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### FAST Board Meeting Minutes Tuesday April 13, 2010

**Board Members Present:** Renee Haynes, Walter Dauksher, Lance Holter, Rob Huey, Krista Nero, Randy Pritchard, Melissa Kinnear, Evan Welting, Karl Stewart

**Missing:** None

**Meeting Site:** Epic

**1) Call to order**

Meeting called to order at 7:30 PM by Randy Pritchard.

**2) Approval of minutes from 03/25/2010 Board Meeting** – Approval was done via email prior to the meeting.

**3) Membership Report** – Randy Pritchard

The number of swimmers on the team continues to remain constant.

*180 Regular Swimmers* – There has been a slight shift in some of the practice group sizes due to recent move-ups. The following number of swimmers exist in each of the groups: Precompetitive (11), Silver (14), Gold (31, 8/23), Platinum (25), White (24), Blue (26), Pre-senior (21), and Senior (28).

*37 Masters Swimmers* – Morning practice sessions continue to attract 15-20 swimmers. Lunch time session attendance is between 8 and 12 swimmers.

*High School Prep Swimmers* –The High School Prep group has been discontinued until next fall.

**4) Coach's Report** – Evan Welting

Practices are running smoothly. The immediate focus is conditioning, dry land training, and preparation for the first two long course meets of the season (FAST and FST).

Evan presented a tentative summer practice schedule to the board. Morning long course practices will once again be held on Tuesday and Thursday morning. A finalized schedule will be presented to the team later in April.

Evan is going to meet with Epic officials to determine if the bulk heads can be put into position on Monday and Wednesday nights. Bulkhead pulling volunteers need to be identified for the summer. Five volunteers will be needed for each bulkhead pulling session. Volunteer candidates must be able to lift 75 pounds.

During April when the team is not competing in meets, Evan has created an internal competition having the swimmers do a 300 kick for time set and then posting the results.

**5) Treasurer's Report** - Melissa Kinnear

The team continues to function in an extremely strong, stable, financial position.

FAST's financial information can be reviewed at the following website for non-profit organizations: <http://www.sos.state.co.us/ccsa/CcsaInquiryMain.do>. Search on Fort Collins Area Swim Team or 20083005598 .

Melissa outlined the importance of creating a budget the 2010/2011 season. She outlined three key areas for discussion: 1) Management of cash reserve, 2) Income assumptions, and 3) Cost assumptions. The board is going to hold a budget meeting on May 4<sup>th</sup> to discuss the list of items presented by Melissa.

**6) President's Report** - Randy Pritchard



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FAST has identified a candidate to take over the team manager position when Megan leaves in May. Rob Huey outlined for the board how the hiring process was conducted.

The selection committee, consisting of Krista Nero, Melissa Kinear, and Rob Huey, met and reviewed the resumes submitted by all applicants. Based on the team manager job description, in particular the items listed below, a subset of the applicants were chosen for interviews.

- Experience dealing with non-profits with a large volunteer base
- “Customer Service” experience – friendly, ability to deal with lots of personalities, and the ability to interact with parents.
- Ability to deal with conflict in a constructive, level-headed manner.
- Ability to communicate in succinct, clear manner.
- Highly organized.
- Flexible schedule with the ability to work variable hours each week including work day, evening and weekend hours.
- Ability to respond to email on a daily basis.
- High skill level with computers/software and ability to work with TeamUnify software.

After conducting interviews, the references of the final candidates were called. Evan conducted interviews with the selection committee’s final two choices and provided his feedback to the selection committee.

After the Team Manager position was filled, the selection committee contacted all the applicants to notify them of the decision.

### 7) **Old Business**

#### a) Director’s & Officer’s Insurance – Krista Nero

It will cost \$600 annually for FAST to purchase Director’s and Officer’s insurance. There was a discussion regarding exactly what the insurance covers. There is some question as to whether the board needs the insurance. Krista was going to do additional resource to determine what types of situations the insurance covers.

#### b) Trophy Case – Evan

As part of the spring equipment room clean-up, Evan cleaned out the trophy case. Evan hinted that he might bring some of the trophies to the banquet and give them to interested swimmers and parents. Evan, Glee, and Renee cleaned out the FAST cage in the storage room. It looks good now and all efforts to keep it looking neat and tidy are appreciated.

