

# Board Minutes

MINUTES

SEPTEMBER 20, 2018

1700-1900

LIBRARY

|                   |  |
|-------------------|--|
| MEETING CALLED BY | Vice President-Lisa @1712pm - wrapped by 18:52pm   |
| TYPE OF MEETING   | Monthly Board Meeting  |
| SECRETARY         | April Purtell  |
| ATTENDEES         | Treasurer, Fundraising, Webmaster, Registrar, High School L, Equipment, Head Coach, Parent Liaison |
|                   |  |

## Agenda topics

MINUTES

SECRETARY

| ACTION ITEMS  | PERSON RESPONSIBLE                      | DEADLINE |
|---|---|----------|
| Approval of August Minutes                                      |   |          |
| Motion - Lisa; Second Krisha<br>All in favor, so passed         | April (Secretary)<br>Stacey (Webmaster) | N/A      |
| Post for continued transparency as well as governance (website) |   |          |

VOTE IN SECRETARY

VICE PRESIDENT

| DISCUSSION  | Lisa               |          |
|---|--------------------|----------|
| ACTION ITEMS  | PERSON RESPONSIBLE | DEADLINE |
| Approval of April Purtell to the board as Secretary     | Lisa (VP)          | NA       |
| Motion - Lisa, Second Stacey<br>All in favor, so passed |                    |          |

## Long Distance Time Trials

LISA/JENNA

|            |  |
|------------|--|
| DISCUSSION | <p>Last year was challenging as there was a lack of awareness it was an official meet. Lisa will create meet announcement for October 9th-11th with a possible backup for October 21st. Coach groups will submit recommends for time trials for swimmers. It will be the parent-coach-swimmer relationship in support of the time trials for success and event placement. Need to have Mike (Head Timer) request extra stopwatches. There will be no practice conducted but swimmers not participating will be expected to volunteer in support.</p> <p>Meet announcement will reflect picture days (middle school) as well as PSAT and time trial events will be broken up to allow for maximum participation without overcrowding.</p> |
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| ACTION ITEMS      | PERSON RESPONSIBLE | DEADLINE |
|-------------------|--------------------|----------|
| Meet Announcement | Lisa               | 30 Sept  |

## MAICHINGEN PACE CLOCK

TREASURER

|            |  |
|------------|--|
| DISCUSSION | <p>Coach formally requested a pace clock for the Maichingen pool from the Treasurer. There is currently not one available at the pool at all. It will cost \$300.</p> <p>Motion to approve, unanimous support to pass.</p> |
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| ACTION ITEMS | PERSON RESPONSIBLE                        | DEADLINE |
|--------------|---|----------|
| Purchase     | Jenn (Head Coach)<br>Michelle (Treasurer) |          |

## SEASON SO FAR/PARENT

ALL

**INTEGRATION**

VP/PL

| <b>DISCUSSION</b>  | Issue with parent email distro list; needs to be re-created<br>Lisbon meet - Meet announcement temporarily on hold due to overage issue with families that announced plans to attend. Coach will make final determination after a new google registration form goes out, covering all three days.<br>GK Meet will also go out and requires a security form to go with it. |                 |  |
|--|---|-----------------|--|
| <b>ACTION ITEMS</b>  | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |  |
| Re-create parent email distro list                             | April   | 21 Sept         |  |
| Lisbon/GK meet announcement and forms<br>Security Forms for GK | Stats<br>Head Coach<br>Lisa - VP<br>Registrar   | 28 Sept         |  |

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|-------------------------|--|
| <b>OBSERVERS</b>        |  |
| <b>RESOURCE PERSONS</b> |  |
| <b>SPECIAL NOTES</b>    |  |

**AROUND THE HORN**

ALL

|                   |   |
|-------------------|---|
| <b>DISCUSSION</b> | Coach will be gone on vacation and miss meet weekends 13th, 20th Oct<br><br>Fundraising discussed pricing a coffee maker for pool mornings; Looking into a booth for the Christmas market at Kelley Tree lighting. Awaiting gift wrapping dates (Lottery). No other major fundraising at this time to avoid overtaxing our swim families.<br><br>Equipment Manager - storefront is open until 30 Sept; name caps will be re-ordered for those that missed out as long as we have 20 or more<br><br>After the KMC meet (29th), time to update HS families on the lettering points.<br><br>Treasurer needs 3 bodies to help with audit; budget provided (and attached); SCSC grant is done and submitted; Germ/American Club grant will also be submitted. Need to have continuity shadow for integral position |
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| ACTION ITEMS   | PERSON RESPONSIBLE         | DEADLINE                      |
|--|----------------------------|-------------------------------|
| More information for wrapping dates; Christmas market; coffee makers<br>HS Lettering Points update (Fall season) | Fundraising<br>Coach; HS L | to be determined<br>8 October |
| Storefront orders; updated caps order  | Equipment                  | 5 October                     |

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| OBSERVERS        |  |
| RESOURCE PERSONS |  |
| SPECIAL NOTES    |  |
|                  |  |

**WRAP UP** NANCY

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|------------|--|
| DISCUSSION | Let's find time for morale and connect all the groups, especially to the newly selected Captains. Captains have a lot of great ideas - let's put them in charge. |
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| ACTION ITEMS                                      | PERSON RESPONSIBLE | DEADLINE |
|---|--------------------|----------|
| Followup with HS Captains; Present ideas to board | HS Liaison         | October  |
|   |                    |          |

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| OBSERVERS        |  |
| RESOURCE PERSONS |  |
| SPECIAL NOTES    |  |

MEETING ADJOURNED AT 18:50pm