

# Arizona Seals Board Meeting

January 29, 2021

Board Members:

Ben Owens (President), Mayra Flores (Vice President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Karen James (Member), Renee Hames (Member), Laura Logan (Head Coach), Nolan Ford (AZ Swim Team Rep)

**Location of Meeting:** Copper Sky @ 6pm

## 1. Call to Order @ 6:05pm

## 2. Roll Call

Present: Ben Owens (President), Mayra Flores (Vice President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Karen James (Member), Renee Hames (Member), Laura Logan (Head Coach), Nolan Ford (AZ Swim Team Rep)

Absent: none

## 3. Treasurer Report

- Finance/Budget Update
  - Satisfactory financial position
  - Awaiting clarification from SBA regarding PPP
- Team Membership
  - Currently 43 swimmers; end of year goal 50 swimmers

## 4. MOU

- Signed Jan. 4, 2021
  - Meeting with Copper Sky recently concluding in mutually agreed upon land time and space designation for Red & White groups
    - Monday & Thursday downstairs
    - Tuesday & Wednesday on track
- Land, masks
  - Options discussed pertaining to activity needs; land coach supervises. Copper Sky accepts face shields.
- Land, lanyards
  - Crystal to price and send to Board

## 5. Swim Meet- Feb 27, 2021

- Co-Hosting with Yuma Heat
  - Ben – Meet Director & Timing System

- Brock (Yuma) – Meet Ref & Starter
- Brock (AZ Seals) – Meet Marshall
- Yuma – Stroke & Turn Judges
- Meet committee
  - Az Seal Officials training & Safety Marshalls
    - 4 Safety Marshalls would be ideal for exit/entry points
  - Timers
    - Karen will reach out with goal of 8-10 timers
  - Set up & Tear Down
    - Nolan to organize group
    - Karen will laminate needed signs; restrooms, hospitality, traffic flow, etc.
  - Hospitality
    - Emily to organize
    - Estimate food for 40 people
  - Concessions – Sarah to organize
    - Laura to connect Luis for donation of supplies
  - Music – Connor to arrange
  - Tents – 7-10 tents ideal
  - Masks – Karen to provide extra, Renee to bring baskets for behind blocks and bags for swimmers
  - Restroom designation:
    - Locker rooms – swimmers
    - Family restrooms – Coaches
    - Park restrooms – Spectators
- Purchases- PA system, other misc. items, storage, Tents & Sponsorship
  - Mayra to create flyer for lane and hospitality sponsorships

## **6. Coach Update**

- Troy Riester- New Position, Program Development
  - Potential sales/bonus sliding scale discussed – information needed. Plan to address details at future meeting once information obtained.
  - Ben to reach out to Troy for proposal to be discussed at future meeting
  - Mayra to research 501(c)(3) and bonus structure options

## **7. Champion Meet Schedule**

- Senior 3/4 - 3/7
- Age Group State 3/12 - 3/15
- JO – 3/19 - 3/21
- Team Break 3/26 – 4/11

#### **8. Summer Practice Schedule**

- Move all to the morning.

#### **9. Future Agenda Items**

- **3 Day Challenge**
  - Tentative date
  - Lead Organizer

**10. Next Meeting Saturday Feb. 13, 2021 @ 8:30am to finalize meet details**

**11. Following Board Meeting scheduled for Thursday, April 29, 2021**

**12. Adjourn Meeting @ 7:30pm**

### **Arizona Seals Board Meeting**

**February 13, 2021**

#### **Board Members:**

**Ben Owens (President), Mayra Flores (Vice President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Karen James (Member), Laura Logan (Head Coach), Renee Hames (Member), Nolan Ford (AZ Swim Team Rep)**

**Location of Meeting: Copper Sky, 8:30am**

**1. Call to Order @ 8:38am**

**2. Roll Call –**

**Present: Ben Owens (President), Mayra Flores (Vice President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Karen James (Member), Laura Logan (Head Coach), Renee Hames (Member)**

**Absent: Nolan Ford (AZ Swim Team Rep)**

**3. Feb 27 Meet Prep**

- **Meet Checklist**
- **Equipment testing planned for next week. Follow up on board replacement**
- **2/26 @ 5:30 begin set up – Nolan**

