

Board Meeting Minutes

11 October 2009

Location- Jamor Pool

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

Began Meeting- 1355

1. **Apologies**-Laura Bennett (Travel Coordinator), Ed Lammers (Assistant Coach), Zach Michel (Team Captain)
2. **Approval of Previous Minutes.** Unanimous vote for approval.
 - Minutes will from this point on be approved by silent acceptance via email after 7 days from distribution.
 - All approved Minutes from April to now to be added to the website.
3. **Financial Report**
 - Beginning Cash total of €4,400.56
 - Monthly fees received €1000.00
 - Pool Fees Paid for July €841.50
 - Pool Fees for September €497.25
 - **Action**- Adrian to get September bill.
 - Adrian provided a NATO copy of MCAFEE anti-virus and it has been installed on the swim team laptop.
 - Outstanding monthly fees and shirt fees still due swim account. MWAC reimbursement for Equipment and Laptop not processed.
 - Feb, Mar, Apr pool fees paid by team. It was agreed that MWAC would be asked for reimbursement.
 - **Action**-Travis to submit all receipts for equipment, laptop and pool fees to MWAC.
 - **Action**-Terri to clarify MWAC funding, expenditures, and reimbursement status on future Financial Reports.
 - **Action**- Adrian to work with Travis for next years swim team MWAC bid.
 - Financial Report attached to minutes.
4. **Fundraisers**
 - Bake Sale and Car Wash netted €1083.06
 - €22.57 per share to Travel Accounts (21 Shares)
 - €473.96 to general fund
 - Swim a thon €737.91 to date.
 - No future fund raisers currently scheduled.
 - Agreed to revisit fundraising options at next meeting.

Topics of Discussion

Paperwork

- Roster submission to Jamor turned in.
 - Waiting for word on whether cards for Jamor are ready.
- New Hold Harmless Agreement-awaiting completed forms for Neumanns and Albuquerque.
- **Action**-Travis to get endorsement letter as soon as possible. It was due in August to the EFSL.
- **Action**-Travis and ED to coordinate a proposal for Pool Requirements for November Meeting.
 - Suggested shut down practice after champs until summer when the Nato Pool opens, and then continue practices there until Jamor opens in September.

Board Meetings

- Board Meetings will be held at 1730 on the first Friday of the month, which will be based on a month by month decision.

Equipment

- Most additional gear received. Pace clock ordered will be mounted at the NATO Pool.
 - **Action**-Adrian to ask that the Pace clocks at Jamor be fixed.
- Gear to be issued to swimmers. Swimmers must maintain gear.
 - **Action**-Lindsey/Zach to work up an accounting/sign out sheet for MWAC equipment.
 - **Action**-Adrian/Travis to work towards getting a trolley to store gear at Jamor.
- A sketch is being made for the banner. It was agreed that two banners would be purchased. Cost is €80 and €55.
 - **Action**-Allison to continue working on Banner order.
- The price to purchase a T-Shirt from the current inventory will be €7. The price may change based on the costs of future orders.
- Personal Best Ribbons ordered. Cost \$135 to be reimbursed to the Reid's when the ribbons arrive.

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.

Travel

- Lignano/Long distance meet lodging info to be submitted by 31 October.
- Access list for Ramstein/Kaiserlautern 12 Dec meet due 21 October.
 - **Action**- Dianna to research access list and submit required information.
- Reminder to provide our Travel Coordinator all travel plans.

Web Site

- Lindsey has sent in her bio. Need picture.

- Action-Lindsey to send picture to Suzy.

5. Other Topics

- Lindsey has received her coaching card, but is still awaiting her certification exam results.
- Travis is due to deploy in January. He is looking into other coaching options for the team.
- Suggested that we need a Transportation Coordinator to handle busing next year.
 - Action – Travis to update board on CAISL busing situation this year.
- Reminder that Lindsey and Zach as Captains should be included on all board emails.
- On Saturday 31 Oct, the 800 Free will be added to the meet for those interested.
- Swim photos/Flicker account will not be established. If swim families want to share photos, a CD can be made at the end of the year.
- At the end of the year a financial meeting should be held to discuss the year long costs of the team, to determine a fee schedule for the 2010-2011 swim season.
 - Champs fees, coaches travel, Presidents travel, Statisticians travel, end of year awards, possible meet(host).
- **Misc Actions:**
 - Action-Adrian to work up a handout to advertise for the team. Ray to send any information he has to Adrian.
 - Action - Travis will provide Suzy a copy of the full swim meet results for posting on the website.
 - Dianna will provide volunteer list to ROTA for 16/17 Oct meet.
 - Travis will provide Suzy an update for 'Coach Notes'.

Next Board Meeting – November 6, 2009