

Minutes  
**Board Meeting**  
Lisbon Bull Sharks  
June 6, 2009

**Location- Praag Residence**

Members Present: Terri Johnson (Treasurer), Travis Johnson (Head Coach), Ed Lammers (Assistant Coach/Member at Large/Technical Advisor), Suzy Michel (Webmaster), Allison Neumann (Member at Large), Adrian Praag (Vice President), Dianna Reid (Secretary), Ray Reid (President)

**Began Meeting 1510**

1. **Apologies:** Laura Bennett (Travel Coordinator)

2. **Approval of Previous Minutes:** Unanimous vote for approval.

3. **Board Position Nominees:**

- Ed Lammers and Allison Neumann were unanimously voted in as Members at Large.
- Laura Bennett was unanimously voted in as Travel Coordinator.

4. **Financial Report** provided by the Treasurer.

- The team has a beginning cash total of €4,588.00
  - Cash Available of €1,547.38.
  - Pool Fees are €5,897.00.
  - MWAC check of €2, 436 still not paid to pool.
  - *Action* - Travis is scheduled to meet with the Jamor Business Manager to sort out the bill at 1600 Tuesday 9 June.
  - *Update* - Travis was able to sort out the invoice issue. We have received the back invoices with minimal discrepancies and they will be paid on Friday the 12<sup>th</sup> of June.
- It was agreed that the Banerjee's will only be required to pay monthly dues for June, as they just started and will not be able to attend during the summer.
- The Kempers are paid up to date, and it was agreed that they would not have to pay June fees do to their transfer.
- President meeting expenses to be reimbursed are:
  - Travis EFSL annual fees of \$356.25, and ??? for one day of the rental car and € 45 for hotel.
  - Hotel fees – Previous minutes allot for € 45 to be paid to Ray for hotel, Travis paid for the hotel, so the reimbursement will go to Travis.
  - Ray Reid \$37 for his airline ticket.
  - *Action* – Terri to pay Travis and Ray when copies of receipts are provided.
- Swim suit order totaled \$638.00. More suits were ordered than necessary. Extras will be returned after swimmers have a chance to try them on.
  - *Update* – Swim suits are in and will be handed out at practice Monday the 15<sup>th</sup> of June.
- The LIST Team bank account is in Terri's name. It was agreed that since it is a separate account and the best understanding we have of the certification letter from the DCOM is that it allows us to set up an account with the LIST name, we made the decision to keep the account as is until we figure out if it makes sense to pursue the letter from the DCOM.
  - *Action* – Teri is to see if the President can be added to the account.
  - *Action* - Adrian to research NCLB account set up process.
  - *Update* – Adrian found that the letter we need from the DCOM confirms the LIST as an official MWAC activity.
  - *\*New Action:* Travis will ask the DCOM's office on Monday for an example letter to draft for the DCOM's signature.

- *Action* – Teri to continue working on getting a separate account under LIST.
- *Update* – On hold...

## 5. Topics of Discussion:

### Germany Trip Results

- Insurance:
  - The JCL SORM states that it will provide insurance for any official MWAC activity.
  - LTC McNair confirmed we are an official MWAC activity since the DCOM signed documentation for provision of MWAC funds for the LIST.
  - Discussions at the Presidents Meeting in Germany indicated we should have insurance though this was not a requirement for the league. The various examples given, do not yet apply to us.
  - Unfortunately, this still leaves several questions as to our coverage.
    - What are we insuring against – Jamor covers when swimming there and JCL covers when swimming on the camp?
    - Does it fall under an existing MWAC policy since that is how it is indicated in the SORM?
  - It was decided that for this year, the only potential liability we might have is if the LIST assumed responsibility of a swimmer for traveling to an away meet. It was decided that IF this situation arose, the child would not travel under the supervision of LIST, rather, would travel under the supervision of a family.
  - *Action* – Travis to verify with Jamor liability while using the pool.
  - *\*New Action* – Ray to follow up with ESFL, draft meeting minutes from Presidents Meeting say insurance is a requirement for an ESFL team.
  - *Action* – Ray to follow up with Jim McNair (MWAC VP) for a copy of documentation that the DCOM signed to provide the LIST funds.
  - *Action* – Ray to email other NATO swim teams in the Benelux division for insurance guidance.
  - *Action* – Board to review Hold Harmless Agreement and comment if this adequately covers LIST this year.

I, \_\_\_\_\_, (Print Name of Parent, Guardian, or Adult Swimmer) agree to and hereby release the Lisbon Bullsharks, the Bullsharks' coaching staff and volunteers, the Bullsharks' pool staff, as well as the Navy and their agents and employees from all liabilities and claims arising by reason of injuries that may occur to

\_\_\_\_\_ (Print Name of Swimmer) while participating in the programs of the Bullsharks Swim Team. I agree to indemnify and hold harmless the Bullsharks and its staff; the U.S. Navy and its members, agents and employees from all claims, damages, losses, injuries, and expenses arising out of or resulting from participation in these activities. I further agree to release, acquit, and covenant not to sue the Bullsharks and its employees; and the U.S. Navy and its members, agents and employees for all actions, causes of action claims or damages, damages in law or remedies in equity of whatever kind, including the negligence of the Bullsharks and its staff or my family, myself, or my heirs, against the Bullsharks arising out of participation in the swimming program or activities. In short, I cannot sue the Bullsharks and its staff, and the U.S. Navy and its members, and if I do, I cannot collect any money.

