

VSC Board Meeting Minutes

September 22, 2011

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

I. Attendees

Brad Taylor, Craig Evens, Cate Kowalski, Kirsten Zarlengo, Hillary Whitethorn, Margaret Fleming, Cherise Lister, Michele Parker, Donna Marsh, Alex Guthrie

A. Call To Order

B. Modified minutes then approved minutes

C. Approval of Agenda

II. Old Business

A. Check Signers - Kristen will take the lead and have Craig added on the gaming permit and Cherise and Hillary added to the checking account and have Stacey deleted.

B. Pull Tabs/Gaming Permit - Andy took test that needs to go with application. Craig checked on the gaming permit and the annual report was never received so Craig faxed it in. The gaming permit number is 1750. Tickets can be printed but not sold yet. VSC needs to submit paper work. Karen Ellingstead is helping. We can apply and should in December for the next year. In January the book keeper should file annual report.

III. New Business

A. Board Member Reports

President - Tom Parker

A. Insurance should be signed by all Board members present.

Secretary - Michele Parker

A. Has been updating the web and notifying schools and radio station on swim practice time changes. Purchased swim shop order for \$1000 and recouped \$800 so far. Will update the bulletin board with help from Angela Bertagnoli. Kristen stated she has butcher paper in her sun room.

Vice President - Hillary Whitethorn

A. Looking into new book keeper. Discussed with Angela Christiansen and will discuss with Meghan O'Neal. Hillary discussed the job description with Karen. Kristen stated that VSC has a draft fiscal policy. Hillary needs a written job description. Cate will ask Karen to provide that and referral for book keeper. Board needs to decide if we want the book keeper to renew gaming permit and submit tax returns. Book keeper position pays \$250/month.

Treasurer - Craig Evens

A. Craig is working with Linda Reller and is working on the budget. He is about 80% complete. He will discuss the budget with Tom. Craig passed out bills paid to date. Hillary questioned 2 payroll liabilities. Craig will check into this with Linda. The last quarterly report has been filed. Our fiscal year ends August 31st. End of October next quarterly report needs to be filed.

Membership Chair - Margaret Fleming

A. 44 kids signed-up. 21 A groupers and 23 B groupers. Only three families owed money from last year. She still has 6 more kids to sign-up who are currently swimming. She will file with USA Swimming and she will have sign-ups for High School swimmers in Dec. Should have around 60 total swimmers then. Board members will need to fill out non-athlete forms before Dec. and anyone who didn't do a background check last year will need to do one.

Travel Coordinator - Cherise Lister

A. Cherise is meeting with Stacy next week.

B. Cherise will coordinate housing for SEC. Here is the housing

information: If needed, housing will be provided for your swimmers. Please note all allergies and desired housing combinations, and include your arrival and departure times so that transportation arrangements can be made. Please email this by Wednesday, Nov. 23rd, 2011 to:

Housing Chair: Robyn Ramos, 907-780-6432

ramos@gci.net

Meet Director - Donna Marsh

Sitka, Juneau and Ketchikan will be attending November Rain.

Kristen will order ribbons for November Rain (Nov. 11-13th).

Michele will check with Bridget on Concessions. Jon Painter and

Jill Wagner will train underneath Mark tomorrow. Hillary will check with Joe training underneath Kristen tomorrow.

Fund Raising Chair - Brad Taylor

Brad gave donation letters to all businesses. Kristen is working on parent donations with Pepper. Craig will reserve the Elks then Michele will cancel the Sons. Hillary will order beverages, beer and wine. Still need bar tenders and flyers and advertising.

Tickets can be purchased at Lee's or at the door. Erica will MC. Jon will do music. Tiana Young and Katey Gilpin will decorate. Michele will make flyer for advertising. Michele and Tom will help Brad collect items from businesses. Ginger will help with Silent Auction. Kim Aulbach will make booklet. Kids will sell raffle tickets. Kristen will print tickets and then she will be gone the next 3 weeks. She has soda prizes and will put them in the cage. We need a way to collect raffle money. One person each Friday will collect tickets, money and give out prizes. Cate will be at the pool Sept. 30th and Hillary Oct. 7th. Each ticket needs to be accounted for. Need to have control list.

Brad is leaving Oct. 13th and returning Oct. 18th.

Records Chair - Kristen Zarlengo

45 kids signed up for time trial. Michele or Tom will give Maddy's strip to Kristen. Kristen applied for meet sanctions.

Athlete Representative - Vacant

Safety Coordinator - Alex Guthrie has been approved as a new board member. First aid box is in the pool office. He will need to wear an orange vest and keep kids safe until the time trials or meets start.

IV. Annual To-Do List Calendar

Apply for gaming permit in December for the next year. File annual gaming report in January. Pay for Fat Cow and Team Unify in March. Renew liability and auto insurance in April. August apply for meet sanctions. September sign-up new swimmers. December sign-up High School swimmers.

V. Next Meeting

Next meeting, Wednesday, October 12th, from 6:15-7:45 PM at the Parks'n

Rec Director's office devoted mainly to discuss the Swim Auction.