

MDSC Board Meeting

February 9, 2010

Call to Order:

Meeting called to order at 5:12 pm by Glynis.

Attendees:

Malcolm Cooper
Kevin Drake
Tanya Hansen
Glynis Okamura
Nicole Shipman
Dennis Ventura
Oren Yasutomi

Approval of Minutes:

Copies of November 2009 meeting minutes handed out to all board members for review and approval.

President's report:

Glynis defers report to focus on old and new business later in meeting.

Treasurer's/accountant's report:

Kevin handed out profit & loss for year to date, previous year (2009), and previous month (January 2010). He reports the club's bank balance is at a healthy positive as of 1/31/10. Currently, the escrow funds accounting is not up to date, as previous records have not been located within the accounting program. Kevin to look into this with intention to provide the club with an updated escrow account balances spreadsheet. When this is available, outreach will be made at the front desk or via phone or email to have members pay up their escrow accounts, as well as encourage them to build up their accounts for upcoming meets.

Coach's report:

- Quick briefing to the board on the overall good outcome at States.
- High school season is coming to end...sharing the pool went smoothly this year.
- Request to MAGSA to fund Malcolm's enrollment in intensive CPR course (which would allow him to hold CPR re-certification classes) was approved. However, the course has been cancelled at this time.
- 2010 registration has been completed and paid out. Still requesting from those who haven't re-registered and as always, accepting new registrations.
- Malcolm will track down MDSC bylaws and provide current board members with copies as well as post on website for reference.

OLD BUSINESS

- Communication
 - Email list – Nicole has volunteered to contact current registered members by phone to verify email addresses. Malcolm to provide board with most current list of registered swimmers with contact information. Malcolm will also provide the board with access instructions to MDSC hotmail account in order to update the email contact list, as well as for sending out mass emails to the club. Discussion followed regarding use of mass emails for swim meet reminders, coordinating host meets, information regarding fundraisers, reminders re: registration, monthly dues, escrow, etc.
 - Newsletter – Discussion on suggestions/ideas for MDSC newsletter which is put out by Malcolm. Newsletters can be found on the website, and upcoming ones will be posted on bulletin board at the pool.

- 2010 Registration
Board discussed ideas for a simpler and more efficient way to get yearly registrations processed. Glynis recounted months of requesting re-registrations and continued difficulty in obtaining them, due in part to the 'drop off only' type membership. New plan of more email contact may prove effective. May need to physically hand out letters/forms to swimmers and strictly enforce no registration/no swim policy.
- Fundraising
Malcolm has drafted a Sponsor Request form letter which has been emailed out to board members. Board is encouraged to make outreach in the community to enlist their support of our swim club.

NEW BUSINESS

- Team spirit
 - Team patches have been ordered
 - Currently taking orders for team polo shirts. Board in agreement that all coaches' polo shirts will be sponsored by the club.
 - Discussed looking into team jackets, tracksuits, etc. Will revisit this idea.
- Host Meet SCM and LCM
 - Glynis has decided that splitting the co-host meets into 2 shifts will work out better than how they've been handled in the past. For the next short course meters meet on March 20th, we will use a 1st shift/2nd shift system where one will be designated to take care of all beverages (including coffee!) and one will take care of food.
- Fundraising
 - Tanya to look into Flatbread Pizza's fundraiser nights.
 - Ideas/suggestions for fundraising opportunities are always welcome, needed, and very much appreciated.
- Front desk registrar
Glynis has identified need for having an acting registrar available at least weekly at the front desk. The duties would primarily be to keep better track of the incoming and re-registrations. Attention needs to be paid to the status of registrations as 'pending' or 'ready to submit to Malcolm'. If pending, registrar to keep track of needed payment and/or documents. Registrar will also be responsible for separating and filing of the 2009 / 2010 registration paperwork. Oren has volunteered to take this on and will receive further direction from Glynis on specifics.
- MALCOLM!!!
Glynis would like to remind the board that Malcolm has a gazillion things going on as Head Coach and recommends the board be more on the front line for him in regard to parents, for example. The board should be able to run on its own not *with* Malcolm, but rather, *on behalf of* Malcolm. Please work to be the buffer between Malcolm and the public so that he can focus on his head coaching duties.

Meeting adjourned by Glynis at 6:02 pm.

March board meeting TBA.

Submitted by Tanya Hansen