

Meeting Minutes - Sea Snakes Swim Team

Tuesday, June 20, 2023

Shepherd University Wellness Center

The meeting was called to order at 7:07 pm by Erin Lowrie.

Board Attendees

Erin Lowrie, President

Becky Glassford, Treasurer

Brian Macbean, Vice President

Ben Schriever, 2nd Vice President

Marci Graff, Secretary

Emily Horrocks, 2nd Secretary

Agenda

Old Business:

-Booster Set up (Becky)

- Booster Setup Is complete
- Incorporated
- Insurance
- Tax Things Done
- 501c3 will be filed next year
- Insurance is paid
- All setup has the Wellness Center's address

-JSB (Becky)

- Bank account is set up. Checks, debit cards.

-Financial Responsibilities (Erin)

- SUWC- was on a spending freeze (July 1)
 - League fees were paid by Shepherd
 - Ribbons haven't been ordered, won't be until July 1
 - They probably won't be here in time
 - Erica will take care of getting League fees paid
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- Financial Responsibility Doc Needs to be updated

-Insurance (Erin)

- Purchased through AIM

-Swim Outlet (Marci)

- 1-2 suits away from getting the Fit Kit paid for
- Caps take 4-6 weeks to produce and ship
- Order the caps with new logo (no SUWC)

-Team Shirts (Ben)

- Around \$500 - Ben will invoice

-By laws (Becky)

- Booster Club Board to review.

New Business:

-Registration (Becky)

- Registrations are still continuing. Expecting additional \$50 booster fees to be paid
- 46 families - 1

-Set up recurring booster meetings (Erin/Everyone)

- Every 2nd Monday, here at SUWC, 7 pm

-Fundraising (Marci, Becky and Ben)

- CFA can give us 50 cards for free food and the Boosters can decide what to do with it

-Chick-fil-a night (Marci)

- One time a year event for drive thru discounts. The CFA coupon cards are a better way to do fundraising

-Sponsors (Becky)

- Becky has lined up nearly 4 sponsors:
 - Walls Monument
 - Valley Health
 - Shepherdstown pharmacy
 - Walls vault

-Guitar raffle (Ben/Leon)

- Leon willing to help
- Goals for 7 tickets per family (45) at \$20 or 3 for \$50

- Value of guitar is \$800-900
- Create tickets, silent auction, poster
- 4 winners:
 - Guitar
 - 2 hoodies
 - CFA coupons
- Auction off

-League Fees (Erin)

- Erica will ensure this is paid on or by July 1. SUWC is financially responsible

-Spirit Wear - What the Booster will owe to Ben?

- Around \$500

-July 22 Qualifier Event (everyone's input)

- Food, charge admissions?

-Leon check CFA

-Logo/Merchandise

- Spirit Wear: Booster will make \$10/item ordered

-Using \$250 gift card Jen P - initially will be used for swim caps

- Photos - a parent has been taking photos and will share with us. A parent will update the website with new photos. Parents consented for photos to be taken and shared at registration

Business

- Voted on Logo on swim caps, crop the SUWC out.
 - ¾ have chosen white caps with blue and yellow logo

Action Items

- Becky Revise Booster Financial Responsibilities
- Erin and Becky follow up on certificate of insurance from AIM
- Emily will add updated Bylaws to website Becky will revise Bylaws with recurring meeting days/times
- Emily will update website with info on the recurring Board meeting time
- Erin will be updating photos of coaches
- Emily will ask Erica/Andria if we can have sponsors' logos on website
- Ben work with Leon on raffle tickets, posters, promo, use Venmo QR to collect payment

- Ben will check with Erica about contacting Masters regarding Sponsorship
 - Ben will contact Mike with Masters to see if they want to Sponsor
- Ben will contact Jefferson Rentals regarding sponsorships
- Emily contact Andria about end of season party bowling
- Marci rush ordering swim caps

Next Meeting Agenda Items

- Assignments for Summer Qualifer July 22 Event

The meeting adjourned at 9:00 pm.