- **2/27 morning set up, volunteers, timers, arrive between 9am – 9:15am**
  - **Assigned warm-ups:**
  - **9:45am – 10:15am AZ Seals & CA**
  - **10:15am – 10:45am Yuma**
  - **Meet start @ 11:00am**
  - **Lane 1 & 2 designated warm up/down**
  - **Ben to confirm with James amount of garbage containers**
  - **North side entrance and ramada designated spectator area w/ laminated signs**
  - **Copper Sky to provide cones, Ben to get caution tape**
  - **Volunteer to temp check & marker wrist/hand for re-entry**
  - **Sponsor list reviewed**
  - **Mayra to print sponsor thank you signs to be laminated & displayed on blocks w/ zip ties**
  - **Crystal to make map of local food places for heat sheet**
  - **Ben to print heat sheets for coaches & post on website for spectators**
  - **Awards to be provided are A/B time standard achievement certificates**
  - **Results will be posted to Meet Mobile**
  - **Concessions:**
  - **Jennifer Ford – meeting room**
  - **Hospitality:**
  - **Emily Grubbs – wet room**
  - **Check # of outlets, request 8:30am access time**
  - **Announcer – TBD check with Matt**
  - **Lanyards to be given to AZ Seals swimmers and officials**
- 4. Next meeting Tuesday March 2 nd @ 6pm Copper Sky**
- **Discuss/address any needs and successes of our first meet**
  - **Future scheduled meeting: Thursday, April 29th @ 6:00 @ Copper Sky, Dry Room**

**5. Adjourn Meeting @ 9:35am**

## Arizona Seals Board Meeting

March 2, 2021 @ 6pm

Ben Owens (President), Mayra Flores (Vice President), Emily Grubbs (Treasure), Crystal Ludtke (Secretary), Renee Hames (Member), Karen James (Member), Laura Logan (Head Coach), Nolan Ford (AZ Swim Team Rep)

Location of Meeting: Copper Sky

1. Call to Order @ 6:06pm
2. Roll Call

Present: Ben Owens (President), Mayra Flores (Vice President), Emily Grubbs (Treasure), Crystal Ludtke (Secretary), Renee Hames (Member), Karen James (Member), Laura Logan (Head Coach), Nolan Ford (AZ Swim Team Rep)

Thank you to Luis, Marcela, Byron, Brock, Sean, and Mindy for attending!

Absent: None

3. Meet Review

What went well?

- Food/Hospitality - food offered was very good
- Wet room was clean, size was good
- Facility and pool
- Flow and speed of meet
- Announcer did great
- Officials and Official training/set up
- National Anthem
- No accidents or injuries
- Seats and behind blocks flow
- Volunteer hours for kids
- Set up and tear down
- Signage
- Social Media
- Fundraising

- Food and donation sign up

What are our opportunities to improve?

- Proper board function
- Food/Hospitality
- Concessions location change
- Guestimate on food – food/in-kind donations vs. monetary donations
- Communication with Copper Sky
- Access for ADA bathrooms
- Wet room off limits while meet event going
- Music choice – warm up and warm down only
- Announce names and events – have list available for announcer
- Tab binder
- Wifi
- Swimmers not lingering in coach area
- At least five on admin
- DQ log
- Clerk of course/check in
- Timing sheets and runner
- Signage
- Parking lot signs for direction
- Athlete exit
- ADA restrooms
- No cellphones behind blocks
- Social Media Ambassador
- Entry list with charges
- Timer's meeting – announce not to stand in gutters
- Sell heat sheets at future meets
- Offer distance – 500Free

Sponsors, Revenue

- Successful first meet - revenue and expenses reviewed
- Potential for increased revenue at future meets

Training, Shadowing

- Successful training and shadowing with Yuma Heat

#### Additional purchases/Wish list

- Upgrade board
- Shade box for computer
- Mini radio w/ earpiece for Officials
- Tents – 4 more in future
- Shelving
- Filing box
- Balloon weights
- Large stapler
- Coffee/Kureg and hot water carafe
- PA system and speaker
- Storage unit – temp control, price out 8x8
- Additional printer, toner, and printer paper

