

Board Meeting Minutes

30 April 2010

Location- NATO Pool

Attendees: Laura Bennett (Travel Coordinator), Terri Johnson (Treasurer), Allison Neumann (Member at Large), Adrian Praag (Vice President), and Ray Reid (President).

Began Meeting- 1230

1. **Apologies** –Dianna Reid and Travis Johnson
2. **Minutes** – Approved via email.
3. **Financials**
 - See attached Financial Reports for March/April
 - Ho Yous have paid swim season 2010 fees - €210. They will be leaving this summer. Per bylaws, the 4 month period we are currently in is considered 'Off-season' and annual fees are applied to the entire swim year.
 - **Action/Decision** – Terri will inform Ho Yous to stop paying fees. Ho Yous can continue to swim until they leave without additional fees. Upon their departure, the LIST will obtain forwarding information and provide a swim cap/t-shirt.
 - Registration fees payable in March per bylaws will be suspended until bank account information is available from bank. Terri has informed swim community.
 - MWAC contribution of €1083.75 clarified. This amount is the aggregate of €650 in February, €204 in March, and €204 in April. There is a check made out to the LIST for €879 and €204 has been submitted to MWAC but nothing received yet.
 - **Action** – If bank account established, Terri to deposit check. If bank account not established by next meeting, the board will discuss options to 'endorse' check.
 - Misc:
 - **Action** – Terri to include swim fee 'Months' in financial line items.
 - **Action** – Terri to add line item estimates for President's meeting (€400) and Meet Mgr ver. 3 (€400) to Outstanding Cash Withdrawals.

4. Topics of Discussion

Paperwork

- Bank account is still in progress. Adrian received email that it would be taken care of by the end of next week.
 - **Action**-Adrian to continue follow up with bank. If account not established by the end of next week (7 May), Adrian to elicit Mr. Jose Barrocol (JFCLB Financial Resources Head) for assistance.
- Team Handout and Poster completed.
 - **Action** – Ray, Adrian and Terri to make sure new posters are put up and old posters are removed.

- **Action** – Terri to provide literature to CAISL.
- **Action** – Ray to provide literature for email distribution at JFCLB.
- **Action** – Laura to provide literature for St. Dominics.
- **Action** – Lindsey to provide literature for St. Julians.
- **Action** – Allison to provide literature for SIG distribution.

Equipment

- Trolley: In addition to our efforts with Jamor, Laura found that ROTA has swim lockers in the home garden section.
 - **Action** – Adrian to follow up with Jose.
 - **Action** – Laura to email specifications on ROTA NEX swim lockers.
 - **Action** – Terri to take a photo of ROTA NEX Swim lockers and email to board.
 - **Action** – All to view photo and determine via email if we want to have the embassy NEX have one shipped up on the supply truck.
- Swim gear: Allison discussed options for swim suits, caps, and t-shirts. Swim suit options would be up to the kids to vote on and t-shirts would be same design as last year, but different colors.
 - Board agreed to 'like' whatever Allison chose. Numbers to order would be coordinated against last year's t-shirt purchase.
 - At the next meeting we will discuss the winning suit and get a general idea of how many suits to purchase. 12 in either category will offer a substantial savings.
 - Order for suits/caps (silicon) target order date is 30 June.
 - Options for old t-shirts discussed...to be sold at half price, or awarded to swimmers for meet achievements. Something to think about...
 - **Action** – Allison to email 3 swim suit options for the kids to vote on.
 - **Action** – Allison to research and place order for T-shirts locally.
 - **Action** – Allison to inventory t-shirts left over from last year.

Web Site

- Allison agreed to accept/coordinate new webmaster duties.
 - **Action** – Allison to get training from Suzy by 1 June.

Pool Schedule

- New pool schedule for June/July must be submitted by the end of May. The board previously agreed this is a coach's decision.
 - **Action** – Travis to email Adrian for June/July pool submission to Jamor.
- It was agreed that the pool schedule would be removed from the registration paperwork at this time.

Travel

- Laura's polling for away meets resulted in Berlin 1st and Naples 2nd. The board agreed to only commit to one away meet with the intention of some families attending the Long Distance Meet and Divisionals.
- The board agreed that Ray would look for a Berlin meet in Sept/Oct time as a first choice, and then a Naples meet in Sept/Oct time as second choice.

5. Other Topics

- Swim Logo for EFSL program.
 - **Action** – Terri to email divisional representative and cc Ray.
- There was a lot of discussion related to whether or not the LIST should attempt to host a swim meet in October based on the brainstorm that Dianna provided. Whereas everyone supported the idea of a swim meet, the majority of the board felt that the LIST was simply not mature enough for this endeavor, didn't have a large enough core of people, and were uncomfortable with our ability to get solid decisions from Jamor.
- Positive points about how holding a meet might encourage additional participation, support what appears to be a significant amount of interest for Lisbon to hold a meet, and not having to travel at least once, were also highlighted.
- Final voting results were 4 against (Ray, Adrian, Laura, and Allison), and 1 for (Terri). If Travis and Dianna's votes are included the final results become 4 against, 2 for and 1 abstain (Dianna felt she should not vote because she wasn't part of the discussion at the meeting).
- Two big items were underlined from this discussion.
 - The primary focus for the LIST must be about investing time and effort into establishing the LIST as a quality organization.
 - Recruiting additional swimmers (and volunteers), otherwise there may not be a LIST next year.
 - Identifying an additional coach to assist in swimmer development.
 - If we do want to conduct a meet next year, we need individuals stepping up this year to shadow significant meet positions in both ROTA and other away meets.
 - 'Other away meets' because a meet manager's job for a team that has their own pool is significantly different from a team that is contracting a pool.
 - A statistician will need to be trained this year.
 - 3 of the 4 qualified 'Stroke and Turn' judges leave this year.
- Proposed meet schedule for ROTA:
 - 28 August (if we can get officials' training in conjunction)
 - 10-11 Sept
 - 22/23 Oct (probably with Berlin)
 - 12-13 Nov
 - 14-15 Jan

Next Board Meeting – to be announced.