

October 2018 Board Minutes

MINUTES

OCTOBER 18, 2018

1700-1900

LIBRARY

MEETING CALLED BY	President-Susanne Galvin @ 1705
TYPE OF MEETING	Monthly Board Meeting
SECRETARY	April Purtell (absent)
ATTENDEES	Susanne G President.; Michelle M Treasurer; Jen K Statistician.; Tom S Community Liaison.; Susan Y HS Liaison; Krishna E Parent Liaison

Agenda topics – No official votes as quorum was not met

BANQUET

PRESIDENT

DISCUSSION	Committee Selections		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
<ul style="list-style-type: none"> EOY Banquet Chair to be identified by Thanksgiving Decorations, Food, Entertainment, Awards sub chairs Location – Firehouse/Patch Community Club/High School Caterer Selection – i.e. German Kanteen Awards selection (Susanne will contact Jenna and Mary) 	Equipment (Mary) Susanne (President) Krishna (P.L.)	First Milestone 22 Nov 18	

COACHES PAY

PRESIDENT

DISCUSSION	Increase Coach Mariska's Pay		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
<ul style="list-style-type: none"> Susanne will send vote over email due to quorum requirement Requested 550 Euros per month Request retroactive pay from September <p>President:</p> <ul style="list-style-type: none"> Will need to get Coach Jenna to give hours from Coaches to Michelle (Treasurer) 	Susanne Michelle (Treasurer) Jenna (Head Coach)	Nov 2018	

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PACE CLOCK

PRESIDENT

DISCUSSION	Has Mary Ordered Race Clock Yet?		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
• Susanne will send an email to check	Susanne	Nov 2018	

LD LAP COUNTERS

PRESIDENT

DISCUSSION	Need 2-3 LD Lap Placards		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
• Need a vote to order more • Will need Mary to price out and order	Mary (Equipment) Susanne	Nov 2018	

STATUS OF RIBBON AND HEAT SHEETS

ALL

DISCUSSION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
• Susanne Lisbon ribbons are the only thing missing – Jenna has them to distribute upon return from travel • It was agreed that the ribbons are picked up by a coach or board member and the coaches distribute at their own discretion • Krishna as PL will send out reiteration email/FB post to parents • Heat sheets are dependent on host teams and parents have been told that some teams do not provide them, some send via email the day before or the day of the meet	Susanne Jenna (Head Coach) Krishna	Closed	

ALL

DECEMBER HOME MEET

DISCUSSION	Which teams, fundraising and morale building activities		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Fundraising Need to follow up w/ Njeri on raffle basket ideas (i.e. wine, holiday theme)			
Statistician: CCC <ul style="list-style-type: none"> • Need clarification on whether Lakenheath and Berlin will be attending • Susanne thought it was only KMC • Susanne will contact the other teams for verification Concessions Holiday themes (cocoa, etc..) Pres: <ul style="list-style-type: none"> • Candy Canes heat winners • Morale activities for meet • Coordinate with Volunteer POC 	More discussion – agenda item next meeting Susanne	November Board Meeting	

LD CHAMPS

ALL

DISCUSSION	When to have sign ups, seating and payment		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
President: <ul style="list-style-type: none"> • Verified due date for entries is 14 Nov 			
Treasurer: <ul style="list-style-type: none"> • During practice parents will physically sign intent & pay splash fees • Board discussed and agreed 2/7 November signups on deck • Parents will be told exact cash and change 	Stats Treasurer Secretary President Parent Liaison	7 Nov 2018	

<p>Statistician:</p> <ul style="list-style-type: none"> After parents will sign intent and pay fees registrar (based on past LD champs) will input swimmers via team laptop <p>Parent Liaison:</p> <ul style="list-style-type: none"> Suggests also conducting a Parents Meeting/Q&A during the sign ups 2/7 November Create Survey Monkey for parent feedback– results will be briefed at parent mtg Recommended Jenn K to do a test run of laptop use at upstairs SiFi before the 2 Nov <p>President:</p> <ul style="list-style-type: none"> Will need to follow up on when LD Champ shirts will be ordered or distributed Will need to follow up on when LD info will be released - goal 22 Oct week for info and signup Discussions on short timeline for SC Champs seating but was tabled for later 		
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HS POTLUCKS

HS LIAISON

DISCUSSION	HS Captains would like to resume		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
<p>HS Liaison:</p> <ul style="list-style-type: none"> Coach Mariska is suggesting a movie night at RB Theater – “Missy Franklin Movie” HS swimmers would like to do a potluck for holidays Will follow up with Mariska on locations 	Susan	Nov 2018	
All: Try for Sunday, 2 Dec from 1400-1800 to avoid RB traffic and having potluck before home meet			

TEAM PICTURES

HS LIAISON

DISCUSSION	When and How		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
HS Liaison: <ul style="list-style-type: none">• Yearbook needs Fall and Winter HS pictures• HS swimmers (one so far) to provide and vote for a shirt design	Susan (HS Liaison) Alda (Publicity)	Nov, Jan	

LD HOME TIME

TRIALS

STATISTICIAN

DISCUSSION	After Action report		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
President: <ul style="list-style-type: none">• Timers lacked training – recorded splits incorrectly and in wrong columns - much confusion• Lap counters were unsupervised• ESFL Statistician and Head coach reviewed TT errors and required to pull those split times from record• 6 swimmers were involved• 1 swimmer decided to not re swim/qual• Others will requalify at future competitions to qualify	President Head Coach Head Official	August 2019	

AROUND THE HORN ITEMS/INFORMATION

ALL

DISCUSSION	Feedback from Families; Smooth Communication Process; Volunteering		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
<p>HS Liaison:</p> <ul style="list-style-type: none"> • Provided parent feedback from an email and will send the context to PL to integrate in the Survey Monkey email • Request for Coach or President to formally introduce new coaches Steve and Nick and provide bios via email • Will send an email to remind HS swimmers of Vilseck and opportunities to earn higher points w/ smaller meet <p>Community Liaison: GAWC volunteer opportunity; please distribute to all families; encourage full support for GAWC as they support us (forward to Secretary and Volunteer since they are not in attendance)</p> <p>Parent Liaison:</p> <ul style="list-style-type: none"> • Recommends New Coach Bios, Swimmer of the Month and Meet (w/ pics), LD Trial mtg info/dates be published in next newsletter • Recommend Secretary to send registration, volunteer sign ups and any security access info in one package (Meet announcement also if possible) • Will send a clarification email/FB post to parents that currently communications hierarchy – Email first, FB posts as reinforcement/flash info, website as archival information • Recommend that when minutes are approved to inform parents that it will be posted for them to view anytime • 	Alda (Publicity) Coach Jenna Susan Krishna April (Secretary) Zoe (Volunteer) Stacey (Webmaster)	November 7 2018	

President: <ul style="list-style-type: none">Verified two-week practice change due to Maichingen closure		
Statistician: <ul style="list-style-type: none">Vilseck is requesting as many swimmers attend as possible		

Meeting minutes for October will be distributed and voted on via email quorum so they can be posted for transparency

Meeting Adjourned: 18:57