

Board Meeting Minutes

11 September 2009

Location - NATO Pool / Began Meeting - 1845

Attendees: Ray Reid (Pres), Adrian Praag (VP), Laura Bennett (Travel Coord), Terri Johnson (Treasurer), Travis Johnson (Head Coach), Suzy Michel (Webmaster), Allison Neumann, (Member-at-Large), Ed Lammers (Coach), Lindsey Reid (Captain), and Zack Michel (Captain).

1. Apologies: Dianna Reid (Secretary)

2. Approval of Previous Minutes:

Not voted on, awaiting financial report from July (Broke Computer).

Once the financial report is available, minutes to be accepted over email.

Action –Terri to email financial report for August once computer cord arrives and it can be recovered.

Agreed to write minutes only on meeting items. All updates will occur at the subsequent meeting.

Action –Dianna

3. Financial Report provided by the Treasurer.

The team has a beginning cash total of €3515.92

Total Deposits €980

Total Withdrawals €95.36

Ending Bank Balance €4400.56

Total Outstanding Deposits €210

Total Outstanding Payments €2867.32

Cash available after outstanding issues €1743.24

Agreed to email financial report to all board members prior to monthly meetings.

Action –Terri

Agreed to provide monthly minutes and financial report to all general members once minutes are accepted.

Action –Dianna

Agreed to maintain a paper copy of the financial report in the swim folder the secretary maintains.

Action –Terri to provide copies of previous financial reports to secretary

Discussed Swim-a-thon. Terri expressed concern that she has not received/collected money from participants.

Action –Terri to send email reminding participants to turn in money.

Action – Terri to provide a summary of money brought in from the Swim-a-thon for next meeting.

Misc Action –Terri to pay July pool fees to Jamor.

4. Topics of Discussion:

Paperwork

Lisbon Bullsharks initial roster and statement to accept ESFL Bylaws were submitted.

Jamor requested submission of swim roster for 'card' issue. Dianna sent email requesting any additional adds (other than swimmers) to the list.

Action –Dianna to submit roster to Jamor

Command endorsement pending.

Action –Travis to follow up and provide update.

Hold Harmless document sent out.

Action –Dianna to follow up on outstanding paperwork.

Equipment

MWAC Bid equipment ordered by Travis with the exception of storage shed. Travis will look into other options to store gear. Travis explained that MWAC will own the equipment and the LIST will be the custodian. Follow on discussion when equipment arrives needs determine how/what custody documentation to maintain for eventual turn-in or turn-over of this gear. Discussed possibility to stow some gear at Jamor.

Action –Travis to propose custody/storage options

HyTek software excess charges were taken care of. Reason was that Lisbon was not on the ESFL register for HyTek.

Banner – Awaiting quote.

Action –Allison to follow up.

T-Shirts received/passed out.

Action –Terri to email invoice information to parents for payment/transfer of funds.

Laptop purchased and currency converted to €560.23 and reimbursed to Ray.

Command endorsement pending.

Action –Travis to follow up and provide update.

Pool Schedule/Issues

Jamor resubmission appears to have been approved for M, W, F – 1630-1800; T, T – 1645-1745 and S 1130-1330.

Action –Adrian confirming

Discussed liability insurance issue including what Jamor covers and what NATO requires. Ray explained that he provided the JCL LEGAD all relevant details and asked for some guidance but the LEGAD was tied up with the exercise and would try to respond in a week.

Action –Adrian to confirm what is covered while we are at Jamor.

Action –Ray to follow up with LEGAD for NATO guidance.

Fundraising

September Fundraiser

Confirmed for Saturday the 26th of September - Fall BST - Working Saturday.

Action-Terri to coordinate breakfast/lunch sale and parent shifts.

Car wash is expected to be approved, but still awaiting final confirmation from the command.

Direction right now is to assume we can run it. Ray discussed that he would need support from parents bring buckets and towels.

Action-Ray to coordinate

It was agreed that raised funds would be split 50/50. With 50% of profits to go directly into the swim account and 50% to be split into shares to go into the swimmers travel accounts.

Agreed that swimmers may earn an equal “family” share by donating any amount of food for the fundraiser. In addition, each swimmer may earn an equal “individual” share by personally participating/working at the event (carwash, food sale, etc.).

Travel

Discussed expectations for travel coordinator. Agreed that hotel information close to meet locations would be of great benefit to swim team members. Agreed that the Travel Coordinator should be the central point of all our travel information and encouraged all to get that to Laura ASAP for Aviano, Germany and Gelenkirchen meets. Also, not mentioned during the meeting, but the write up that Laura did for Venice was fantastic! If Laura wouldn't mind doing something similar for our other away meets, I think everyone would appreciate it!

Action-Laura to email Venice information to all members and remind them to email travel plans once they make them!

Other Topics

Lindsey coaching certification and test was sent in without a check

Action-Lindsey to follow up and report.

Assistant Coaching information provided to the Ho Yous by Lindsey. Any further action will be through Travis.

Travis is on the short list to deploy sometime in January. He will provide updates as they come.

Suzy has all info to update Website with the exception of Lindsey's Bio.

