

Arizona Seals Board Meeting 4/23/2022

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: 8:30am, Copper Sky Aquatics Hall

1. Call to Order @ 8:35am

2. Roll Call

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

3. Treasurer Report

- Finance/Budget Update
- Statement of Activity and Statement of Financial Position for Jan. – Mar. 2022 reviewed
- Feb. 2022 meet revenue and expenses reviewed – discussed changes from previous year
- Satisfactory financial position
- Team Membership
- Current membership 71 swimmers
- Continue to advertise for summer
- Tax Update - 2022 taxes complete and filed
- Asst coach pay review
- Emily to check structure and present to Board for further discussion
- Assistant Coach resignation submitted – advertise for Assistant Coach

4. Equipment Storage Unit

- \$85-\$130/mo in Maricopa
- Storage for tents, timing equipment, meet equipment, supplies, any team items
- Proposed local team storage unit for team items up to \$130.00/mo before taxes.
- Motion Brock • 2nd – Ben • Passed – Unanimously 5-0

5. Ass't Technical Coach

- Proposal to approve the re-hiring of David Olson as Assistant Technical Coach to assist Head Coach with Blue group technical training. Coach certifications and application to be completed, no financial implications.

- Motion by Ben • 2nd – Emily • Passed – Unanimously 5-0

6. Upcoming Events

- Team Picnic – 4/30/22
- Team pictures @ 1:30pm
- Team to provide water and Gatorade
- Torch Run • Meet weekend for the team, community event will be announced to team
- CS Memorial Day Opening – Seals to participate • Brock available – Ben & Crystal available pending schedule
- Seals & Marlins Meet – team to reach out on potential date
- Parent Meeting - TBD
- SafeSport Training • In person training to be scheduled for families and athletes – Ben to schedule
- Current website to be updated – Crystal to begin
- Fall Meet – Ben & Laura to determine and submit date for a one day, two session meet. Discuss at next meeting.
- Summer Fundraiser – 3 Day Challenge date TBD

7. Policy Update

- USA Swimming photo policy – discussed changes to wording and check box
- Proposal to approve and update team handbook with discussed changes to AZ Seals/USA Swimming photo policy to include Photography Policies and AZ Seals photo release. • Motion by Crystal • 2nd – Emily • Passed – Unanimously 5-0
- Update team handbook with changes to monthly CS rates – complete

8. Copper Sky Update

- Discussed progress and updates, CS membership – Brock, Renee, and Crystal to address at meetings
- CS Meeting Update – reschedule for May
- Morning Swim Addition– Discussed options – Crystal to provide Board with written proposal for further discussion
- Future Meetings, agenda items-
- Weather Policy
- Senior Elite

- Marlins meet and fall swim meet
- Parent meeting, incoming Board members, Safe Sport
- HS equipment use, meets
- Roadmap goals
- MOU auto renewal June 30 annually

9. Proposed Next Meeting Date: TBD 10. Adjourn Meeting @ 10:12am

Arizona Seals Board Meeting

5/21/2022

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

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

1. Call to Order @ 8:36am

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

- Team Membership – roster review with new tryouts

4. Updates

- Team storage unit sign up and move in- complete
- Next Copper meeting 6/20 & proposed agenda items – to be discussed
- Morning proposal – in process
- Registration going online 9/1/2022
- Social media team event and weekly posting, board in aquatics hallway – parent volunteer

5. Personnel policy

- Sick time – email vote

6. InMaricopa advertising options

- Schedule time for Board to hear presentation at InMaricopa
- Team ad replacement in Copper Sky lobby

7. Upcoming Events

- May 28th - CS Memorial Day Opening – Seals to participate
- TBD - Seals & Marlins Meet
- TBD - Parent Meeting date and agenda – Board members present
 - Active, new parent info, SafeSport Training, board positions, photo policy, team calendar, officials, volunteers, registration
- June 4th Clinic
- 6/16, 6/17-6/18 - Summer Fundraiser – Open water + 2 Day Challenge @ Copper
- Nov. 12th reserved w/ Copper – Fall meet one day, two-session meet

8. Future Meeting - Roadmap Goals

- Mileage
- Registration change
- Parent meeting
- HS equipment use, meets
- Asst coach pay review
- Team budget
- Board meeting dates/agenda items
- Marketing/social media
- Yearly team events
- Volunteer coordination/committees
- Charitable organization list/tax credit
- Team snap shot/newsletter

9. Next Meeting Dates: TBD potentially 6/21/22

10. Adjourn Meeting @ 9:36am

Arizona Seals Board Meeting
7/14/2022

Brock Armstrong (Vice-President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Laura Logan (Head Coach), Renee Hames (Member)

