

# Meeting Minutes - Sea Snakes Swim Team

Monday, April 24, 2023

Shepherd University Wellness Center

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The meeting was called to order at 7:15 pm by Erin Lowrie

## Attendees

Erin Lowrie, President

Brian Macbean, Vice President

Becky Glassford, Treasurer

Marci Graff, Secretary

Emily Horrocks, 2nd Secretary

Erica Wheatley, Shepherd University Wellness Center Liaison

## Agenda

- Follow up on assigned Action Items from 4/5/23 meeting
  - Vote on Logo
  - Volunteer Committees Follow Up
  - Officials and Computer Training
  - Swimmers Registered
    - Gold 13+ - 15 swimmers
    - Silver, 11-12 - 8 swimmers
    - Bronze, 10U - 11 swimmers
    - Copper, 12 U - 12 swimmers
  - Social Media Planning & Posting Schedule
    - Coaches can also post (pending approval)
  - Swimoutlet.com:
    - Booster Club can build the store
    - Can create different tabs: (e.g. Parents, coaches, Gold team, summer competition.etc.) with different designs
    - Spirit wear can be ordered through Swim Outlet - we get a small commissions (3% to bank account or 5% to store credit)
  - Summer Swim Shirts
    - Should be done in bulk locally
  - Prep for 5/20/23 Mandatory Orientation
    - Swim 101 on website
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## Business

- Treasurer update: EIN has been established
- Bylaws have been revised with new Booster Club name
- Swim Meet Volunteers
  - Swim Meet Committee head- Jennifer Perot?
  - Ensure that volunteers have their training, and understand their role/responsibilities.
- Discussed Meet Volunteers' Responsibilities and Ownership
  - One family member at each meet fills a job
- B: Booster Club Responsibilities at Swim Meets
  - Responsible for ensuring volunteer roles are filled prior to the day of meet; escalate to Andria/Erica if roles are not filled
  - Need volunteer(s) to track family volunteerism at swim meets and in volunteer committees
  - Swim meet committee volunteers
- S: SUWC Responsibilities
  - Volunteer Jobs being filled
- Jobs in Team Unify (B is Booster Responsibility; S is SUWU Responsibility)
  - B - Concessions
  - S - Computer Operator (Training is required)
  - S - Official (Starter/Referee) (Training is required)
  - S - Stroke/Turn Judge (Training is required)
  - S - Clerk of Course
  - S - Runner
  - S - Timer
  - B - Ribbons
  - S - Meet Set Up
  - S - Meet Tear Down
  - B - Pictures

## Action Items

- Board to review Booster Club bylaws
- President and Treasurer will get bank account
- All Booster Club Officers should read and understand their responsibilities
- Establish Tasks & Task Ownerships between Swim Coaches & Booster Club: Erica will talk to 2 other swim teams
- Website Updates:
  - Update Google form with Swim Meet Coordinators
  - Volunteers need to understand their role

- Volunteers need to have training
- Update Bylaws
- Erin will contact Jennifer Perot
- Erica will arrange Team Unify training

## Next Meeting Agenda Items

- Next Board meeting is Monday, May 15 at 7pm in the lobby of the Shepherd University Wellness Center
- Preparation for May 20 Orientation
- Follow up on Action Items from 4/24/23 meeting
- Establish recurring Booster Club meeting day/time

The meeting adjourned at 9:00 pm.