Action-Lindsey to provide.

Suzy asked if the official full swim meet places and times document can be provided for the website.

Action-Dianna to provide scanned copy.

Agreed that as a standard, no future attempts to lodge internationals at the Navy Lodge would be made.

Travis and Dianna have worked out an agreeable timeline for meet submissions
Encouraged all parents to work out car pools.

Travis reported that he secured 4 slots on the bus from CAISL to Jamor. His children will use two slots on M, W, F. The other slots are first come first serve. If you do not have busing service already, it will cost 10 Euro per trip.

[Action-Travis is POC to coordinate.](#)

Team captains discussed options to provide additional pictures on the web for swim team use only.

[Action-Zach to research and propose an option.](#)

5. **Next Meeting** October 10, 2009

Parent/Board Meeting Minutes 22 August 2009

Location - NATO Pool / Began Meeting - 1230

Attendees: Laura Bennett(Travel Coordinator) and Craig Bennett, Vanessa Ho You and Tony Ho You, Terri Johnson(Treasurer) and Travis Johnson(Head Coach), Suzy Michel (Webmaster) and Mike Michel, Dianna Reid(Secretary) and Ray Reid(President)

1. **Apologies: Ed Lammers (Assistant Coach), Allison Neumann (Member at Large), Adrian Praag (Vice President)** Board Members introduced.

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

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

The team has a beginning cash total of €3,908.00

Monthly Fees received €870 July € 980 August fees

Pool Fees paid for June €1,122

Pool Fees paid by MWAC €1,122

Pool Fees due for July approximately €600-700

MWAC funds still available €3000

Travis reimbursed €552.25 for swim suits, President Meeting hotel, and rental car.

Cash Available €3925.92

Outstanding fees due €240

Swimmer Fees will continue at the current rate.

[Action –Terri to provide a paper copy to the Secretary for the swim folder.](#)

4. **Topics of Discussion:**

Paperwork Change

New Version of Hold Harmless passed out.

[Action –Dianna to get copies to remaining swimmers.](#)

Pool Schedule and Practice Attendance

Attendance records should be kept by swimmers as a tool for coaches to show individual improvement and keep track of distance. Suggested patches for distance next year if records are kept and there is interest.

Lindsey Reid preparing to take ASCA Certification.

[Update- Lindsey has completed the Certification exam. Results will be made available upon receipt.](#)

Jamor submission submitted.

M,W, F 1630-1800; T, T 1700-1800; S 1000-1200

[Update- Jamor responded with T, T to be 1645-1745 and S 1215-1400. Adrian resubmitted and accepted T, T times and negotiated single lane on S from 1130-1330.](#)

Equipment

T-shirts on order.

To be handed out prior to first meet.

Banner

Action-Allison can you provide an update.

MWAC bid for equipment was approved (€2560). Great job Travis!

Hy-Tec Software for Statistician has been received and reimbursed.

Update-Wrong amount was charged by company.

Action-Ray contacting company to determine why the EFSL discount was not received.

\$800 has been allotted for a team laptop.

Action-Ray to purchase laptop from NEX Rota on Friday the 28th of August, 2009.

Plans for equipment purchase (\$200-300) include fins, drag buoys, surgical tubing, pace clock, stop watches. This equipment will belong to the sports department.

Action-Travis to email Dianna list of equipment.

Update- Completed

Fundraising

September Fundraiser

Planned for on the 26th of September, Fall BST Saturday.

Also hold a car wash.

Split fund raising into two shifts.

Suggested that fundraising goes 75% to swimmer and 25% to team. Not voted on.

A decision was not made as to how fundraising should be split among participants.

Action-Ray to find out about car wash.

Update-Motor Pool will allow us to use the car wash bay with command approval. Discussed with SNR and he said to plan for it and he would discuss at the SNR meeting with the COS.

5. Other topics

Paperwork for EFSL

Official Roster, Acceptance of Bylaws, and DCOM letter to be sent to EFSL

Action-Ray to send in paperwork.

Update-DCOM endorsement letter not complete. Statement from Bullsharks accepting ESFL Bylaws and Official Roster sent to ESFL.

Insurance

No new info regarding necessity for team insurance discovered.

Action-Travis/Adrian to verify type of insurance while at Jamor.

Action- Ray to keep pursuing and to talk to LEGAD about NATO responsibility.

Update-Received quote from AIG. Adrian translating and evaluating coverage.

Action-Travis to look into personal insurance.

Assistant Coaching information

Action-Ray to send information to Alethea

Team Captains

Captains to be voted in by swimmers prior to the beginning of the meet Saturday August 29, 2009.

One boy, and one girl.

Decision made that the manner in which captains would be chosen would be left up to the Head Coach

Travel Stipend

Voted that Ed is eligible to receive a €100 stipend for each meet he attends.

Additional Information

Pizza party after August 29th meet proposed.
TDY orders are needed to eat at the galley and to buy gas on the Rota base.
Team emails should be sent to the Secretary for record keeping.
Travis to set up information table at CAISL Friday 28 August.

7. Next Meeting September 11, 2009