

Arizona Seals Board Meeting
March 30, 2020
7:30 pm via Zoom Video Conference

Board Members:

Laura Logan (Head Coach), Ben Owens (President), Mayra Flores (Vice President), Emily Grubbs (Treasurer in Training), Alex Skubisz (Treasurer), Matt Garnett (Social Media), Crystal Ludtke (Secretary), Melinda Baier (Fundraising), Kelly Owens (Member), Karen James (Member), Olivia Byers (AZ Swim Team Rep)

1. Call to Order @ 7:33pm

2. Roll Call

Present: Ben Owens, Mayra Flores, Emily Grubbs, Matt Garnett, Crystal Ludtke, Laura Logan, Karen James, and Olivia Byers

Absent: Alex Skubisz, Melinda Baier, and Kelly Owens

3. Treasurer/Treasurer in Training Report

- Statement of Financial Position & Statement of Activity as of 12/31/19 reviewed
 - Emily to send out financials through end of March 2020

4. Proposed and possible approval of 2019 taxes

- Proposed taxes reviewed, will need review by tax professional prior to submitting
- Approve 2019 tax submission with acknowledgment of required review by tax professional
 - Motion by Laura
 - 2nd by Matt
 - Passed - Unanimously 8-0
- Approve Jim Chaston CPA, to file 2019 taxes for cost of \$600 with acknowledgment of potential higher cost when including review
 - Motion by Laura
 - 2nd Crystal
 - Passed – Unanimously 8-0

5. Summer Active Enrollment

- Virtual & Remote workouts
 - Sara Armstrong will lead scheduled virtual workouts via Zoom
 - Laura will email cardio workouts
- Approve AZ Seals Virtual & Remote Workout Consent and Release Form
 - Motion by Crystal
 - 2nd Mayra
 - Passed – Unanimously 8-0
- Approve Change in fees for April to \$25/month for all swimmers
 - Motion by Matt
 - 2nd Emily
 - Passed – Unanimously 8-0

6. Team Picnic: cancel and reschedule

- Will schedule once return to regular practice at Coppersky – date TBD

7. Swim-A-thon and team pictures: cancel and reschedule

- Potentially in the fall of 2020. Discuss and determine date at next Board meeting

8. Corporate Fundraiser Results

- Thank you and impact statements have been posted on social media. Future shout outs have been scheduled
- No Limit Pool & Spa - \$50.00
- Maricopa Water & Ice - \$100.00
- Maricopa Animal Hospital - \$300.00

9. Next meeting date: TBD

10. Meeting adjourned @ 8:28pm

Arizona Seals Board Meeting

Date Thurs 5/14/2020

Board Members:

Ben Owens (President), Mayra Flores (Vice President), Emily Grubbs (Treasure in Training), Alex Skubisz (Treasurer), Matt Garnett (Social Media), Crystal Ludtke (Secretary), Melinda Baier (Fundraising), Kelly Owens (Member), Karen James (Member), Laura Logan (Head Coach), Olivia Byers (AZ Swim Team Rep)

Location of Meeting: Zoom/Virtual

1. Call to Order @ 5:00pm

2. Roll Call:

Present: Ben Owens, Mayra Flores, Emily Grubbs, Alex Skubisz, Matt Garnett, Crystal Ludtke, Kelly Owens, Karen James, Laura Logan

Absent: Melinda Baier, Olivia Byers

3. PPP Loan

- Loan application was accepted and loan approved.
- Ben Motion to accept, Laura second the motion, all voted in favor of accepting PPP Loan

5. USA Swimming Grant

- Coach Laura submitted a Grant application to USA Swimming for \$3000.00

6. Az Swimming COVID-19 Task Force

- Coach Laura was a member of this committee. Committee asked to make recommendations to Az. Swimming on LCM AZSI Meet and also on how the LSC can help clubs.

7. USA Swimming Western Zone Zoom Meeting

- Ben Owens attended this meeting. Discussion: clubs return to the pool. What it looks like and important items to keep in mind.

8. Azsi Return to Pool Plan

- Ben outlined 15 points that we are asking families to follow when we return to the pool.
- Ben motion to return to the pool on 5/26/2020, Mayra second the motion. All voted in favor of a 5/26/2020 return to pool date
- Board concluded a meeting with Copper Sky is needed prior to our return to discuss Copper policies and team training times.

9. Proposed Next Meeting Date TBD

10. Adjourn Meeting @ 5:38pm

Arizona Seals Board Meeting

August 22, 2020

Board Members:

Ben Owens (President), Mayra Flores (Vice President), Emily Grubbs (Treasure in Training), Alex Skubisz (Treasurer), Matt Garnett (Social Media), Crystal Ludtke (Secretary), Melinda Baier (Fundraising), Kelly Owens (Member), Karen James (Member), Laura Logan (Head Coach), Olivia Byers (AZ Swim Team Rep)

Location of Meeting: 8:30am, Copper Sky Room B

1. Call to Order @ 8:33am

2. Roll Call

Present: Ben Owens, Mayra Flores, Laura Logan, Emily Grubbs, Kelly Owens, Karen James, Matt Howard, Crystal Ludtke

