cheques being preferable). Notes for members: It is possible to approach your bank and receive/purchase only the number of cheques you require.

4. RDN Guide/Advertising

Jessica inquired about budget for advertising and if there is a dollar amount she can agree to without bringing it to a meeting, and what the expectations are. It was agreed that within the constraints of the budget Jessica is free to make decisions regarding advertising for the club.

ACTION: *Scott to provide electronic version of the budget to Amber. Amber to add the budget to the website.*

5. Boost/Lift Training

ACTION: *Carol to follow up with Tara and bring information to the February Meeting.*

6. Sound System Storage

Lisa inquired if it would be possible to investigate providing a better means of moving the sound system at both NAC and RAC as the current storage/carrying options need repair/replacement

ACTION: *Heather to look at the RAC dolly and see if it can be repaired, and into options for the system at NAC. Amber to provide a wagon to Heather to see if it is a suitable option.*

7. Society Act Update

As per recent changes to the Society Act, we are required to update and move our Society Documents into electronic format. This process is to start now to be completed by November 2018

ACTION: *Jessica to send Lisa the Constitution and By-laws so she can convert it to a word document that can be edited*

ACTION: *Amber to make the required updates to the document and submit*

8. End of Year Questionnaire

Discussion tabled until the next meeting

9. Synchro BC Scheduling

Discussion about schedule concerns and expectations for clubs that are not national stream.

ACTION: *To connect with other Provincial Stream clubs to determine if they have the same concerns and have expressed them with Synchro BC.*

10. Website Update

Time to review and update website content.

ACTION: *Jessica and Becky (and other members as they wish) to review website content and provide updates to Amber who will make the appropriate changes*

11. Sound System request

Byron from the Ravensong Breakers asked if he could use our sound system for their club's swim-a-thon. It was agreed that we would lend the system to the club, in the spirit of cooperation. Also discussed swapping coach times one practice where Byron/Courtney would work with our girls' stroke development and Lisa/Carol would work with breaker athletes on sculling.

ACTION: *Carol to train Byron in how to use the sound system for his event and discuss coaching trade options*

12. Uniform Colors

Discussed giving Becky freedom to tweak colors on clothing orders as appropriate (agreed), and as new swimmers join and need clothing these tweaks will be forthcoming, but it is not expected old swimmers must update any uniforms as a result.

13. Policy and Contract Review

Time to review the club's policies and contracts.

ACTION: *Amber to upload the documents to Google drive and share so that the policies are available for editing. Editing to be completed by April meeting for approval at the AGM in October 2018*

14. Next Meeting

Schedules for Monday, February 26th at 7:00 pm at Heather and Scott's house

Meeting adjourned: 8:30 pm