

AZ Seals Board Meeting

Meeting Minutes

June 28, 2016

I. Call to order

Michelle Martinez called to order the regular meeting of the AZ Seals Swimming Academy at 7PMon June 28, 2016 at CAVIT, Coolidge, AZ.

II. Roll Call

The following persons were present: Kent McGinnis, Alex Skubisz, Chris Skubisz, Laura Logan, Michelle Martinez, Jody Travis, Jeff Wooley, Kim McCreery

III. Treasurer Report

- Profit and Loss report presented by Kim McCreery
- Discussed A/R Aging Summary – everyone has been contacted
 - Motion to approve report – Jeff Wooley
 - 2nd – Kent McGinnis
 - Voted to Accept - Unanimous

IV. New business

- **Discussed team break training fee billing policy**
 - Discussed prorating fees
 - Adding policy to handbook
 - In past we HAVE NOT prorated, only exception was when we had no access to water
 - Laura will work on wording “policy” and get it back to us
- **Workers Comp**
 - Required by law – We need to get
 - Kim has contacted several companies
 - No one is willing to carry us due to size - Default Insurance Carrier \$3500/\$3600 a year based on annual payroll
 - Discussed contacting Copper Sky as “Sub Contractor” – Kim is comfortable talking to “Rocky”
 - Motion to Approve moving forward on workers comp made by Jody
 - 2nd by Jeff
 - Approved – Unanimous
- **By-Laws**
 - Article 7, Section 2

- Michelle will work on wording and get back to us via email – rewording to say “Officer term 2 years, followed by new election, starting Sept 1st”
- **Committee to increase head coach pay**
 - Needs to be addressed
 - Michelle will look into what was worked on in the past
 - Jody and Kent will do some research
- **Copper Sky**
 - Laura working on fall hours
 - Look into lane flexibility as team grows
 - Not getting invoiced regularly
 - Discussed a sit down meeting regarding teams future at Copper Sky
 - Kim will contact Copper Sky
 - Alex will sit in on meeting
- **Open Board Position**
 - President
 - Public Relations mid-July at latest, must vote by August 31st
 - Michelle to working on wording of Article 6, Section 4 to allow current board member to step away from current position to pursue another position.
 - Discussed “Advisory Position” – member who does not have a current USA swimmer
 - Board suggestions – Possibly approach “Sean”
 - Jody interested in President position
 - May need to move white to M-W-F
 - Need more hours/lanes due to increased enrollment per USA Swimming guidelines
 - Guards have been great
 - Land is going great

V. Adjournment

Michelle Martinez adjourned the meeting at 7:59 PM.

Minutes respectfully submitted by: Lori Steve

AZ Seals Board Meeting

Meeting Minutes

September 20, 2016

I. Call to order

Chris Skubisz called to order the regular meeting of the AZ Seals Swimming Academy at 6:07 PM on September 20, 2016 at Copper Sky, Maricopa, AZ.

II. Roll Call

The following persons were present: Kent McGinnis, Alex Skubisz, Chris Skubisz, Laura Logan, Sean Fair, Diana DePadre, Lori Steve and Kim McCreery

Absent: Jodi Travis

Welcome New Board Members:

- Chris Skubisz, President
- Sean Fair, PR
- Kim McCreery, Treasurer
- Diana DePadre, At Large

III. Treasurer Report

- Profit and Loss report presented by Kim McCreery
 - Motion to approve report – Kent McGinnis
 - 2nd – Laura Logan
 - Voted to Accept – Unanimous
- Discussed amendment to 2015/16 Signatory Authority Clause:
 - Alex will write up the clause stating “Treasurer in training has signatory authority”
 - ◆ Motion to approve clause being added – Kent McGinnis
 - ◆ 2nd – Chris Skubisz
 - ◆ Voted to Accept – Unanimous
- Discussed members who will be listed on the bank account: Treasurer, President and Laura Logan – Alex will write up. Laura will go to bank with Jeff to remove his name and Kim’s will be added.
 - ◆ Motion to approve – Kent McGinnis
 - ◆ 2nd – Sean Fair
 - ◆ Voted to accept – Unanimous

- Family with large balance and child that no longer swims is currently on a payment plan and has stayed up to date.
- Private emails are sent regarding overdue fees when necessary.
- Discussed W-2 vs. 1099 for coaches – will stay with W-2 due to switching would be a red flag to IRS.
- There is currently a 50 CENTS per invoice paid fee that the team incurs, at this time we will continue to leave it this way.