#### c) Terms and Conditions – Lance Holter

Drafts of the Age Group, High School Group, and Master’s Group terms and conditions were distributed to the board via email. Board members plan to review the documents and send their changes to Lance Holter. The plan is to have a set of relatively clean documents to review at the next board meeting.



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- d) Spring Banquet – A number of items were discussed regarding the Spring Banquet
- Randy and Renee discussed the process for compiling the list of swimmers who qualified for the short course silver and state meets.
  - Lance is working to complete both a slide show and a tribute to Bill comprised of short video clips of swimmers.
  - One of the planned speakers had to cancel. The other speaker is “The Phantom Swimmer.”
  - The board voted to get Bill a gift certificate at a local fly fishing shop and present it to him at the banquet.
  - The board voted to get Megan Tooley a gift certificate.
  - Krista agreed to purchase a giant card that all the swimmers could sign. Evan said he would make sure the kids got the card signed this week at practice.
- e) Meet Support Assistant – Karen Markel has not yet identified the person to serve in this position.
- f) CSI Meet Scheduling Meeting – Randy and Evan will attend the CSI meet scheduling meeting on Saturday April 17<sup>th</sup> at 5:00 PM at the Ritchie Center. FAST will learn if the team is hosting the 2011 SC State Meet. FAST will also learn if the dates we submitted for hosting meets have been approved.
- g) District Championship Meet – FAST is still waiting to hear from the Northern Colorado Swimming board of directors regarding the proposed long course District Championship Meet the week prior to the state LC meet. FAST hopes to learn more about this meet prior to the end of the week.

### 8) New Business

- a) Option for FAST to host Master’s State Meet

Reuben Smith (the FAST’s master’s coach) was approached by the governing body of Colorado Master’s Swimming (COMSA) about the possibility of FAST hosting the Master’s SC State Meet at Epic in April of 2011.

The following information regarding the meet was drafted by Walter Dauksher:

The information discussed here is speculative. It is intended to introduce the potential hosting of the Masters SC State to the board and provide a basis for Reu’s further discussions with COMSA.

Event details:

- Friday, Saturday and Sunday event. This year April 9 – 11
- 1 session each day. Saturday and Sunday sessions begin at 7:30 and run until about 3:00.

FAST interest:

- Prestige?
- Financial - assume that COMSA wants to share the profits. Based upon this year’s fees, the 470 swimmers in attendance and a WAG of 6 swims per swimmer, the total profit should be ~\$9300. Profit will be ~\$13000 for 8 splashes per swimmer. A swimmer is allowed 12 swims. Reu will confirm this year’s number of swimmers and number of splashes.
- We could request swimmer and splash totals for a few years prior to assess how predictable attendance is.
- The new Thornton pool may open and provide both geographic and newness advantages. Hence, this opportunity may be time-critical.

Costs to FAST:

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- The meet requires “volunteers,” just like CSI meets. These requirements are significantly lower than a CSI meet. Based on very limited experience, the table below suggests the possible number of support workers, which is ~90. I believe that further reductions are possible. I assume that COMSA will supply refs and meet computer. Hospitality may be simply having a cooler of drinks and snacks for the workers. Children can lane time, however the meet is excruciatingly long.

SYC State											
	Thursday	Friday PM	Saturday AM	Saturday PM	Sunday AM	Sunday PM				Job credits	Total credits
Set up/tear down	4				4					0.5	4
Announcer		1	1		1					1	3
Head timer		1	1		1					1	3
Backup timer		0	0		0					1	0
Lane timer		20	20		20					1	60
Runner		1	1		1					1	3
Clerk of Course		0	0		0					1	0
Safety		0	0		0					1	0
Meet computer		0	0		0					1	0
Timing console		2	2		2					1	6
Hospitality manager	1									10	10
Hospitality runner	0									3	0
Hospitality		2	2		2					1	6
Entries	0									6	0
Meet director	0									10	0
Programs + awards		0	0		0					1	0
Concession										1	0
Refs											

Total

95

The board decided that Reuben should continue discussions with COMSA regarding FAST hosting the meet next April.

b) Next Meeting: Tuesday 7:30PM May 18<sup>th</sup> (Location TBD)

### 9) Adjournment

Motion to adjourn made by Rob Huey and seconded by Evan Welting. Motion passed by unanimous approval. Meeting was adjourned at 9:38 PM.