

Board Meeting Minutes

03 November 2010

Location- NATO Gym

Attendees: Laura Bennett (Travel Coordinator), Terri Johnson (Treasurer), Travis Johnson (Head Coach), Adrian Praag (Vice President/Acting President), Dianna Reid (Secretary/Statistician) and Mehmet Aygun (Member at Large).

Began Meeting- 1145

- **Apologies** –Allison Neumann, Lindsey Reid and Christopher Johnson
- **Minutes** – Approved via email.
- **Financials**
 - June/July/September bills have not been received from Jamor. Jamor has currently been unable to provide a bill.
 - **Action-** Travis to speak to Paulo about outstanding bills.
 - We have received the Aboboda bill. IVA is added to the bill and will not be reimbursable through MWAC.
 - **Action-** Terri to make payment.
 - Mid Year Financial Review has been changed to an End of Year Review.
 - **Action-** Finance committee to complete and email for vote.
 - The MWAC bid has been submitted and the Board was briefed on the outcome via email.
 - No claims have been turned into MWAC at this time, as MWAC representative has been on leave.
 - Adrian Praag is to have full access to the bank account due to his permanent status at NATO. Ray Reid will be removed from the Santander Totta Account and Mehmet Aygun will be added and have review access only.
 - **Action-** Terri to pursue upgrading Adrian to full access to the Santander Totta bank account.
 - **Action-** Terri to pursue placing Mehmet Aygun on the Santander Bank account with reviewing access.
 - All funds have been transferred from BES to Santander Totta and the BES account has been closed.

5. Topics of Discussion

Paperwork

- The Hold Harmless agreement was discussed. There has been one misunderstanding of its intent. After discussion the board decided that the Agreement will remain as is at this time.
- The Aboboda Pool requires a list of swimmers/addresses/guardian passport #'s.
 - **Action-**Dianna to compile list and send to Adrian for submission.

Equipment

- Five Officials Shirts were ordered by the Rota Swim Team for LIST officials at €10 each. Rota has not received the Official polos and do not require payment until they are received.

Web Site

- Although Allison is acting Webmaster it would be a great opportunity for someone new to support the team. Allison will provide training if anyone is interested.
- Website to be updated with Berlin pictures and article and October minutes.
- Need bio and picture of Sarah for the coach's corner.
 - **Action-** Laura to contact Sara about Coach's Corner information.

Coach's Report/ Pool Schedule

- The current pool schedule is working well. Attendance on Saturday is up from last year. There has been no response from the international community about holding a later evening practice. So at this time the pool schedule will remain the same.
- Novembers pool schedule is 0645- 0745 M, W, and Friday mornings (must arrive by 0630 for changing, etc.) at the Aboboda Pool. Monday, Tuesday and Thursday 1645-1745, and Saturday 1145-1345 at Jamor.
- Swim Gala. A swim Gala will be held on 7 November at 1400 at the Aboboda pool. So far three swimmers not currently part of the team have signed up. The Gala will be run as an informal meet. Laura will be the stroke and turn judge, and one timer per lane will be needed. Travis is compiling the stroke and distance choices for the Gala. Certificates will be awarded
 - **Action-**Travis to organize gala and email stroke options to all swimmers.
 - **Action-** Travis to prepare certificates.
- Christina from Aboboda is looking for a lifeguard that we can pay by the hour for the swim Gala.

Travel

- The Board voted to procure a bus for the November meet in Rota. The vote stood 4 for and 2 against. The vote will only count if 10 people utilize the bus, and are confirmed passengers no later than Sunday 7 November. In parallel, alternative options, including the NATO bus and the MWR bus will be pursued.
 - **Action-**Laura to poll swim parents to see who is interested.
 - **Action-**Travis to pursue alternative options.
- Laura handed out an informational sheet to all parents with important information about upcoming meets.
- Aviano/Long Distance Meet 12-14 November.
- Divisionals Meet is 22 January 2011. The pool is located in Ipswich, England and hotel information will be forthcoming. Laura needs to know who will attend.

- **Action**-Laura to continue to investigate hotel options.
- Championship Meet is 13-13 February 2011.
 - **Action**- Laura to send out information on Youth hostel and to procure hotel information so bookings can be made.

5. Other Topics

- Options for Lifeguard Training will continue to be pursued. As the organization of the Training has been more complicated than expected, the Board extended the deadline for completing the training for a further 3 months from end Nov 10 until end Feb 11. Options being considered include getting a certified Trainer from Rota to Lisbon to provide training, or sending someone to Rota for training, or procuring training locally.
 - **Action**- Adrian to check with Aboboda if two lanes could be rented in the evening for a total of 20 hours to use during Lifeguard Training and also check with Aboboda about the Lifeguard training offered there.
 - **Action**- Laura to get certified CPR instructor qualified to help facilitate the above trainings.
 - **Action**-Travis to continue pursuing the Rota options.
- Allison is working on end of year gifts.
 - **Action**- Laura to make sure Allison has new swimmer information.
- The Seeding Meeting will be held 29 January. Travis will be attending. The Board approved the early purchase of tickets.
 - **Action**-Travis to pursue travel options.

Next Board Meeting – 08 December 0630 at Aboboda Pool