Board Meeting Minutes

*CRC - Temecula, CA*

### February 23, 2015

**Call to Order**

The meeting was called to order at 1900 hours. A quorum was established per club rules. Motion by Cinnamo, Second by Day to open the meeting.

**ROLL CALL**

|  |  |
| --- | --- |
| **President:** Steve Day - Present | **Treasurer:**Jenn Beech - Present |
| **Vice-President (Dry Side):**Brian Wilson - Present | **At-Large Board Members:** Tera Schneider - PresentLacey Aarsvold – Present (left at 2030 hrs.)Chris AntonelliMarcel Geegbae - Present |
| **Vice-President (Wet Side):**Nathan Wilcox |
| **Secretary:**Chuck Cinnamo- Present |

**COMMENTS FROM MEMBERS**

None.

**MANAGEMENT DISCUSSION**

**COACHES’ REPORT:**

**Murrieta Mesa**

The pool at Murrieta Mesa will be certified by an engineer for use as a competition pool. This will allow us to hold the May meet there, especially since CHS will be out of service.

**Schedule and Location Adjustments**

With the need to break some of the larger groups into multiple sections, coupled with the impending need to shift some operations to Murrieta Mesa in the very near future (due to construction at CHS and the City of Temecula taking time away from us to hold swim lessons), plans are under development to adjust group times, locations, and numbers. Jenn and Nathan are due to meet with the other coaches to present their plan and aid in setting up their respective age group meetings to inform parents on group expectations and practice schedules. E-mails to parents should follow.

**Volunteer Hours**

The updated list of verified volunteer hours is due to be posted for final review before the next board meeting. The short course season hours have closed, and we are transitioning to the long course season. For the most part, the policy has done what it intended. An example of the breakdown is as follows:

30 families with 0 hours

45 families with 10 or less hours

20 families with more than 10, but less than 30

The balance of the team (minus those exempt because they were in stroke school) met or exceeded their obligation. Billing for outstanding hours will be forthcoming. Discrepancies will only be resolved with proof of completion and subsequent verification of those hours.

**BOARD BUSINESS:**

**Board Acceptance of Marcel Geegbae as a Board Member**

Geegbae missed the January 2015 meeting. A motion was made by Day, seconded by Aarsvold to confirm his filling one of the vacant board member positions. The motion was passed unanimously (6 Yeas, 0 Nays).

**January 2015 Meeting Minute Approval**

Motion made by Wilson, seconded by Schneider to approve the January 2015 meeting minutes. Motion passed unanimously (7 Yeas, 0 Nays). Minutes approved and pending publication on team website.

**Team Financials**

Steve Day reviewed the January 2015 financial statements. See the club financial statements for specifics.

**OPEN ISSUES:**

**2015 Team Budget**

The 2015 budget is still in development and should be ready for review by the March meeting.

**E-Z Up Dolly/Cart Purchase**

The previous cart for moving items was finally damaged beyond repair. Discussion was had on what to purchase as a replacement. A recommendation was made by Aarsvold to purchase a steel cart with folding metal wheels to accomplish this task. Her budget was $600.00. Motion made by Day, seconded by Schneider to purchase the cart. Motion passed unanimously (7 Yeas, 0 Nays).

**NEW BUSINESS:**

**Identify Team Tax Preparer**

Delegate authority to president and treasurer to identify qualified professionals to prepare and file required tax forms. Motion made by Cinnamo, seconded by Aarsvold to identify and select an entity to facilitate this service. Motion passed unanimously (7 Yeas, 0 Nays).

**USA Swimming Background Checks for Board Members**

Each board member is required to submit to a background check to comply with USA Swimming rules. These checks are valid for two years and are reimbursable by the club.

**Accounts Receivable Management**

We are continuing to address the number of families that have outstanding monthly dues. An e-mail will be forthcoming reviewing the rules and repercussions for those who are overdue. In short, the general rules are as follows:

30 Days Overdue - Families will be contacted via e-mail from Bill.com regarding their delinquent account status.

45 Days Overdue - TMEC staff will contact families via telephone, in person, or both regarding their delinquent account status and means for resolution.

60 Days Overdue – A letter will be delivered to the parent indicating their swimmer will no longer be allowed in the water and their team membership will be suspended until the billing issue is resolved or terminated.

Any parent with concerns related to billing issues should contact the Board or coach in writing to facilitate discussions regarding their individual situation. In addition, parents that are leaving or taking a hiatus need to contact their coach and follow-up with an e-mail stating their intentions to avoid unnecessary billing and fees.

An e-mail will go out to parents in mid-March regarding this issue, and follow-up will begin effective April 1, 2015.

**Team Mission Statement Review**

The current mission statement for TMEC was reviewed and options were discussed for alternatives. This was tabled for future discussion.

**Set and Prioritize Team Goals**

A discussion was had regarding formulating goals for TMEC in the coming year. This included long, mid, and short term goals. This item was tabled for future discussion.

**ADJOURNMENT**

Motion by Day, Seconded by Geegbae to adjourn the meeting. Motion passed unanimously (6 Yeas, 0 Nays). Meeting adjourned at 2102 hours.

Respectfully Submitted:

Chuck Cinnamo, Secretary