#### 4. Approve Minutes from Feb 13th Meeting

- Motion by Mayra to approve Feb. 13th, 2021 Meeting Minutes
- 2nd Emily
- Passed - Unanimously

#### 5. Next Meeting Date

- Tuesday, April 27th @ 6pm @ Copper Sky

#### 6. Adjourn Meeting @ 7:15pm

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### Arizona Seals Board Meeting

4/27/2021

Ben Owens (President), Mayra Flores (Vice President), Emily Grubbs (Treasure), Crystal Ludtke (Secretary), Renee Hames (Member), Karen James (Member), Laura Logan (Head Coach), Nolan Ford (AZ Swim Team Rep)

Location of Meeting: Copper Sky @ 6pm

1. Call to Order @ 6:08pm

2. Roll Call

Present: Ben Owens (President), Mayra Flores (Vice President), Emily Grubbs

(Treasurer), CrystalLudtke (Secretary), Renee Hames (Member), Laura Logan (Head Coach), Nolan Ford (AZ SwimTeam Rep)

Absent: Karen James (Member)

### 3. Treasurer Report

- Finance/Budget Update
  - Statement of Activity and Statement of Financial Position for Jan. – Mar. 2021 reviewed
  - Satisfactory financial position; current savings 4.75x monthly expenses
  - PPP loan forgiveness approved at repayment of \$0.49 - payment complete.
- Team Membership
  - Currently at 49 swimmers; continue to advertise for summer
- Raise for Laura
  - Proposed 10% monthly salary increase for Laura with annual Copper Sky membership paid by team. Additional end of year bonus TBD: discuss tax compensation as well during meeting in Nov. 2021
  - Motion by Crystal
  - 2nd – Emily
  - Passed – Unanimously 6-0

### 4. Summer Schedule

- Practice, Land & Meet Schedules
  - Summer practice and meet schedule reviewed
  - Doubles: cardio land-based work outs Tues/Thurs for Blue group

### 5. Copper Updates

- Weather Policy
  - Ben will review USA Swimming, AZ Swimming, MUSD, and other club policies on inclement weather and pool closures
  - Crystal will research and send to Board AIA and ADHS inclement weather policies
  - Further discussion with Copper Sky to differentiate club swim vs. open swim including a more realistic and equitable weather policy
- MOU updates, Timing System- (Picture waiver, closures, Meets)
  - MOU to renew in June and will renew annually for four consecutive years



- Need additional language outlining Swim Meets in MOU
- Multi day (Fri.-Sun.) meets Spring & Fall: poss. Nov. and Feb.
- City of Maricopa has offered to sell Colorado Timing System 6 to AZ Seals. Sale would include stipulations.
- Stipulations are not reasonable for AZ Seals
- Board discussed multiple options if timing system were to be removed or sold to another party. Further discussion in future as needed.
- Ben to advise Copper Sky in writing of the Arizona Seals photo policy
- Next Meet Dates?
  - Possibly November 2021 and February 2022

#### 6. 3-Day Challenge

- June 17th-19th
  - Crystal to update flyer and send to Board, Judit, and upload on InMaricopa's online events calendar
    - o Include PayPal option
  - Reach out to past sponsors for donations and prizes – Judit & Crystal
  - Send info to families for fundraising opportunities/potential sponsors
  - Social Media – reach out to Kenzie

#### 7. Team Visibility

- Advertising, Websites updating
  - Team website updated with current sponsors
  - Look at current domain and potential transfer to team
  - Crystal to check placing ad in InMaricopa
  - Sponsorship with Victor Moreno
- Senior sponsorship- Victor Moreno
  - Proposed \$250 sponsorship by AZ Seals to Victor Moreno for a local high school student to receive senior pictures
  - Motion by Laura
  - 2nd – Emily
  - Passed Unanimously 7-0

#### 8. Past meeting follow-up

- Storage – to be discussed via email or future meeting

9. Proposed Next Meeting Date June 29, 2021 @ 6pm Copper Sky

10. Adjourn Meeting @ 7:35pm

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## Arizona Seals Board Meeting

**Date 6/29/2021**

Board Members:

Ben Owens (President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Karen James (Member), Laura Logan (Head Coach), Nolan Ford (AZ Swim Team Rep), Renee Hames (Member)