- We are part of the Benelux Division.
- The EFSL 2009/2010 calendar has been released, although changes can be made until the 21st of June. LIST is scheduled for the following meets.
  - Rota 29 Aug 2009
  - Rota 16-17 Oct 2009
  - Rota 30-31 Oct 2009
  - Rota 13-14 Nov 2009
  - Aviano 27-29 Nov 2009 Regular meet held on Friday. Long distance meet held Saturday and Sunday.
  - Kaiserslautern 12 Dec 2009
  - Rota 8-9 Jan 2010
  - Geilenkerchen 23 Jan 2010 Divisionals

- The EFSL requires that a non military email account is established that goes to the President, Vice President, and Coach.
  - *Action* – Adrian to forward email from the [lisbonbullsharks@gmail.com](mailto:lisbonbullsharks@gmail.com) to all three.
- A board member contact list must be sent to the EFSL Webmaster.
  - *Action* – Suzy to update, Ray to forward to ESFL webmaster.
- Statistician Software (TMgr) must be purchased to enable LIST swimmers to be submitted to away meet statistician. Cost is \$125.00. Software purchase was put on hold until equipment request (Laptop) was submitted to MWAC.
- A roster and eligibility statement must be sent to the EFSL. (date due 20 Sep 2009).

### **May Fundraiser**

- The Fundraiser was successful (although we ran out of hot dogs) with a total net profit of €740.57. The Central account received €390.28 while the Travel account received €390.29 which was split into 15 shares (€24.69) that went into the individual travel accounts for each swimmer, for every family that contributed in some way.
- Prior to any additional Fundraising it will be made clear how the profit will be distributed so that there is no subsequent confusion.

### **Travel Accounts**

- Agreed Travel Account Rules:
  - Travel funds are to be used solely for traveling costs accumulated through swim meet travel.
  - A swimmer must travel to at least one swim meet to be eligible to receive travel account funds.
  - If a swimmer is unable to travel to at least one swim meet before departing the LIST, the balance of the individuals travel account will be placed into the Central Swim Team Account.
  - Unless otherwise requested in writing the balance of the travel account will be paid to the swimmer prior to Divisionals.
- A discussion was held about reimbursement for ED concerning expenses for his travel with the team. It was agreed that some compensation will be provided, but the discussion was tabled at this time, and will be discussed at a later date.

### **Parent Meeting**

- A parent meeting/BBQ/Swimathon was proposed for sometime in Late July or Mid-August.
  - *Action* – Travis to check dates available for NATO pool usage.
  - *Action* – Travis to coordinate the event (with lots of help!).

### **Pool Schedule and Practice attendance**

- Practice Schedule:
  - M/W/F 1630 – 1800
  - Tues/Thu 1600 – 1700
  - Saturdays younger kids swim from 1215-1315, and older kids swim from 1215-1415.
  - In July Tues/Thu practice will be held in the NATO pool. Not only does this save funds but also allows the coaches to get in the water and better coach the younger swimmers.
  - \*\*\**New Update* – The pool at Jamor will be closed from Aug 1st to Sept 15 for maintenance as such we will have to make plans to practice at NATO for that time period.
- Coaches Travis and Ed are working on a 6 week training schedule to include more yardage with correct technique, to help focus on getting the swimmers ready for competition.

- Ed brought up that kids must attend training regularly to make the training effective. It was decided that at this time flexible practice times are key to keeping the swimmers on the team rather than have them choose other sports.
- The need for an attendance record was again brought up for discussion. Keeping an attendance log is needed to keep track of what days the pool is used most often to better plan training. It was also noted that the coaches need to keep a checklist to mark attendance.
  - *Action* – Travis needs to check if a print out will be available by Jamor at the end of the month once pool cards arranged, otherwise attendance will not be taken at this time.
- The rewards program is tabled until the 2010-2011 season. The focus this season will be on end of year awards.

### **Equipment**

- Travis and Adrian are working together to request additional equipment from MWAC. The equipment on the request would belong to the Sports Department. On the list are drag rings, hand paddles, fins, surgical tubing, a complete set of coaching manuals, a pace clock, stop watches, a laptop, and the required statistician's software.
  - *Action* – Adrian to submit proposal.

### **Website**

- Suzy (Webmaster extraordinaire) discussed the changes to our website.
  - We now fall under globat. With the transition we now have an invoice of \$95 due in December. The new site looks great and allows us to have nine tabs.
  - The tabs will contain the following information:
    - A contact list
    - Coach's corner
    - Bio of Travis and Ed
    - FAQ to replace LIST Bylaws
    - Q&A
    - Team updates and minutes
    - Practice and meet schedule
    - Upcoming events
    - Meet results (best times and qualifying times)
    - Pictures.
  - *Action* – Travis to send bios to Suzy.
  - *Action* – Travis to find out why there is an invoice due.
  - *Action* – Send new website address to members.
  - *Update* - Complete
  - *Action* – All board members let Suzy know if there is anything else that anyone wants posted.

## **6. Other topics**

- Communication is key to keeping the organization running smoothly. Everyone needs to do their part to make sure we know who is doing what.
- Travis still has too many items on his plate. We all need to work together to help take some of the tasks he is working.
- Reply to all when a general message is sent out.
- Many teams in the league would dearly love for us to host a meet. Ray and Travis made no commitments to host a meet this year. Although, Travis checked with the pool and it would not be a problem to rent the facility for a meet. In addition the pool provides the time keeping system. We will not host a meet this year, but we may want to explore this in the future.

- Melanie Praag resigned as Publicity Chair. We are sorry to lose the diverse inputs that Melanie brought to our team.

**7. Next meeting 4 July 2009**

- The next meeting will be held at the Piscina do Jamor at 1030 prior to practice to allow for holiday celebrations later in the day.