Location of Meeting: 5:30p.m., Copper Sky Meeting Room

11. Call to Order @ 5:36p.m.

12. Roll Call

Present: Brock Armstrong (Vice-President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Laura Logan (Head Coach), Renee Hames (Member)

Absent: none

13. Treasurer Report

- **Finance/Budget Update**

- June Statement of Activity and Statement of Financial Position Jan – June 30, 2022 reviewed
- Asst Coach pay increase spreadsheet reviewed

14. Upcoming Elections

- Terms ending 8/31
 - Voting for new positions to be held via email after parent meeting
- Treasurer position – 1year extension
 - Amend position per Bylaws
- Treasurer in Training – 1year training with Treasurer
 - Quarterly audit after 1year training

15. Approve Asst Coach Raise

- Pay increase approved with annual review. EOY bonus structure to be discussed at future meeting

16. New USA Swimming Athlete Registration Process

- Beginning Sept. 1, 2022 registration and fees will no longer be completed as one registration and payment on Active. Registration for Seals team membership and USA Swimming will be separate. Initial Seals registration and team dues completed on Active with member being directed to USA Swimming for USA Swimming registration and fees.

- Proposed annual registration team dues of \$80.00 per athlete and summer registration team dues of \$40.00 per athlete to reflect separation of USA Swimming registration fees and team dues that were previously combined in one payment.
 - Motion by Brock
 - 2nd – Emily
 - Passed – Unanimously 5-0

17. MUSD Pool Use

- Direction and parameters of practice times agreed upon by Board and will await further information regarding schedule of water time during high school season with goal to have minimal impact on Seals programming

18. AZ Seals Photo Policy

- Policy and forms previously reviewed by Board
 - Proposal to approve and adopt updated Arizona Seals Photo Policy and consent form
 - Motion by Crystal
 - 2nd – Laura
 - Passed – Unanimously 5-0

19. Parent/Team Meeting

- Saturday August 13, 2022 @ 8:30a.m.
- Topics: Active, new parent info, instruction on new USA Swimming athlete registration, photo policy, Board positions

20. Asst Coach Update

- Position remains open

21. Next CS Meeting

- To be scheduled before member change
- Early AM
 - Proposal to be sent to Board for review
- Weather policy
 - Communicate and clarify parameters of policy

22. Next Meeting Dates: Saturday August 27, 2022 @ 8:30a.m. with incoming Board member welcome

23. Adjourn Meeting @ 6:44p.m.

Arizona Seals Board Meeting

Internal Addendum

July 14, 2022

Board Members: Brock Armstrong (Vice President), Emily Grubbs (Treasurer), CrystalLudtke (Secretary), Laura Logan (Head Coach), Renee Hames (Member)

Location of Meeting: 5:30p.m. @ Copper Sky

1. Call to Order @ 5:36 p.m.

2. Roll Call

Present: Brock Armstrong (Vice President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Laura Logan (Head Coach), Renee Hames (Member)

Absent: none

3. Internal documentation to Board Meeting Minutes for July 14, 2022 covering Item 5: Assistant Coach pay increase and annual review. Motions made are as follows:

- Proposed new hire pay increase to \$16.00/hr for Assistant Coach or Land Coach Position effective upon approval. Previous hourly wage of \$15.00/hr.
 - Motion by Crystal
 - 2nd – Laura
 - Passed – Unanimously 5-0
- Proposed 10% hourly rate increase for current Assistant Coach and Land Coach positions effective next pay period. Based on previous hourly rate of \$15.00/hr new hourly rate to be \$16.50/hr.
 - Motion by Crystal
 - 2nd – Laura
 - Passed – Unanimously 5-0

Arizona Seals Board Meeting

8/9/2022

Brock Armstrong (Vice-President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Laura Logan (Head Coach), Renee Hames (Member)

Location of Meeting: Copper Sky

1. Call to Order @ 6:47pm

2. Roll Call

- Present: Brock Armstrong, Emily Grubbs, Crystal Ludtke, Renee Hames
- Absent: Laura Logan

3. Head Coach Resignation

- Head Coach position to be posted

4. Assistant Coach Applications

- Reviewed current applications

5. Incoming Board Members and Positions

- Open positions discussed

6. Update at parent meeting and commence voting following week

- Parent meeting agenda to be sent prior to meeting

7. Team Website

- Team website arizonaseals.com to be deactivated resulting in one online presence for Arizona Seals with Hytek
 - i. Motion by Brock
 - ii. 2nd – Emily
 - iii. Passed – Unanimously 4-0

8. Adjourn Meeting @ 7:58pm

Arizona Seals Board Meeting

8/14/2022

Brock Armstrong (President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Laura Logan (Head Coach), Renee Hames (Member)