**Location of Meeting:** Copper Sky @ 6pm

### 1. Call to Order @6:02pm

### 2. Roll Call

Present: Ben Owens (President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Laura Logan (Head Coach), Nolan Ford (AZ Swim Team Rep), Renee Hames (Member)

Absent: Karen James (Member)

### 3. Treasurer Report

- **Finance/Budget Update**

- June Statement of Activity and Statement of Financial Position Jan. – June 2021 reviewed
- Satisfactory financial position
- No current door fee, this may resume in Nov.
- Proposal to transfer \$10,000.00 from team checking account into savings account
  - Motion by Ben
  - 2<sup>nd</sup> – Laura
  - Passed – Unanimously 6-0

- **Team Membership**

- Current 52 swimmers, 6 recent try outs
- New swimmer packet to include Copper Sky membership forms and voucher with AZ Seals new swimmer booklet
- Goal to have a standing try out date on the third Saturday of every month
  - Crystal to create info flyer for Board approval to be posted on InMaricopa Calendar

**4. Agenda Item** Resignation of Mayra Flores as Vice President, Board elections

- Current Board positions open for August 2021
  - President, Vice President, Treasurer in Training
  - Plan to have voting options sent via survey from Coach Laura's email

**5. Agenda Item** Discussion and possible approval rescinding 2020 Covid Protocols

- Motion to formally rescind 2020 Covid Protocols by Crystal
- 2<sup>nd</sup> – Emily
- Passed – Unanimously 6-0

**6. Agenda Item** 3-Day Challenge Update

- Fun team challenge format with total raised this year: \$7,180.00
- Tax Acknowledgments have been sent to businesses and offer to request personal tax receipt was sent to families

**7. Agenda Item** Copper Sky Updates

- MOU Auto renewal
  - Auto renewal for four consecutive years
- Weather guidelines
  - Ongoing meetings with Copper Sky
- Timing System
  - More information to come – discuss purchase options vs. rental at future meeting

**8. Agenda Item** Meets possibility Nov 13, Feb 26

- Potential dates above reviewed. Multi day meet formats, sprint session, and themes discussed. Potential Last Chance meet in Feb with Yuma.
- Officials – short course season schedule offers more opportunities to log training hours

**9. Proposed Next Meeting Date** August 31, 2021, 6pm @ Copper Sky. New board members requested to attend

- Future discussion topics
  - Review team wish list items and team storage pricing

**10.** Thank you, Mayra, for your expertise and dedication during your time with the Board! Your continued guidance is much appreciated!!

**Adjourn Meeting @ 7:17pm**

# Arizona Seals Parent Meeting

## 8/21/2021

**Location of Meeting:** Copper Sky, 8:30 am

**Meeting led by Ben Owens (Board President)**

Members in attendance: Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Laura Logan (Head Coach), and Renee Hames (Member)

39 total membership in attendance

### 1. Website Tutorial

- Review of Active schedule, team calendar, meet flyers, types of meets, how to register for meets, and Meet Mobile app.
- MAAPP 2.0 Policy presented and adopted. Posted on Active team website and copy emailed to families.
- Board Members and Coaches are always available to answer questions.
- **Bylaw Change Review and Vote**
  - Articles 6.1 and 6.3 - Change number of voting Board Members from eleven (11) to seven (7) with four (4) members constituting a quorum.
    - Passed – Unanimously 39-0
  - Article 7.1 – Board positions removed: Digital Media, Fundraising, and one Member at Large. Elected member positions shall be President, Vice President, Secretary, Treasurer, one Board Member at Large, Treasurer in Training, and the AZ Seals Swimming Representative.
    - Passed – Unanimously 39-0
  - Article 8.6 – Change Treasurer in Training to non-voting position.
    - Passed – Unanimously 39-0
  - Articles 8.8 and 8.9 – Remove Digital Media and Fundraising position descriptions.
    - Passed – Unanimously 39-0
  - Articles 9.2 and 9.3 – Fundraising committee description and duties
    - Passed – Unanimously 39-0
  - Articles 10.1-10.3 and 10.5 – Public Relations committee description and duties. Removal of quarterly newspaper requirement.
    - Passed – Unanimously 39-0

- **Current Board Member Positions up for Election**

- Reviewed open positions this election cycle: President, Vice President, and Treasurer in Training
- Board Member requirements and MAAPP training discussed.
- Interested persons email Coach Laura by 8/24/21.
- Voting to begin via Survey Monkey.
- First meeting August 31, 2021 will overlap with current Board Members to support incoming Members.

