

The inaugural meeting of the Missouri State Aquatics Parent Club had in attendance Kent Moon, Todd Jones, Eric Pool and Kerry Nelson. We met at the Probation and Parole office in Nixa at 6:30 pm On July 23, 2009. Kerry has send an initial e-mail to the group identifying some items intending to serve as a starting point for the dialogue that begins our reasons for beginning.

Our agreement was that defining a purpose/mission statement should be the starting point as it would serve as a theoretical guide for our activities moving forward. We began a brainstorming session wherein we wanted to identify broad concepts or goals of our organization. Most significant of the emerging ideas are:

- Activities that simplify or make easier the requirements of swim parents;
- To provide assistance and support for coaches so that their time can be more focused on technical and coaching activities;
- To be a separate but well connected entity from the actual swim club owned by the university;
- To establish a voice to the coaching staff that reflects broad expectations of parents of swimmers;
- To be an informational clearinghouse focused on the following:
 - A New Members manual
 - A directory of members and contact information
 - Information sharing through technology – web and e-mail
 - Ongoing, scheduled and informed meetings
 - Meet information including results and upcoming meets
 - Creating and maintaining a relationship with the administrative office of the swim club so that we can assist in activities to free up time for coaches

Based on the above exchange of ideas we each took a few minutes and wrote individual rough drafts of a mission statement. We shared them and extracted unique and similar concepts from each. From these concepts consistencies materialized. Todd Jones volunteered to write our first draft of the Purpose Statement. He also volunteered to set up a g-mail account where we can view, edit and share the documents. The mission statement will be loaded to this site for comments by each of us. **ACTION ITEM: Todd will develop Purpose Statement and load it to our g-mail account.**

We next moved into a discussion about the organizational structure. At the present time there was not enough information to make a final decision on whether we would pursue 501 (c) 3 status. We will discuss this as we move forward. Kerry did provide some information he gathered from Bill White, president and attorney of Joplin's swim club and an accountant at Baird, Kurtz and Dobson. All were in agreement the most pressing task was to build an organizational structure wherein officers, directors, subcommittees would be assembled to be elected at a later time. As for the time, we will refer to this as our Executive. Eric and Kerry agreed to work on this in terms of researching other organizations and bringing to the next meeting a couple of proposals. Everyone had some experiences from neighborhood associations to other athletic affiliations to share in regard to structure. **ACTION ITEM: Kerry and Eric will work on some possible proposals to bring to the next meeting.**

Other items relative to the structure of the organization include some of the following items:

- Fundraising – we would have these activities;

- Transparency – having a position that would show a clear trail in income and expenditures;
- Membership comes through time, money and service; or all three. We should define and answer such questions as:
 - What does it take to me a member – a fee?
 - What do you get after becoming a member – what are the services in return?
 - We would have committees that provide services that support our Purpose that may include, but not be limited to the following:
 - Meets and Times
 - Information and web maintenance
 - New members Manual – Directory – Mentorship Program
 - Fundraising
 - Officials Recruitment

For the meetings moving forward we agreed that extended participation from other parents should be pursued. We also agreed that more equal representation from some moms would be beneficial but that additional dads are not eliminated from participation either. We seemed to agree it would be advisable to have a total of seven members for our initial planning group. We each suggested some names and Eric agreed to contact these individuals to solicit their participation and extend an invitation to our next meeting. **ACTION ITEM: Eric will recruit and solidify additional membership to our planning initiative.**

The last item we discussed was the rollout of the parent club. We believed the rollout would occur in two stages as follows:

- Stage One: Market an informational meeting that would occur between the end of the Panda's practice and the Bruin's practice sometime around 6:45 pm and last no more than 15-30 minutes. The purpose of this meeting would be to inform other parents that we are in the planning stages of a parent organization, what we have done thus far, and where we desire to go in terms of immediate, intermediate and long-term objectives. We would share our Purpose Statement, our plans for an organizational structure, and some of the identified goals and objectives. We would also invite them to a more formalized meeting wherein we would select/elect our Executive group which would begin work on the organizations more formal guideposts such as By-laws, committee identification and membership, etcetera.
- Stage Two: The formal meeting where the Executive members are selected.

In terms of the two above meetings, we each agreed we needed to market these to achieve a large attendance. We also believed it was important to have in place a method of two way communication between the membership and the Executive. This led to the discussion of the current web site and the desire to keep unified with the swim club (not our own site). While the most optimum situation is where we have access to the swim clubs site, and where we have our own "corner", we each understand the current friction with the administrative office. This perceived barrier needs to be curtailed, or eliminated. Kent agreed to talk to Dave about this relationship and our need to be able to communicate with our parent club and the desire to remain unified with the swim club. More to come but suffice it to say, we must have a method

for parents to communicate to the Executive and vice versa. **ACTION ITEM: Kent will initiate a discussion with Dave on this matter.**

To close the meeting Kerry reviewed the actions items. We also selected another meeting date of August 13, 2009 at 6:00 pm. The same location would remain notwithstanding a change based on membership.