

# **VSC Board Meeting Agenda**

**March 30, 2011**

**Parks 'n Rec Director's Office 6:15 - 7:45 PM**

- I. Call To Order
- II. Approval of Agenda
- III. Status of Previous Assignments

## **A. Travel Policy**

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

## **B. Athlete Representative**

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

## **C. Upcoming Meets**

Coach 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.

## **D. VSC Handbook Revision Subcommittee**

Kristen and Michele reviewed Kristen's draft revised VSC handbook. 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. This will need to be reviewed and approved by the Board.

## **E. Updating our Web Page**

Each Board member needs to include their web page responsibilities in their section of the VSC handbook revision. Michele updated the web page with current board members, monthly meeting agenda and notes, JOs and SEC times.

## **F. Background Checks**

## G. Check signing authority

### IV. New Business

#### A. Board Member Reports

President - Tom Parker

A. Coach Evaluation

Vice President - vacant

Secretary - Michele Parker

Treasurer - Craig Evens

A. Does the team / coach have a visa?

B. New in 2011 IRS rules no longer allow us to make payroll tax deposits at a local bank. They now must be electronically transferred directly from a bank account to the IRS on their FTPS website. This goes against club protocol of two board member signatures on the check. There is no way around this so the bookkeeper should be given a blanket authority, at least for a year at a time, to make these deposits. The President and Treasurer also need to have access to the username and password. As this was just recently sprung on us, Karen is the only one with the passwords.

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

#### B. Swimathon Results and Plans for next year

Look at raising minimum amount from \$125.

Change format to marathon.

Need to discuss handbook requirements for fundraising to all members at the May annual meeting.

#### C. Board needs to budget for travel

1. Look at cost of past meets and plan for future meets.
2. Need to separate the percentage that VCS contributes to travel for meets in Southeast versus outside of SE such as Age Groups, JOs, Northwest Sectionals.

#### D. Upcoming Meets/Time Trials

Need to set Sign ups for JOs. Post on the web.

#### E. Schedule Annual Meeting in May

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

#### G. Other Concerns from VSC Members

### V. Assignments

#### A. Next Meeting

Thursday, April 28th from 6:15-7:45 PM at the Parks'n Rec Director's office.