Absent: Alex Skubisz, Melinda Baier, Olivia Byers

3. Memorandum of Understanding (MOU) with Copper Sky

- Exhibit A, Exhibit B, and MOU to be updated with the following items discussed at this meeting and emailed as one document to The City of Maricopa Copper Sky for their review and reply.
- Our current insurance coverages meet or exceed requested limits.
- Mayra to have documents reviewed from legal standpoint.
- **Exhibit A**
 - Dates, days, times: change end of last line from “that both parties agree” to “upon mutual agreement by both parties.”
 - Summer practice schedule begin date: change start date to “after Memorial Day.”
 - Fall/Winter/Spring schedule begin date: change start date to “second week of August.”
 - Water Time: Add item regarding Maricopa High School swim season is August through October.
 - Add language pertaining to unforeseen circumstances, natural disaster, or Act of God Clause in Exhibit A and/or MOU. Consult City of Maricopa on this item.

- Mention having transition time between AZ Seals practice end times and Copper Sky programming start times to ensure everyone's needs are met

- **Exhibit B**

- Use of indoors: Item 3 - edit to add definition of swim meet to include "USA Swimming sanctioned swim meets." so as to not include inter-squad meets with Marlins toward yearly meet total. Also, add at end of point 3 "at no additional charge apart from agreed upon hourly lifeguard fees."
- Equipment Use: Item 1 – add on end "for meets, both sanctioned and inter-squad, and during practices."
- Equipment Use: Item 4 – remove Kickboards & Pull Buoys if team purchases this equipment, otherwise clarify with Copper Sky on definite answer to team's ability to use these items. *Team prefers to purchase kickboards and pull buoys for team use. Laura to get a quote from Donna for team purchase of 30 kickboards & 30 pull buoys for board review.
- Storage: No edits. However, team will need to purchase metal storage racks and locks in the future when space does become available.
- Staff Costs: Item 2 – Request clarification from the City on this point to specify what is to be paid for in the instance the pool is closed due to AZ Seals hosting a USA Swimming sanctioned meet. Additionally, clarify to be understood that fees would only be incurred after the 2 allotted/agreed upon USA Swimming sanctioned meets per year. Not including inter-squad meets.
- Staff Costs: Add an item 9 to address a 30 day advance written notice to AZ Seals by City of Maricopa for change in hours of operation that would result in additional outside of schedule fees to AZ Seals.

- **Memorandum of Understanding (MOU)**

- 3. AZ Seals Use:
 - section b.**
 - Remove "In general,"
 - Last sentence: change "may" to "will" and edit to read as "Additional lanes will be added based upon criteria below:"
 - section c.**
 - Edit to add "written" notice.

- Clarify written to mean via email to be sent to Aquatics Coordinator with cc: Copper Sky Recreation Supervisor and Recreation & Athletics Deputy Director

section d.

- Edit to add “14 days written consent”
- Clarify written to mean via email.

section g.

- Add Exhibit B sign allowed.
- Clarification from the City regarding bulletin board and workout board to remain as is.

○ 5. Promotion:

- Add “AZ Seals to submit verbiage regarding program offerings to be published in City’s PLAY publication.”

○ 6. Term:

- Change termination date to June 30, 2022
- Clarification from City if MOU to run on calendar year or fiscal year

○ 7. Termination:

- Add “AZ Seals may terminate this Agreement immediately if the City substantially breaches any provision of this Agreement and such breach is not cured within five (5) calendar days of AZ Seals written notice of such breach.”
- Clarify written to mean via email

○ 10. Insurance:

section a.

i. Insurer Qualifications.

- Edit to USA Swimming information
- Ben to contact USA Swimming regarding rating and policy

v. Primary and Non-Contributory Insurance.

- Laura to add City of Maricopa to Cert of Liability

x. Evidence of Insurance.

- Laura to provide copy annually upon club renewal and receipt from USA Swimming

item 1. b. Remove Auto Liability requirement

○ 13. Notices:

- Change verbiage to specify written communication to be via email
- Add requirement to update other party when contacts change
- Add current email contact information for AZ Seals and the City
 - arizonaseals@gmail.com

4. USA Swimming new board requirement

- Board members must become non-athlete members of USA Swimming @ \$75/yr
 - Mayra to check for any ramifications tax wise if the team were to pay partial fee. To be discussed at next meeting.
- Board functions? Size?
 - As of now voting will begin for At Large and Secretary positions. Holding off voting for other positions until decision made regarding Board structure.
- No decision made regarding restructuring the Board; address at next meeting.

