

TMEC Monthly Board of Directors Meeting  
Friday, March 11, 2011, 8:30 p.m.

45411 Olive Court, Temecula, CA 92592

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

Coaches: Jenn Beech, Mike (Kiwi) Babich, Gerry Item

Meeting called to order at 8:39 p.m.

Old Business:

Motion: To adopt the "Accounting Policies and Procedures Manual" as an official TMEC governing document to formalize the accounting procedures of the club.

Was seconded.

Yes: 6; No: 0. Motion is approved.

Mark Carlson will post the manual on the TMEC website.

Treasurer's Report: Dawna Hermanson

Profit & Loss statement for February 2011 is looking good, although TMEC is over budget for payroll expenses.

On March 15, 2011, Dawna & David Jackson will meet with Galen regarding a future pool schedule.

Ways & Means Report: Shawn Bierle

The "Thank You" letters from the Last Ditch meet in January have been written & will be sent out to the TMEC sponsors.

Swim-a-thon- Scheduled for 6-18-11. Paperwork has been filled out & Shawn will request 300 packets, less the number TMEC currently has on hand. To promote the swim-a-thon, Shawn will have a thermometer-type poster at the pool to show progress towards the goal amount and he is working on other activities for the day.

Shawn solicited recommendations for ideas for a second fundraiser next year. It has to be trackable & he prefers it not to be a sales event (i.e., candles, wrapping paper, etc.). One idea that came up was to have a raffle of gift baskets, which each swim group would compile.

Shawn will begin to solicit for "shout outs" for the hosted meet program at the Home Meet on March 25.

Membership Report: Lorie Baldwin

Lorie & Susan Bierle held a "What to expect at a meet" meeting before the Corona Meet. It was well received.

Lorie doesn't think that the mentorship program is working effectively & recommended instead that a Home Meet be the first meet for new families.

Lorie held a TMEC Orientation meeting at CRC with the new Stroke School parents. It was well attended & got a good response. The next Orientation meeting will be held the week of March 22nd, probably on Tuesday or Thursday, before the Home Meet on March 25.

Lorie has received a group roster from Coach Kiwi. Dawna ([dues@tmecswim.com](mailto:dues@tmecswim.com)) needs the rosters from the coaches by the 25th of the month. Coach Jenn will update group changes on

[the Team Unify website, then send rosters to Dawna, who will then forward to Lorie. Since there will be a strong enforcement of the 30-day notice to chadues@tmecswim.com .](#)

Lorie has received information from several photography companies regarding team pictures. She passed around the packet from Laurie Wood and will schedule MVP to present at the next board meeting. A decision must be made on location for the photo shoot, date & time.

Susan Bierle showed the notebook for new parents at tryouts. She asked for a few updates and revisions to the website to reflect recent changes and to streamline the flow of information. A Media Release form & the Masters registration forms will be added to the TMEC website. TMEC needs to order swim caps ASAP, most likely with a mass email to the membership with a PDF order form attached. Choices will be seamed or seamless silicone, with or without personalization; or latex. Caps for J.O. and higher achievement swimmers will be ordered at the same time. For "Invites" swimmers, a T-shirt (possibly designed by the swimmers) will be offered for purchase.

Head Coach's Report- Coach Jenn Beech

TMEC has 279 swimmers; the high school season has started which means some swimmers are not attending TMEC practices. She anticipates approximately 16 new swimmers on Monday, March 14.

The next Home Meet will be March 25th; Jenn & Coach Kiwi will be running the computer and admin, Coach Melissa & Coach Caleb will coach. Home Meets will always be open to the Stroke School & Copper groups, and to other groups on a rotating basis. The March meet will include all the 10 & under competitive groups. The next Home Meet on April 22nd will include all the 11 & up competitive groups (excluding Seniors), and the Masters. Coach Jenn will run the heats fastest to slowest.

High School swimmers paying \$50/month TMEC membership fee will swim with the Masters group.

On the website, the May 1st meet has no qualifying times listed. It needs a correction file, which Coach Jenn is getting & it should be corrected by next week.

Coach Kiwi has asked for vacation from May 7-14, 2011. It was approved.

Coach Caleb will be gone May 25-31.

Coach Jenn is on vacation April 18-25.

The Team Banquet is scheduled for June 4, 2011.

Coach Jenn has put in a bid for the December Invites. All coaches should encourage their swimmers to attend.

Masters Coach's Report: Coach Carol Wilson

Coach Carol requested clarification from the board on the reimbursement of coach's mileage and meet payment. Answer: All meet travel must be approved in advance by the Head Coach and the Board.

President's Report: Mark Carlson

Mark reported that in an Executive Board meeting on Feb. 8, 2011, the Board

- 1) Accepted the resignation of Beverly Gonzales as the Events Coordinator and
  - 2) Voted to sign a contract to bring the Breakout Session to TMEC on August 28, 2011.
- The TMEC team was queried for someone interested in filling the Events Coordinator position thru the letter to the membership and at the regular February Board meeting.

Motion: Appoint Kristen Walters to the Board position of Events Coordinator  
Was seconded.

Yes: 6; No: 0. Kristen accepted the position

Mark reported that the domain name, [www.TemeculaSwimClub.com](http://www.TemeculaSwimClub.com) , which points to the Team Unified site, expires in July 2011 and there so far has been no possibility to reserve it for the future. When it lapses, there may be a chance to regain it. Meanwhile, Mark has acquired [www.tmeCSwim.com](http://www.tmeCSwim.com) and [www.tmeCSwim.orgin](http://www.tmeCSwim.orgin) design options and requires TMEC to pay a cut for listed sponsors to Team Unified. The Team Unified site does meet sign-ups very well due to its coordination between USA Swimming and HyTek. Mark has begun putting up information on the [www.tmeCSwim.com](http://www.tmeCSwim.com) website in anticipation of moving over. He has created email accounts for all the Board members and coaches, which are forwarding accounts. He can also set up the email accounts as POP or IMAP accounts, if preferred. In addition, the [www.tmeCSwim.com](http://www.tmeCSwim.com)

Mark has also set up the Team Unified site for bulk email communication so that emails to the team are sent from "TMEC Swim Club" rather than a personal account. He has distributed the log in and email information to the Board via email.

On March 9, 2011, Mark & Dawna met with the TMEC coaches to explain the contents of the recent letter distributed to the TMEC membership and the changes affecting the coaches. All the coaches signed off on the agreement with the new mileage and meet day pay arrangements.

Coach Caleb's photo will go up on the website. Coach Angela has agreed to take the sub/floating coach position.

There are 2 upcoming events: the Hosted Meet on May 1st & the Team Banquet on June 4th. Kristen Walters will set up committees to help plan the events & has a number of volunteers who have said they will help. The Team Banquet has a budget of \$3500 & Dawna will coordinate with Kristen with the budgeting allocations. The Board & coaches will collaborate on the awards. Possible locations for the banquet are the CRC indoor auditorium and the outdoor amphitheater at CRC.

The meeting was adjourned at 11 p.m.

Next meeting: April 8, 2011. 8:30 p.m. Coach Jenn's house