

TMEC Monthly Board of Directors Meeting
Sat., Feb. 26, 2011; 1 p.m.

Temecula Public Library

BOD Present: Mark Carlson, David Jackson, Dawna Hermanson, Carol Wilson, Shawn Bierle, Lorie Baldwin
Coach Jenn Beech

Meeting called to order at 1:05 pm

Motion: approve the minutes of the Jan. 2011 meeting. Was seconded.

Yes: 6 ; No: 0

Motion passed

Treasurer's Report and related topics by Dawna Hermanson:

She presented the Profit & Loss from Jan 2011 and noted that the Monthly Dues were down significantly from the previous quarter and that the hosted meet expenses of Jan 2011 were lower than that of the Aug. 2010 hosted meet.

She presented the Profit & loss from Feb. 2011 and noted that USA Swimming, SCS, and Eastern Section each get a % cut of the meet entry fees, totaling approximately 25%. She recommended that meet bids should be for Blue-Red-White meets. The profit made on the Jan. hosted meet was mainly due to the snack bar & raffle proceeds.

Dawna reported that for the Jan/Feb 2011 period the amount of dues collected was \$4000 under budget and the amount budgeted for payroll was \$7000 over budget.

Motion: For Friday night meets, Full time coaching staff shall not receive additional "meet pay". Part time (hourly) coaching staff shall receive 1/2 the "meet pay" for Friday night meets.

Was Seconded. Discussion: none

Yes: 5 ; No: 0; Carol Wilson abstained. Motion passed

There is a goal to have written agreements with the coaches by the March 2011 Board meeting.

Dawna will be sending out invoices next month to the TMEC membership with a letter to include:

- balance due
- email on account record & request for corrections
- late fee policy: late fees accrue on both dues and meet fees, late fees can accrue on unpaid late fees, members not paying fees will not be allowed to practice
- solicitation for someone to fill the Events Coordinator Board position

Motion: For TMEC hosted meets, there will be a "Hosted Meet Fee" charged to each family with Age Group swimmers, to be assessed at a rate of \$10 for a 1-day meet or \$20 for a 2-day meet. The "Hosted Meet Fee" will be billed in the month prior to the meet.

Was seconded, discussion: none

Yes: 6, No: 0, Motion passed

Dawna recommended that the TMEC Proposed Budget should be reviewed at the half year point.

Motion: Accept the TMEC Proposed Budget

Was Seconded

Yes: 6; No:0; Motion passed

Team Awards Banquet: Scheduled for May. Shawn Bierle asked that the team be sensitive to what has been awarded in past years when planning this year.

Dawna will email team, asking if there is a CPA who can do the team's taxes

Dues:

Motion: Eliminate Masters swimmers from the Family Cap but still included Master swimmers in the multiple-swimmer discount/family if they are over the age of 18 years. Seconded.

Discussion: Carol Wilson gave a history and background of the Masters program with comparisons to surrounding area Masters programs.

Yes: 6; No: 0. Motion passed

Motion: Change the Masters Fee structure to provide discounts for payments in advance as follows:

Monthly: \$50

3 months in advance: 10% discount of monthly fee rate

6 months in advance: 15% discount of monthly fee rate

12 months in advance: 25% discount of monthly fee rate

The fees will be non-refundable. The fee structure will be implemented once summer pool water has been secured.

Was Seconded.

Yes: 6; No:0. Motion passed

Motion: Masters Punch cards will no longer be sold, effective immediately. Those previously purchased will be accepted until used.

Was Seconded.

Yes: 6 ; No: 0. Motion passed.

Future programs:

Dawna recommended that TMEC needs a plan to grow Stroke School. Possible marketing through flyers to the elementary schools, outreach to parents on TMEC who have involvement at PTA level, visits to Friday Assemblies and outreach to TMEC parents who have Charter school connections. The Bierles will contact Home School organizations to promote TMEC.

Dawna stated that now is the time to plan a summer learn-to-swim program. We need pool space, flyers, registration. She suggested that a committee be formed, headed by Coach Jenn.

Fundraising / Shawn Bierle:

At present, the Breakout Session is scheduled for Aug. 28, 2011, lasting 4 hours & will feature Jason Lezak + a female Olympian. Because this is a big financial risk for the team, it was recommended that Camille at Fontana be asked about her team's experience with holding a Breakout Session

Shawn discussed planning for a future Swim-a-thon. Further discussion included using the swim-a-thon as an incentive to attend the Breakout Session and also as part of a day-long TMEC-community-building event to include a BBQ following the swim-a-thon.

These TMEC-community building events can include such events like BBQ's, beach parties, pot lucks, participation in the Fourth of July parade, Storm baseball family nights, intrasquad swim meet, etc, to make a "Summer of Fun".

Motion: To hold the annual USA Swimming Swim-a-thon on June 18, 2011 at Chaparral High School during normal practice time.

Was seconded.

Yes:6; No:0. Motion passed

Motion: There shall be an annual fundraising requirement of the TMEC membership, effective immediately at the following rates:

All groups up to & including Pre-competitive swimmers: \$50/ year

All other age group swimmers: \$100/ year

Masters swimmers are excluded from the fundraising requirement.

The annual year runs Sept 1st- Aug. 31st. TMEC will provide a minimum of two fundraising opportunities per year.

Was seconded.

Yes: 5; No: 1 Motion passed

Discussion: This will be too much of a burden on families who have multiple swimmers.

Amend the previous motion to:

Motion: There shall be an annual fundraising requirement of the TMEC membership of \$100 per family, effective immediately.

Masters swimmers are excluded from the fundraising requirement.

The annual year runs Sept 1st- Aug. 31st. TMEC will provide a minimum of two fundraising opportunities per year.

Was seconded.

Yes: 6; No: 0 Motion passed

Dawna will ask the TMEC membership if there is someone who will fill a TMEC Auditor position. Dawna has created a checklist of items which the Auditor will use twice yearly to audit. This position will be a committee member.

Coach Caleb has returned from Texas & would like to coach at TMEC. It was decided that he be offered a position with Stroke School.

High School swimmers continuing to swim with Coach Gerry during the high school season will be billed at the regular Senior Level fee.

The Board will consider incorporating a TMEC Volunteer requirement for hosted/home meets at the March meeting.

The next Home Meet is scheduled for March 25. It will be open to the Stroke School swimmers. Future home meets will be potentially open to other groups on a rotational basis.

Team Handbook update: Coach Jenn is working on the coaching side of the handbook. Lorie Baldwin will help with the handbook. Currently there is a form that is given to new parents.

Dawna distributed a Financial Accounting Procedure document to the Board members via email. She asked that Board members peruse it so that it can be approved at the next meeting.

Team picture day: The team was approached by Lacey Wood photography to do team photography. Lorie Baldwin will check into pricing & schedule of open dates.

Swim caps: An order form for personalized swim caps pre-order (2 caps minimum/ name, silicone only) will be distributed to the team members. A minimum order of 400 caps must be placed. The order will be a mixture of silicone seamless and latex caps.

Shawn Bierle will be writing a simple Vendor contract for TMEC hosted meets. There will not be an exclusive swim gear vendor at the hosted meets.

Coach Jenn requested April 18-25, 2011 for vacation. It was approved.

Motion to adjourn. Seconded. Yes: 6 No: 0.

Meeting was adjourned at 4:30 pm

Next meeting: March 26, 2011