5. Future Meeting Agenda Topics:

- **USA Swimming requirement for Board members**
- **Restructuring the Board**
- **Detailing Head Coach Position**
- **Team documents for Board approval**

6. Next Meeting Date: Saturday September 12, 2020 @ 8:30

Location: Copper Sky Room B

7. Adjourn Meeting @ 10:09am

Arizona Seals Board Meeting

Sept 12, 2020 8:30am

Board Members:

Ben Owens (President), Mayra Flores (Vice President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Renea Haines (Member at Large), Karen James (Member at Large), Laura Logan (Head Coach), Olivia Byers (AZ Swim Team Rep)

Location of Meeting: Copper Sky Aquatic Classroom

1. Call to Order @ 8:38am

2. Roll Call

Present: Ben Owens (President), Mayra Flores (Vice President), Crystal Ludtke (Secretary), Renea Haines (Member at Large), Laura Logan (Head Coach), Matt Garnett

Absent: Emily Grubbs (Treasurer), Karen James (Member at Large), Olivia Byers (AZ Swim Team Rep)

3. Treasurer Report

- **Finance/Budget Update: Board Reviewed**
 - \$1,900.00 pool fees paid in Aug.
- **Team Membership: Board Reviewed**
 - Current membership: 47 swimmers, not including 6 MHS swimmers that return after high school

4. Job Descriptions - Coaches

- Check MHS job requirements for comparison
- Add statement specifying this is a position working with youth
- Create a separate internal document for interview questions
- Board discussed edits pertaining to pay, qualifications, and requirements to all positions
 - Crystal to create internal document and make edits to job descriptions and documents listed below as discussed prior to next meeting

5. Job Descriptions - Board

- Remove 'elected' from positions available and add Head Coach and Athlete Rep in listing of positions
- Remove Digital and Fundraiser Position
- Vice President – add to duties: Subcommittee for fundraising and Oversee social media as assigned by the Board. These duties are subject to change as Board needs change.

6. Welcome Packet

- Reviewed, to be discussed further at future meeting.
- Ben to send to digital copy to Matt as he will continue to manage arizonaseals.com and update information on the site

7. MOU

- USA Swimming insurance coverage exceeds MOU requirement at A++15
- Document was reviewed from legal standpoint with minor edits for clarification given to Ben

8. Safe Sport/Board Size

- Annual USA Swimming Non-Athlete Fee for Board Members: At this time Members to pay annual fee. Discussed potential options in future regarding fee.
- Board structure:
 - Motion by Mayra to remove Digital Presence position, Remove Fundraising position, and make Treasurer in Training a non-voting position effective Sept. 12th, 2020
 - 2nd by Crystal
 - Passed – Unanimously

- Motion by Mayra to term one Member at Large position on Aug. 31st, 2021
 - 2nd by Laura
 - Passed – Unanimously

9. Proposed Next Meeting Date: TBD

10. Adjourn Meeting @ 10:10am

Arizona Seals Board Meeting

Dec 10, 2020 6:00pm

Board Members:

Ben Owens (President), Mayra Flores (Vice President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Renea Haines (Member at Large), Karen James (Member at Large), Laura Logan (Head Coach), Olivia Byers (AZ Swim Team Rep)

Location of Meeting: Copper Sky Aquatic Classroom

1. Call to Order @ 6:03pm

2. Roll Call

Present: Ben Owens (President), Laura Logan (Head Coach), Emily Grubbs (Treasurer), Renee Haines (Member at Large), Crystal Ludtke (Secretary)

Absent: Mayra Flores (Vice President), Karen James (Member at Large), Olivia Byers (AZ Swim Team Rep)

3. Treasurer Report

- **Finance/Budget Update**
 - Team in a good position and PPP loan forgiveness application submitted
- **Team Membership**
 - Currently 47-48 swimmers

4. MOU- Discussion

- Changes discussed included additions to Exhibits recommended by Laura and adding the keeping of whiteboards in aquatics hallway
 - Motion by Crystal to approve MOU if City accepts edits discussed above
 - 2nd Laura
 - Passed – Unanimously

- Discussed next stages of approval for MOU
 - Motion by Laura to authorize Ben Owens to sign the official MOU, if approved by the City with Exhibit edits, on behalf of Arizona Seals Swimming Academy
 - 2nd Emily
 - Passed – Unanimously

5. AZ/USA Swimming Membership

- Team registration complete pending one membership
- Nolan Ford to fill AZ Seals Athlete Rep position effective 1/1/2021

6. Parent Meetings- MOU

- **Two Zoom parent meetings: Wed. 12/16/2020 @ 6:30pm and Sun. 12/20/2020 @ 7pm**
 - Topics include team requirements for Copper Sky Memberships and benefits of membership.
 - Ben to get details regarding membership pricing and potential grace period if MOU goes into effect 1/1/2021

7. Fundraisers- Masks (Emily), Sponsorships/3-day challenge

- Team fundraisers discussed were masks and Buff City Soap fundraisers at this time.
 - Emily and Crystal to coordinate fundraisers
- Sponsorship/3 Day Challenge to be team's main fundraiser
 - Details to be discussed at future meeting

8. Officials- Meeting and Roadmap

- Ben and Laura to reach out to parents who may be interested in becoming an Official

9. Proposed Next Meeting Date

- **Jan. 28, 2021 – discuss budget, end of year financials, team documents**
- **Apr. 29 2021 – discuss 3 Day Challenge/Fundraiser format**

10. Adjourn Meeting @ 7:18pm

A huge thank you Olivia Byers for everything you have contributed in creating wonderful team experiences for your fellow swimmers! We wish you all the best in everything you do!!

