

VSC Board Meeting Agenda, 02-15-2011

Hospital Conference Room, 6:15 - 8:15 PM

I. Attendees

Margaret Fleming, Kristen Zarlengo, Donna Marsh, Andy Carlisle, Tom Parker, Michele Parker, Craig Evens, Stacey Dahl, Jerry Dahl, Kate Kowalski

II. Old Business

A. Approved Minutes

B. Revised Agenda

C. Status of Previous Assignments

1. Schedule Monthly Board Meetings

Monthly board meetings will be held the last Thursday of each month from 6:15-7:45PM (unless a quorum cannot be met and then they will be rescheduled) and will be posted on the internet

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

Coach Andy and Tom Parker will attend. Stacey stated they should call Viking Travel to make their travel arrangements and provide receipts to Stacey.

3. Background Checks

Cate is working on this. We are doing great. We have 14 members needing background checks. Five (5) still need to be completed. The background checks were to be complete by February 15, 2011.

4. Scholarships

Kristen provided the written policy on the Jeri Beck Scholarship. It is a board resolution. The Jeri Beck Scholarship is in a \$10,000 CD and the VSC handbook states we can donate up to 10% each year from fundraising. We need to keep track of the amount given out in scholarships and the amount of fundraising. The membership chair and coach nominate the scholarship recipient to the board for approval. It can be anonymous.

Margaret and Kristin explained that this was only a temporary scholarship that would end February 28, 2011, to the old recipients and they were very

grateful. A new scholarship was approved till the end of the season. We need a policy on the scholarship. How many can be on scholarship at once? Should it be for 3 months and then reevaluate, will recipient's parents help volunteer? May want written letter of request from family. Bridget Wittstock will work on policy with Kristen and Craig. May want to discuss with April Miller, Dave Carlson, Chris Erickson and Karen Schramek.

Ginger provided the written requirements on the High School Viking Swim Club Scholarship to the Board. The amount has varied between \$250-\$1500. Tradition has been \$500. The High School wants an online packet of scholarships soon. Coach Andy will review applicants and then nominate recipient/s to Board for approval.

5. Travel Policy

Stacey emailed USA Swimming about interpreting the new policy about Coaches not sharing a room with athlete and that is the policy. Coach Andy, Tom and Stacey agreed to develop new VSC travel section in accordance with new USA Swimming policy. It would be great if Anne Volk, Donna Marsh and Kim Aulbauch were available for questions. Donna indicated that she was available by phone for questions.

6. Athlete Representative

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

7. Upcoming Meets

Alaska Age Group Championships is coming up next week. Preston Marsh is attending Northwest Senior Sectionals, March 9-13th. Andy posted the Ketchikan Mad Dash Swim Meet, April 1-3rd in Ketchikan on our web page. Alaska Junior Olympic Meet is April 28th - May 1st in Anchorage, AK.

Andy agreed to 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 agreed to contact the Alaska Marine Highway about manipulating the ferry schedule to accommodate our November Rain Swim Meet, Nov. 11-13th. Stacey found the phone number and will contact them.

8. New Board Members

Cristina agreed to give Michele Parker 3-ring binder of Secretary info. Kristen and Craig Evens met and it was very worthwhile.

9. VSC Handbook Revision Subcommittee

Each Board Member needs to look at reviewing their applicable section in the handbook. They should use track changes to show the old version and proposed new changes or show changes hand written. 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 each Board Member to review their sections prior to the next board meeting.

10. Updating our Web Page

Each Board member needs to include their web page responsibilities in their section of the VSC handbook revision.

Michele and Tom will update the web page with current routine information, such as current Board Members, JO times. All Board members should have the ability to make updates. Kristen updated records on web. We could ask Kim Aulbauch to help with updates. The Board will decide what other information should be included on our web page.

11. Coach & Assistant Coach Status

1. Head Coach Evaluation

Tom Parker agreed to head up this subcommittee working with Ginger Evens and Margaret Fleming. This subcommittee met for 2 hours tonight. Tom will put together final notes and Tom, Ginger & Margaret will meet with Andy on March 7th for evaluation. Tom will email the evaluation to Board members prior to the evaluation. Tom wants to discuss with Andy the need for an assistant coach after the evaluation.

III. New Business

A. Membership Concerns

There was a question about swimmers that swim in B group because of a conflict but are eligible to swim in C group. They will pay B group rates. Andy has given them the option of moving up.

B. Swimathon Dates

Cherise Lister and Madonna Parks are helping coordinate the Swimathon set for March 5th. Packets were given out February 15th. There is a conflict with some basketball kids on March 5th. Andy will work on an alternate date for

these kids.

C. Board Member Reports

President - Cristina Hyde - none

Vice President - Tom Parker

Discussed with Ryan getting keys for the swim club gear inside the Parks n Rec office. Will discuss with Ryan meeting in his office at night for our monthly meetings.

Secretary - Michele Parker

Michele will work on adding board meetings as an event and updating the web. Anyone who has agenda items should email them to her before the Board Meetings.

Treasurer - Craig Evens

Check requests go to treasurer and then Craig gets that info to Karen. Karen records and reconciles only. Stacey puts accounting spreadsheet together for travel and she will give this to Craig. Margaret will deposit dues checks and swim shop checks. Karen then gets the deposit slip. Craig needs check signing authority.

Membership Chair - Margaret Fleming

64 current swimmers, 2 are new swimmers. Helps to send out email reminders. Team Unify is changing billing. Margaret will watch the webinar.

Travel Coordinator - Stacey Dahl

Senior Sectionals travel is set. Sign ups for Mad Dash will be March 21st. Sign ups for JOs will be April 5th.

Meet Director - Bridget Wittstock/Donna Marsh

Mark McCallum needs a replacement. Tom discussed this with Erica Kludt-Painter and she said that Jon would be happy to take the lead, Tom will follow up with Jon. It would be great to get others interested. Jerry stated he could help set up. This person needs to be committed to High School meets. Craig noted that kids get out early but the teachers do not get out until 4 PM on Fridays.

Safety Coordinator - Diane Christensen - none

Fund Raising Chair - Vacant

Records Chair - Kristen Zarlengo

Kristen needs to order three club records this year to award at May Annual Meeting.

Athlete Representative - Vacant

Past President - Jerry Dahl - none

D. Upcoming Time Trials

Next time trial is March 25th.

E. Board needs to understand Travel Policy.

1. Stacey has a box with information. Viking Travel does all of VSC travel arrangements. Stacey has spreadsheet with travel accounting. Meghan Hayes may be interested. Need detailed orientated person, helps to have traveled.

F. Schedule Annual Meeting in May

May 21st tentatively

G. Communicate upcoming vacancies and help needed (clock) to VSC members to gain interest

H. President Resignation

Cristina officially resigned as president. A motion was made to accept her resignation, it was seconded and approved by the board.

I. Fill President Role

A motion was made, seconded and passed for Tom as president until annual elections.

J. Check signing authority

A motion was made, seconded and passed to take Cristina off and give Tom and Craig signing authority. Andy, Stacey and Kristen also have check signing authority.

K. Written Thank You to Cristina

L. Next Meeting

Wednesday, March 30th from 6:15-7:45 PM at parks 'n rec director's office.