

Board Meeting Minutes

5 December 2009

Location- Reid House

Attendees: Terri Johnson (Treasurer), Travis Johnson (Head Coach), Allison Neumann (Member at Large), Adrian Praag (Vice President), Dianna Reid (Secretary), Lindsey Reid (Team Captain), Ray Reid (President).

Began Meeting- 1735

1. **Apologies** – Laura Bennett (Travel Coordinator), Suzy Michel (Webmaster), Zach Michel (Team Captain)
2. **Minutes**- Approved via email.
3. **Financial Report**
 - See attached Financial Report
 - MWAC reimbursement for Equipment, Laptop, and computer program, and lane fees for Feb-May, Sept, Oct, and Nov submitted to MWAC. Reimbursement request is for €4730.25.
 - Oct-Nov pool fees paid.
 - Bills/invoices for swimsuits and some equipment still have not been received.
 - Travel Account Distribution has begun.
 - €667.13 still to be distributed.
 - Terri waiting on NIB numbers.

4. Topics of Discussion

Paperwork

- Bank account letter is completed. Paperwork for account needs to be filled out with Terri, Adrian, and Ray's Tax ID#s, passport, and Proof of Address.
 - **Action**-Adrian to set up appointment at bank.
- Proposal for 2010 Pool Requirements.
 - Current schedule until end of Feb 2010.
 - Off season schedule was discussed. We will have practices Mar-May 2010 Monday and Friday 1630-1730.
 - An additional option for swimming is to purchase a membership for pool usage only at Jamor from Mar-July 31st for €18. Usage of the pool would be in the free lanes and would then cost an additional €2-€2,75 per hour. This option will need to be purchased individually through Jamor.
 - Lindsey will be willing to coach anyone who would like to use the pool on off times if coordinated prior.

- Debrief of 2010 Submission Meeting
 - Ray attended the meeting and the request for €10,000 for 2010 was approved.
 - Lessons learned-proposal should have a clearer assessment of how the money we use benefits NATO, i.e. not just a number of swimmers.

Equipment

- MWAC funding for additional gear has been used on Pool fees.
 - Accounting and assignment of MWAC funded swim equipment was put on hold until we obtain the lockable trolley. However, we should be prepared for an audit of all gear in the New Year.
 - A trolley and stretch cord are the last items of additional gear that have not been purchased.
 - José (Jamor contact) will attempt to arrange the purchase of a trolley to be used at Jamor.
 - **Action**- Lindsey to take picture of equipment trolley to send to Adrian.
 - **Action**-Adrian to email Jamor the specifics of the type of trolley wanted.
 - A number lock will be used.
 - No decision made as to who will have access to the lock number.
 - Travis reported that one kickboard has been lost.

Pool Schedule

- The current schedule for practice will continue through February.
 - No practice Dec 1, 24, 25, 31.
 - No practice Jan 1, 8, 9, 22, 23, 2010.
- **Action** - Adrian to submit non usage dates to Jamor NLT 72 hours prior.

Travel

- Reminder to provide our Travel Coordinator all travel plans.
- Upcoming meets
 - K-town 12 Dec – Reid, Johnson, Neumann, Michel and Duphorn.
- Divisionals
 - Bennett, Reid, and Johnson.
- Champs (Eindhoven, Netherlands)
 - Bennett, Johnson, and Lindsey.
 - If Travis does not deploy he will be attending the Seeding Meeting for Champs.
 - The team will reimburse air, hotel, rental car, and a €25 a day per diem.
 - **Action**-Travis to email how seeding will work and book early to save money.

Web Site

- Unsure if there is anything we need to worry about regarding payment.

5. Other Topics

- Liability insurance requirements for JCL are still being pursued, according to the JCL LEGAD, we have moved up in priority and now sit at the middle of his list of things to do.
- **Action**- Travis to provide 10 standard workout schedules to be posted on the website for sub coaches/parents who would like to fit in workouts outside of practice.
- Caisl busing- Needs to be readdressed prior to the 2010-2011 school year.
 - Need liaisons to all schools Caisl, St. Dominics, St. Julians.
 - Suggested liaisons Suzy (CAISL), Melanie (St. Julians) and Allison or Laura(St. Dominics)
- **Action**- Lindsey to talk to Mr. Dunn about putting swimming on the Sports Calendar at St. Julians.
- **Action**-Ray to get information on setting up information table at St. Julian's.
- The Team Handout looks great. Needs one final picture.
 - **Action**- Get a great team picture at end of season BBQ.
 - Everyone needs to bring their team t-shirt.
 - **Action**- Lindsey to provide diving picture to Adrian that she showed at meeting.
- To run a home meet in 2010 we need to send someone to the Statistician's training in June of 2010. An estimate for pool costs and availability is being pursued.
 - Suggested Columbus Day weekend 10 Oct 2010 or either end of European Half term 24 or 31 Oct 2010 for possible meet dates.
 - **Action**- Adrian to email Jamor about a few possibilities (Sundays) to run a meet in October. Once we have an idea of price and availability, we can discuss further.
- End of season Party to be held at the Michel's residence. It will be a potluck and a Parent Meeting will be held. Voting for new Board Members will take place at the beginning of the meeting and the by-laws will be amended to address the late vote.
 - Nominees thus far include:
 - President- Ray Reid, Mike Michel, Laura Bennett
 - Vice President – Adrian Praag
 - Treasurer – Terri Johnson
 - Webmaster – Suzy Michel
 - Secretary-Dianna Reid
 - Statistician-Dianna Reid, but it would make sense for someone else who will be here for two more years to be trained.
 - Member at Large – Allison Neumann
 - Publicity Chair
 - Fundraising Chair
 - Portuguese Liaison
 - Any nomination may be turned down, but we sincerely need everybody's help to continue the success of the team.
 - **Action**- Suzy to confirm date and time, 27 or 28 Feb.

- Would like to have Coach's gift, and Awards. Decided on stripped blue towels with logo and name for swimmers.
 - **Action**- If Suzy has capability it would be nice to give out certificates.
 - **Action**- Travis to get together a list of awards for certificates, etc..
 - **Action**- Dianna to email list of swimmers to Allison.
 - **Action**-Allison to order towels from Land's End.
- **Misc Actions:**
 - **Action**- Ray to ask everyone to review by-laws.

Next Board Meeting – January 15, 2010