Location of Meeting: Copper Sky Meeting Room B

1. Call to Order @ 9:32am

24. Roll Call

Present: Brock Armstrong (President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Renee Hames (Member)

Absent: Laura Logan (Head Coach)

2. Signature Authority Removal

- a. Resignation by Laura Logan from Head Coach position submitted and accepted by Arizona Seals Swimming Academy Board of Directors on 8/8/2022 with final day in position being 9/9/2022.
- b. Proposal to remove Laura Logan and Jeff Wooley, previous Treasurer, as signature authority for Arizona Seals Swimming Academy funds or accounts held at Pinal County Federal Credit Union.
 1. Motion by Crystal Ludtke
 2. 2nd – Renee Hames
 3. Passed – Unanimously 4-0

3. Signature Authority Authorization

4. Arizona Seals Swimming Academy Bylaws state:

- a. Article 8, Section 9. No officer, agent or AZ Seals member shall have unlimited authority to bind AZ Seals to any contract or render it liable for any purpose or any amount. The Board may, however, authorize the President or designated person to enter into a specific contract or instrument on behalf of AZ Seals.
- b. Article 8, Section 10. The Board President, Treasurer, and Head Coach shall possess signature authority on AZ Seals funds held in a financial institution whose deposits are insured by an agency of the federal government.

5. Proposal to authorize and add Board President, Brock Armstrong, and Board Treasurer, Emily Grubbs, to possess signature authority for Arizona Seals Swimming Academy funds or accounts held at Pinal County Federal Credit Union as outlined in Arizona Seals Swimming Academy's Bylaws.

- a. Motion – Crystal Ludtke
- b. 2nd – Renee Hames

c. Passed – Unanimously 4-0

6. **Next Meeting Date: Saturday August 27, 2022**

7. **Adjourn Meeting @ 9:41am**

Arizona Seals Board Meeting Date: 8/27/2022

Board Members:

Laura Logan (Head Coach), Brock Armstrong (President), Emily Grubbs (Treasurer), CrystalLudtke (Secretary), Renee Hames (Member)

Location of Meeting: Copper Sky Meeting Room B 8:28am

1. Call to Order @ 8:28am

2. Roll Call

Present: Brock Armstrong (President), Emily Grubbs (Treasurer), Crystal Ludtke (Secretary), Renee Hames (Member)

Absent: Laura Logan (Head Coach)

3. Welcome and Team Folders for Incoming Board Members

- Vice President – Adam Gehrke present
- Secretary – Kaci Brass present
- Treasurer in Training – Amber Hedley present
- Member at Large – Ben Owens present
- Overview of team documents, meeting structure, and new team emails to be sent out

4. Bylaws, Articles of Incorporation, and Team Handbook, MOU Name and Address Amendments

- Proposal to update contact name and address on Arizona Seals Bylaws. Document contact and address to be updated from Laura Logan to Brock Armstrong, current Board President, and Arizona Seals P.O.Box business address.

- Motion – Brock Armstrong
 - 2nd – Crystal Ludtke
 - Passed – Unanimously 4-0
- Proposal to update contact name and address on Arizona Seals Articles of Incorporation. Document contact and address to be updated from Laura Logan to Brock Armstrong, current Board President, and Arizona Seals P.O.Box business address.
 - Motion – Brock Armstrong
 - 2nd – Crystal Ludtke
 - Passed – Unanimously 4-0
- Proposal to update contact name and address on Arizona Seals MOU with the City of Maricopa Copper Sky. Document contact and address to be updated from Laura Logan to Brock Armstrong, current Board President, and Arizona Seals P.O.Box business address.
 - Motion – Brock Armstrong
 - 2nd – Crystal Ludtke
 - Passed – Unanimously 4-0
- Proposal to update contact name and address on Arizona Seals team Handbook. Document contact and address to be updated from Laura Logan to Brock Armstrong, current Board President, and Arizona Seals P.O.Box business address.
 - Motion – Brock Armstrong
 - 2nd – Crystal Ludtke
 - Passed – Unanimously 4-0
- Proposal to update contact name and address on remaining Arizona Seals documentation required for team operations. Document contact and address change from Laura Logan to Brock Armstrong, current Board President, and Arizona Seals P.O.Box business address.
 - Motion – Brock Armstrong
 - 2nd – Crystal Ludtke
 - Passed – Unanimously 4-0

5. SCY Meet Schedule

- Meet schedule reviewed
- To be sent out in spreadsheet
- Coordinate coverage and attendance prior to each meet

6. Next Meeting Dates: Tuesday Sept. 6th, 2022 @ 6:00pm

7. Adjourn Meeting @ 9:23am