

Board Meeting Minutes

15 January 2010

Location- Jamor Pool

Attendees: Laura Bennett (Travel Coordinator), Suzy Michel (Webmaster), Allison Neumann (Member at Large), Adrian Praag (Vice President), Dianna Reid (Secretary), Lindsey Reid (Team Captain), Ray Reid (President).

Began Meeting- 1730

1. **Apologies** – Terri Johnson (Treasurer), Travis Johnson (Head Coach)
2. **Minutes**- Approved via email, will continue with same format.
3. **Financials**
 - See attached Financial Report
 - Remainder of MWAC contribution for 2009 is € 3095 and was transferred into the LIST account on 15 January, 2010.
 - Seeding Meeting Plane ticket cost is \$177.90
 - Trolley will be purchased through Jamor. Estimated cost is €1300 and the purchase was approved by the board. Unsure whether VAT can be reimbursed. All attempts will be made to obtain VAT back.
 - Decision was made to zero the Travel Account and no future travel account to be used for the 2010-2011 swim season.
 - Budget: The budget, and associated 2010 fees, was discussed in depth and will be emailed out with a request for further comment. A final draft of the budget will be brought forward at the next board meeting for a quick perusal before the final. The budget will be voted on at the General Parent Meeting 27th Feb.
 - **Action**- Adrian to email Budget, and all board members to comment on any changes or questions.
 - Statistician's training is linked to the decision on whether to have a meet in 2010/2011.
 - Decision made to purchase statistician's software of MM3 (Full Meet Manager) in May. Estimate cost is \$371.25.
 - The need and fees associated with an Assistant Coach are partially linked to the number of swimmers we have on the LIST. In other words, if we have 15 swimmers there may not be a need for an assistant coach, but if we have 20, the additional dues paid by those 5 swimmers will off-set the amount we pay for an assistant coach.
 - It was also discussed that an Assistant Coach must be flexible to meet the needs of the team. It would be helpful if short notice was acceptable to cover unexpected absences by the Head Coach.
 - a. **Action** – All, look for Asst Coach.
 - The board voted to pay for all Champs Events (\$25 splash fees per event) that the Head Coach would be able to secure at the seeding meeting.
 - No fees payable February-May 2010

- Siblings will not receive a reduced Registration Fee.

4. Topics of Discussion

Paperwork

- Bank account meeting was attended by Terri Johnson, Adrian Praag, and Ray Reid. A Team account has been requested and all paperwork was completed. Awaiting notification from bank that the account has been set up to transfer money from existing account.
 - Action-Adrian to see if the bank is ready to move forward.
- Bylaws: Bylaws were reviewed and discussed. They will be reviewed at the February Board meeting. With the vote for approval to be held at the General Parent Meeting 27th Feb.
 - Action- Ray to email Bylaws to Board members with proposed changes for review and questions.
- NATO Protocol: To be discussed at next meeting.
 - Action- Travis to discuss NATO Protocol.
- The Team Handout has been finished and can be used. A new team picture will be taken at the General Parent Meeting/End of year Party.
 - Action- All swimmers to bring their suits and boys also bring t-shirts.
 - Action- Adrian to send Handout in pdf. Format.

Equipment

- Trolley to be purchased by Jamor and VAT recovery attempted.
 - Action – Adrian/Teri

Pool Schedule

- Current schedule will run until end of Feb 2010. Lane times will remain available through 27 February, but there will be no coach coverage after 11 February (Champs weekend). Swimmers using the lanes at these times will need a parent to remain on deck.
- Lane times for the off-season (Mar-May 2010) will be Monday and Friday 1630-1730. Coaches will not be available at every session during the off-season. Prior coordination with coaches is necessary if you want one of them there, otherwise a parent must remain on deck with their swimmer.
 - Action-Travis to provide Suzy 10 standard workouts for posting on the Web Page.
- Additional swimming is also available, but not coordinated through the LIST
 - Action- Ray to email instructions on usage and cost of additional pool time for those interested at Jamor and a how to for using the scheduled lanes when a coach is not present.
- June/July/August sessions are still undecided and will be based on the number and skills of swimmers the LIST has at that time. Generally, the LIST hopes to have practice times at JCL to augment a reduced lane schedule at Jamor.
- September-December - A full schedule will resume at Jamor. The actual times, and lane usage is contingent upon scheduling and number of swimmers.

Travel

- Divisional and Champ travel plans were discussed.
- Divisionals
 - Bennetts, Reids, and Johnsons attending.
 - Concessions will be outside. So dress appropriately. Also bring a €1 coin for locker usage.
- Champs (Eindhoven, Netherlands)
 - Bennetts, Johnsons, and Lindsey attending.
 - Champs Apparel was ordered and paid for by check by Laura Bennett.

Fundraising

- Proposed three fundraising events next year. More can be schedule if needed.
 - All proceeds received for Fundraising will be solely for the use of the Swim Team as a whole.
 - Presents good faith to MWAC.

Web Site

- Payment has been made for hosting the website for one year, and will be renewable each year. The Domain fee was paid and will not be due again until January of 2013.

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 top of his list of things to do.
- Busing from schools to be addressed in future.
- Home Meet
 - Will be voted on in March. Decision must be made due to the upcoming presidents meeting.
 - If the bid for the pool comes in over €5000 then we will not fund a home meet.
 - If Rota does not Co-host we will not be able to conduct a meet.
 - If we do not have over 15 swimmers registered we will not run a meet.
 - Jamor should have a rough estimate of the pool rental fees available to us late February or early March.
 - **Action-** Dianna to put together a list of what needs to be done to host a meet.
 - End of season Party to be held at the Michel's residence on the 27th of February at 6pm.
 - The Team will provide hot dogs, hamburgers, vegetable burgers, soda and condiments
 - **Action-** Suzy/Teri work out purchase and reimbursement.
 - **Action-**Dianna to send Suzy a list of email addresses
 - **Action-** Suzy to email team for Potluck donations
 - A General/Parent Meeting will be held. Voting will be held for New Board Members, the 2010 budget, and the Bylaws.

- Nominees thus far include:
 - President- Ray Reid
 - 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
- Coach’s gifts and team gifts were discussed. The cost of the set up fee for our logo is \$140 at Land’s End.
 - After the set up fee it is \$8.50 per item to have it embroidered on any item.
 - Towels were estimated around \$20.00 each.
 - It was approved for Allison to purchase coach’s gifts and team gifts.
- Team Awards: Suzy is willing to print any Award Certificates, but needs a list of awards, etc.
 - **Action-** Travis/Lindsey to email Suzy a list of awards.

Next Board Meeting – February 23, 2010 1230 at the Dive Inn