Please reach out to Coach Laura with any further questions.

[laura.logan86@gmail.com](mailto:laura.logan86@gmail.com)

Thank you to all who attended!

## **Arizona Seals Board Meeting November 18, 2021**

Board Members:

Ben Owens (President), Brock Armstrong (Vice President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Laura Logan (Head Coach), Nolan Ford (AZ Swim Team Rep), Renee Hames (Member)

Location of Meeting: 6pm @ Copper Sky

1. Call to Order @ 6:02 p.m.

2. Roll Call Present: Ben Owens (President), Brock Armstrong (Vice President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Renee Hames (Member)

Absent: Laura Logan (Head Coach), Nolan Ford (AZ Swim Team Rep)

3. Treasurer Report

- Finance/Budget Update

- October Statement of Activity and Statement of Financial Position JanOct. 31, 2021 reviewed

- Strong financial position

- Team Membership- 78 Total: Rising 25, White 15, Red 24, Blue 14 • Growth this year: 46 new swimmers (less 10 not renewing) since 3/2021

4. Coach's Salaries

- Reviewed and discussed proposals

5. Coach Updates

- Rising coach update: coverage needed for Thursdays with Rising and potential meet coverage
- Land update: Monday and Wednesday potential for Junior Coach assistance with group size

6. Discussion and possible approval to hire Lisa Hatch as Assistant Rising Coach
  - Proposal to hire Lisa Hatch as Assistant Coach at \$15.00/hr with ad for Assistant Coach to continue in InMaricopa and Facebook
    - Motion by Ben
    - 2nd – Crystal
    - Passed – Unanimously 5-0
  
7. Discussion and possible approval to add Junior Coach
  - Position would assist with small group of swimmers in Rising group and assist with land. Overseen by an AZ Seals Coach as assigned by Head Coach.
  - Information and application reviewed for application and interview process
    - Crystal to update with edits and send to board for approval
  - Proposal to approve addition of Junior Coach position to Arizona Seals program at \$13.00/hr
    - Motion by Ben
    - 2nd – Brock
    - Passed – Unanimously 5-0
  
8. Personnel Policy update
  - Proposal to waive annual team registration dues of \$150.00 for Junior Coach position
    - Motion by Ben
    - 2nd – Crystal
    - Passed – Unanimously 5-0
  
9. Upcoming Meets
  - Feb 5, 2022 @ Yuma
  - Copper Sky home meet dates: Feb 12, 2022, November 2022
  - Meet director (Kendall potentially), Hospitality, Concessions, Sponsors, etc. to be discussed at future meeting
  
10. Update on timing system
  - \$5,542.12 of \$8,000 spent- what to do with balance? (\$2,457.88)
    - Ben to use remaining approved budget to obtain two tents with AZ Seals logo, an additional printer, and other needed items previously discussed for future meets.
  
11. Team Website
  - Ben to forward current website info to Crystal to update website for Board to review and discuss at future meeting.
  
12. Copper Sky Update
  - Discussed current Copper Sky music/radio changes, morning swim, and possible request for board meeting with Copper Sky/City Officials in near future.
  
13. Open discussion on communications/expectations for involved stakeholders
  - Always a team goal to have positive communications between involved stakeholders and team
  - Team to purchase three thank you gifts (limit \$50/ea for total of \$150) – Renee will pick up
  - Brock to arrange delivery of gifts/cards to Copper Sky lifeguards, front desk, and Nathan at City Hall
  - Discussed potential for quarterly meeting with Copper Sky
  - Quarterly emails – Brock proposes to organize and send out bi-annual or quarterly team newsletter with updates, swimmer spotlight, fundraisers, current team events, etc.
  
14. Adjourn Meeting @ 7:54 p.m. 15. Proposed next meeting date: December 2021