

Board Meeting Minutes

25 March 2010

Location- NATO Pool

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

Began Meeting- 1230

1. **Apologies** –Suzy Michel
2. **Minutes**- Approved via email.
3. **Financials**
 - See attached Financial Report
 - Ho Yous and Santos paid fees in February.
 - **Action**- Terri to contact them and discuss over payment.
 - Registration fees payable in March per bylaws will be suspended until bank account information is available from bank.
 - **Action**- Terri to email swim community and provide Suzy with a copy to post on Web page.
 - **Action**-Dianna to update registration forms and get them to Suzy for posting when bank information is available.

4. Topics of Discussion

Paperwork

- Bank account is still in progress.
 - **Action**-Adrian to continue follow up with bank.
- Team Handout: Completed with new team photo. An email format and posters need to be formatted.
 - **Action**- Adrian to email reformatted team handout and poster.
 - **Action**- Ray and Travis to make sure new posters are put up and old posters are removed.

Equipment

- Trolley
 - **Action**- Adrian to speak to Jose as there has been no response from company previously contacted about trolley purchase.
 - **Action**-Ray to look to see if a suitable trolley can be found at Decathlon.

Pool Schedule

- Lane times for the off-season (Mar-May 2010) are scheduled for Monday and Friday 1645-1745 if available. Travis will review and add lanes if needed in April.
- Travis will be away for six weeks. While he is gone Terri will be available to supervise practice.
- All are reminded that it was agreed that offseason swim lanes would not have coaching coverage unless worked out prior with Travis or Lindsey. For the period of time that Travis is away, coordination must be made with Terri.
- If there is interest to swim additional days, parents need to notify the Head Coach to coordinate.

Travel

- **Action-** Laura to tentatively check hotel locations and prices for Home Meet discussion.

Fundraising

- Food Event scheduled for Wednesday, April 21st during BST from 100-1400.
 - **Action-** Terri to organize.
 - **Action-** Ray and Terri to look into a location to set up fundraiser.
 - Possible locations include, emergency Mess, Support Element Conference room, Balcony outside Travis' office.
 - **Action-** Ray to get approval to run a fundraiser on proposed date.
 - **Action-** Ray to email advertisement to Travis and Adrian for posting.

Web Site

- The web site has been updated.
- Suzy has resigned, but is available to train anyone interested. She will maintain the site until the summer.
- It was discussed that a new member, a young adult looking for community service time or one of the team members with a solid working knowledge of computers would be an option for recruitment of Web Master.

5. Other Topics

- Travis was appointed as Head Coach for the 2010 swim season.
 - Lindsey will continue as an assistant coach.
 - Also another assistant coach position is still available.
- President's Meeting is 15 May 2010. Ray and possibly Adrian will attend.
 - Each individual will be reimbursed up to €500 for airfare/rental/hotel/and food costs.
- Logo needed for Division
 - **Action-** Travis to email logo to Ray.

- Noted that to use the Jamor pool outside of swim practice, i.e. with a Jamor card, individuals must be 14 years of age.
- Meet Manager 3 is to be purchased.
 - **Action**- Ray to order and install on team laptop.
 - **Action**-Dianna to get Travis Team Manager software.
- Hosting a Home Meet was discussed. The pool has proposed an estimate of €1700. This does not include the timing system, but it was not clear if there will be any other associated fees. The board has decided it is unnecessary to use the timing system. It was decided, prior to a decision on whether to host a meet, that someone would lay out all of the responsibilities and requirements about hosting a meet to present at a meeting held prior to the President's meeting 15 May.
 - If it is decided to host a meet a volunteer to be Meet Manager must also be determined.
 - **Action**-Dianna to work up a Proposal Plan.
 - **Action**- Ray to follow up on insurance pertaining to hosting a meet.

Next Board Meeting – to be announced.