

# **VSC Board Meeting Minutes, 01-27-2011**

## **Library Conference Room, 6 - 8:15 PM**

### **I. Attendees**

Cristina Hyde, Margaret Fleming, Kristen Zarlengo, Donna Marsh, Andy Carlisle, Tom Parker, Michele Parker, Craig Evens, Cherise Lister, Stacey Dahl, Kate Kowalski, Diane Christensen

### **Old Business**

#### **A. Auction/Fundraising Results**

Results from 2010 Auction were passed out. Total was \$25,918, down 5.02% from last year, but attendance was up. Top contributors were 6 core swim families, 3 teachers and 1 other.

#### **B. Southeast Champs Meet**

Participation was down. Dates will not change in the near future. Meets will be stair stepped. Swimmers need to plan for SE Champs ahead of time.

Meets are established for 2011/12. Petersburg will host November Rain.

#### **C. Craig Meet**

Was fun. Long trip for a short meet. Expensive meet. Good meet for new swimmers. May look into flying, but weather dependent. Low participation at meet.

### **II. New Business**

#### **A. Board Position Status**

Margaret Fleming resigned from Treasurer and was voted into Membership Chair. Michele Parker resigned from Membership Chair and was voted into Secretary. Craig Evens was voted Treasurer.

Cristina voiced that she may step down from President and Tom Parker expressed his interest in becoming President. Cristina stated she would not

fill the role of past president after she steps down. Bridget wishes to have Donna cover for her as Meet Director until she is able. Stacey stated she will finish out the year as Travel Coordinator but is officially resigning in May. Discussed need to fill athlete representative and fundraising positions.

**Current Board Positions:**

President - Cristina Hyde

Vice President - Tom Parker

Secretary - Michele Parker

Treasurer - Craig Evens

Membership Chair - Margaret Fleming

Travel Coordinator - Stacey Dahl

Meet Director - Bridget Wittstock/Donna Marsh

Safety Coordinator - Diane Christensen

Fund Raising Chair - Vacant

Records Chair - Kristen Zarlengo

Athlete Representative - Vacant

Past President - Jerry Dahl

President, Secretary, Membership Chair, Meet Director, Safety Coordinator, Treasurer, Travel Coordinator, Past President and Fundraising Chair, positions shall be elected in May 2011.

Vice President Tom Parker gave report on attending the Southeast Alaska Swimming Annual Meeting, 12/2/2010. Petersburg will now host November Rain the second weekend in Nov. The other teams are committed to attending our meet. Tom is interested in attending the House of Delegates Meeting.

Coach Andy discussed Background checks policy now required on all officials, board members and chaperones effective immediately. He discussed the need for a travel policy according to USA Swimming.

## **B. Financial Status, Tax Information**

Kristen reported for Treasurer. She asked about 2 withdrawals not accounted for, paying Brandy for the month of January. She explained about the auction results, our taxes, fiscal year and the status of our 2008 late fee. She stated

we may need to look at how the club operates. Kristen will prepare a SE Champs Times Report for the kids for next year.

### C. Scholarship Concerns

VSC Handbook under Financial Assistance does not adequately address the Jerri Beck Scholarship or High School Scholarships. We currently have 2 kids on scholarship that have exceeded the \$180 cap of the Jerri Beck Scholarship. The Board discussed that this cap may have been set when dues were much lower. Kristen agreed to provide these written policies to the Board. The details such as amount, duration, number needs to be included in the VSC Handbook. The board discussed having a requirement of anyone on scholarship that their parent serves on the board. This needs to be addressed soon.

### D. Membership Concerns

Membership Chair, Margaret voiced a number of concerns over late dues and incorrect dues from a number of swim families. Automatic monthly emails will be sent and those late will receive hard copy invoices. Signs will be posted at time trials. Discussed repercussions of continued late dues.

### E. Swimathon Dates

Cherise Lister is helping coordinate the Swimathon set for March 5th. Packets will be sent out February 14th. She has reached out to Juneau and is looking into incentives such as swim team gear, coach for day for the kids.

The board discussed the Fundraising Chair and how different subgroups could be appointed underneath the umbrella of the chair to help with the auction, swimathon, sponsor board. The board also discussed possibly having the assistant coach take on this role.

### F. Upcoming Meets/Time Trials

The board needs to decide what meets VSC will attend and then communicate this to the swim families through emails, the webpage, bulletin board and at the annual meeting in May. The board discussed rotating between meets in Whitehorse, Prince Rupert, Sitka, Ketchikan and Craig. The board also discussed looking at manipulating the ferry schedule to accommodate meets, providing opportunities for all levels of swimmers not

just the elite and ways to entice our older swimmers, perhaps by separating the old and young swimmers and providing different opportunities for each.

## G. Coach & Assistant Coach Status

### 1. Head Coach Evaluation

Tom Parker agreed to head up this subcommittee. Evaluation was due last September. Ginger Evens, Jerry Dahl (if available) will help. Kristen provided Tom with a Coaching Evaluation. Tom will contact Karen Quitsland to receive last year's evaluation.

### 2. Assistant Coach Status

Brandie is moving at the end of the season. Need to discuss this after the coach's evaluation is complete.

## H. Other Concerns from VSC Members

None addressed due to time constraint.

# III. Assignments

## A. Schedule Monthly Board Meetings

Tom will arrange to schedule monthly board meetings the last Thursday of each month from 6:15-7:45PM at Scandia House, 772-4281.

## B. Schedule Annual Meeting

This was not addressed and needs to be scheduled.

## C. Head Coach and one member attend annual meeting of the House of Delegates of Alaska Swimming

Coach Andy and Tom Parker will attend. Stacey will arrange travel.

## D. Background Checks

Cate will make a list of those requiring background checks.

## E. Scholarships

Kristen agreed to provide the written policies on the Jerri Beck Scholarship and the High School Scholarships to the Board. The Board needs to make a decision on this ASAP.

## F. Travel Policy

Coach Andy will check on how other coaches are interpreting the new policy about Coaches not sharing a room with athlete. Coach Andy, Tom and Stacey will develop this new policy.

## G. Athlete Representative

Coach Andy will look into appointing an athlete to this position.

## H. Upcoming Meets

Coach Andy will put the Ketchikan Mad Dash Swim Meet on our web page. Andy will make contact with Whitehorse and Prince Rupert to invite them to our meet and discuss opportunities for us to attend their meet.

The Board will decide on what meets VSC will attend for the 2011/2012 swim year and will communicate this to the swim families through emails, the webpage, bulletin board and at the annual meeting in May.

Stacey will contact the Alaska Marine Highway about manipulating the ferry schedule to accommodate our November Rain Swim Meet.

## I. New Board Members

Cristina will give Michele Parker 3-ring binder of Secretary info. Kristen will give Craig Evens all the financial/Treasurer info.

## J. VSC Handbook Revision Subcommittee

Each Board Member should look at reviewing their applicable section in the handbook. They should use track changes to show the old version and proposed new changes. This will need to be reviewed and approved by the Board.

Kristen stated she has a draft revised VSC handbook. She will send this out to the Board Members. Kristen, Michele and others expressed interest in helping on this subcommittee.

## K. Updating our Web Page

Each Board member should include their web page responsibilities in their

section of the VSC handbook revision.

Cristina will update the web page with current routine information, such as current Board Members, Coach biographies, JO times. The Board will decide as a Board what other information is included on our web page.

### **L. Next Meeting**

Thursday, February 24th from 6:15-7:45 PM at the Scandia House Conference Room.