IV. New business

- **Discussed offering a discount for advanced payment on training fees** – Tabled topic at this time.
- **Copper Sky Contract** – Alex will do follow-up, hoping to sign a contract for 3-5 years at \$4.50 an hour per lane fee.
- **Copper Sky Newsletter** – Alex discussed advantages for team if we could get AZ Seals in the newsletter.
- **By-Laws** – Kim advised that we need to add a clause stating where legal records are kept (Laura’s Address) – Laura will write up.
- **Team Numbers** – Per Laura currently at 32 swimmers, Red and White groups have seen an increase in numbers since last meeting.
- **Website** – Time To Make A Change
 - Website that we currently use was developed and paid for by Jeff – HUGE THANK YOU to him. Annual bill \$350 .
 - Alex gave hand-outs explaining options for websites: Swim Team US, Hy-Tek and Team Unify were some of the options he found.
 - ◆ He feels swim team US is best option ranging in price from FREE to \$199/year.
 - ◆ Board Members will check out
 - ◆ Each website has the ability to sell apparel online
- **Apparel** – East Valley Sports has offered to sell our apparel (FYI)

V. Old business

- **Workers Comp.** – City of Maricopa rejected offers presented by Alex and Kim.
 - Kim found agent that could covers team for \$839 a year based on current payroll of \$24,000 a year.

- Motion To Pay – Kent
- 2nd – Kim
- Approved – Unanimous
- **Committee to increase Head Coach Salary** – Kent presented handouts and discussed possible scenarios.
 - Laura is seriously under paid!
 - Need to form a committee and come up with a game plan by end of October, so we can incorporate into 2017 fees.
 - Committee: Kent, Alex and Sean. Will also reach out to Joe Koltz to see if he is interested in assisting the committee.

VI. Adjournment

Chris Skubisz adjourned the meeting at 7:32 PM.

Minutes respectfully submitted by: Lori Steve

Next meeting set for October 25th at 6 PM, Copper Sky

AZ Seal Board Meeting -- Tues 10/25/16 -- 6:00pm -- Copper Sky

1. Roll Call – Meeting Called to Order: 6:00 pm Meeting Adjourned: 7:11 pm
 - Present: Sean Fair, Kim McCreery, Laura Logan, Alex Skubisz, Christine Skubisz
 - Absent: Kent McGinnis, Lori Steve, Diana DePadre
2. Treasurer Report: Report provided on current Seals Financial Report by K. McCreery. Alex motioned to approve report for month of October, Laura 2nd – all members accepted report
3. Old Business
 - Worker's Comp Update
 - Worker's Comp has been completed and charged out for the year
 - Kim to file for further reference
 - Bylaws Amended
 - Completed and posted on website
 - Bylaws approved by all members
4. New Business
 - New Website Host
 - Review of all site options completed – Alex motioned to accept Swim Team-US as site chosen for new AZ Seals Hosting – S. Fair 2nd – All approved
 - A. Skubisz to open site to gain access and work with Laura to debit cost of site
 - A. Skubisz to review possibility of current site re-directing to new site
 - Coach Salary Committee
 - S. Fair, A. Skubisz, and K. McGinnis provided update of salary proposal
 - A. Skubisz motion to accept and C. Skubisz seconded. Board accepted and decision made to host parent meeting to review proposed changes
 - A. Skubisz took action to provide board with additional competitive pricing for surrounding swim teams and team cost breakdown
 - Assistant Coach Hiring
 - S. Fair motioned to hire Savannah McGinnis as assistant coach – A. Skubisz 2nd – All Approved
 - Move made to ensure full coach support on meet weekends/sick coverage
5. Copper Sky
 - Team Banner (s), poster, flyer
 - promote team at Copper and meets
 - offer local business(s) advertisement space on banner/poster/flyer
 - S. Fair took action to develop proposed banner/poster/flyer and present by next board meeting – competitive quotes will be received for flyers
 - C. Skubisz took action to compare potential promotional fees for local business to other current leagues (i.e. Little League, Soccer, Football)
 - Maricopa PLAY

- C. Skubisz took action to draft proposed entry for Maricopa Play next issue by next board meeting
 - Long Term Deal
 - A. Skubisz provided updates on his communications with Copper Sky Management
 - S. Fair took action to meet with Kristie Reiser (Maricopa Parks and Recreation head) to discuss next steps needed
 - A. Skubisz took action to obtain overall parent usage of copper sky facility to assist in showing Maricopa benefits of having team there
6. Next Meeting Date
- Decision made to host parent meeting November 14th

AZ Seals Email Minutes

Thursday, December 16, 2016

Via email, A formal motion was made by board member Alex Skubisz "To increase the dues for the White group by \$5.00 a month and Red and Blue groups by \$20.00 a month" Beginning January 2017.

The motion was second by Kim McCreery

All board members voted unanimously in favor of increasing dues.

Respectfully Submitted by Lori Steve