

Board Meeting Minutes

6 November 2009

Location- Jamor Pool

Attendees: Laura Bennett (Travel Coordinator), Terri Johnson (Treasurer), Allison Neumann (Member at Large), Dianna Reid (Secretary), Lindsey Reid (Team Captain), Ray Reid (President).

Began Meeting- 1735

1. **Apologies** - Travis Johnson (Head Coach), Suzy Michel (Webmaster), Zach Michel (Team Captain), Adrian Praag (Vice President)
2. **Minutes** – Expanded information provided by Travis will be appended to the minutes in a different color.
3. **Financial Report**
 - See attached Financial Report
 - MWAC reimbursement for Equipment, Laptop, and computer program, and lane fees for Feb-May and Sept submitted to MWAC.
 - **Action** – Travis to follow up. October pool fee pending.
 - **Action** – Terri to pay.
 - **Action** – Travis to submit October pool fees to MWAC.
 - Adrian provided a report that informed the LIST that Jamor only needs 72 hours to cancel lane usage. Jamor will credit November bill with unused October meet weekend per our 6 month lane submission.
 - Any changes in schedule, including lane cancellations for the next month, will be submitted to Adrian at the monthly meeting.
 - Waiting on invoices for some equipment.
 - Shipping clerk has been out sick.
 - Ray provided a debrief about his meeting with the MWAC president – Col Browning. MWAC agreed to reimburse pool fees up to the amount agreed – 6000 Euro. Anything amount exceeding that was at risk because over the past month, MWAC has been in the process of consolidating end of year funds. Since the LIST did not have receipts submitted, they were not taken into account. The MWAC President encouraged the LIST to submit for reimbursement anyway, and they would see what could be funded. Additionally, he informed LIST that receipts for reimbursement need to be turned in within one month in future and our bank account needs to be an official account as soon as possible. He also stressed that organizations that do not submit in a timely manner will put any funding, approved or not, at risk. Additionally, MWAC submissions for 2010 are due 15 November.
 - **Action**- Adrian/Travis to submit LIST MWAC bid for 2010 NLT 15 November.
 - Travel Account Distribution.
 - **Action**- Email Terri NIB# for transfer to your account to facilitate distribution.
 - It was agreed that the last monthly fees for this swim year will be January (2010).
 - **Action**- Dianna to send email of Personal Best ribbon cost to Terri for reimbursement.

4. Fundraisers

- No future fund raisers currently scheduled.
 - Agreed to revisit fundraising options at next meeting.
 - Possible Christmas fund raiser with a 100% of proceeds going to individual travel accounts. JCL shuts down for Christmas period on 23 December.

Topics of Discussion

Paperwork

- Jamor does not have cards ready.
- Endorsement letter has been signed and forwarded to the EFSL. We are officially a JCL organization.
- Colonel Browning is contacting J8 (Finance) to get us the necessary paperwork to open a swim team bank account. The account will be single signature with Terri, Ray and Adrian as signatories. The letter will include a tax #.
- **Action**- Ray to follow up with Col Browning and J8. Once in hand, will forward to Terri.

Equipment

- Lindsey/Zach have worked up an accounting/sign out sheet for MWAC equipment.
 - **Action**- Zach/Lindsey to assign an ID # to each piece of equipment and have an accounting done by 15 Nov.
 - **Action**-Travis to send equipment list to Zach and Lindsey.
- Personal Best Ribbons received.
- Jamor has been asked to fix pace clocks.
- Storage at Jamor. It is too expensive to order a storage locker from England. Websites provided by Jamor do not include prices.
 - **Action**- Ray to ask Adrian to pursue buying a storage unit through Jamor, with the team reimbursing Jamor.
 - **Action**- Ray to contact supplier and obtain quote.
- An Assistant Coach is needed. A salary will be included in the MWAC bid for 2010.
 - The deadline for the bid is November 15th.

Pool Schedule

- Swimmers are insured at Jamor, but at this time it is not clear whether coaches are insured.
 - **Action**-Adrian is continuing to pursue this issue.
- The current schedule for practice will continue to Divisionals (Jan 23, 2010).
 - No practice Nov 13, 14, 21, 26 Nov
 - No practice Dec 1, 24, 25, 31. Jan 1, 8, 9, 22, 23.
- **Action** - Adrian to submit non usage dates to Jamor NLT 72 hours prior. It was agree that between Ray, Dianna, Lindsey, Terri, Suzy, Laura, and Allison; we would be able to cover the practice schedule through Champs.

- Travis will put together work out schedule for practices up to Champs prior to his deployment.
 - **Action**- Travis to provide work out schedule to the board by the next meeting.
- If Travis is unable to provide the workouts, John Freeman (Rota Coach) has also volunteered to send his workouts for the run up to Divisionals and Champs.

Travel

- Reminder to provide our Travel Coordinator all travel plans.
- Upcoming meets
 - Rota 13, 14 Nov
 - Lignano 27-29 Nov – Reid, Johnson, and Bennett.
 - K-town 12 Dec – Reid, Johnson, Neumann, Michel, and Bennett.
 - Hohenfels 13 Dec – Johnson.
- Divisionals
 - **Action**- Ray to email to find out who will be attending Divisionals and Championships.
 - Divisional t-shirt order deadline is 23 November. Contact Laura.
- Champs (Eindhoven, Netherlands)
 - **Action**- Laura to resend Champs information

Web Site

- Has been updated.
 - **Action**-Dianna to send back copies of approved minutes to Suzy.

5. Other Topics

- Liability insurance requirements for JCL are still being pursued, but according to the LEGAD, we are at the bottom of the priority list.
- A seeding meeting is held between Divisionals and Championships. If we have very many swimmers attending we will need our own representation. If we have a small amount John Freeman (Rota Coach) has said he can help us out. Decision is pending who intends to go to Champs.
- It was agreed that the regular season will end for all swimmers NOT qualifying or attending Champs on 24 January.
- End of year party has been tentatively scheduled for Jan 30/31st. Next month we need to determine a budget and discuss end of year awards/gifts.
- Travis recommended breaking the season after Champs until July. There was discussion that most of the team thought starting back in June if possible would be better. Also questions about what to do for swimmers that wanted to keep swimming were asked.
 - **Action**- Ray and Travis to discuss options
 - **Action**- Adrian to discuss monthly fee option for continuing swimmers with parent supervision only.
- There was a discussion on whether or not we can/should host a home meet next year. The discussion resulted in three things that must happen to explore any option.

- Meet director-do we need one and must they be qualified. If so, we need to find up what to do...shadow a meet director, etc.
 - **Action**- Dianna to find out qualifications.
- Trained Statistician
 - Must attend annual training. Team would need to pay for attendance. Dianna can attend, but doesn't make a great deal of sense because she will only be here for the one meet.
- A Letter from Jamor stating we can use the facility with a cost quote to be available for the Presidents meeting in May.
 - **Action**- Adrian to discuss with Jamor options/quote.
- Other option is to co-host a meet in Rota next year. The majority of the board appears to be leaning towards this option as a half step to running a full meet.

- **Misc Actions:**

Next Board Meeting – December 4, 2009