Maui Dolphins Swim Club

Thursday, January 03, 2013

5 pm Upcountry Pool Room

Board of Directors Meeting

MINUTES

**Roll Call—Aja Eyre, Heidi Bigelow, Sue Williams, Ai Jingugi, and Carol Ann Barrett (came at 5:20)**

**Call to Order—5:08 pm**

1. **Approval of Minutes**

Heidi motion, Sue seconded, all in favor

1. **Scheduling**
2. Board Meetings will be held on the THIRD WEDNESDAY of EVERY MONTH
   1. Kris needs to notify parents on TeamUnify and post Agenda within a day
   2. Post minutes afterwards
   3. Malcolm will attend when possible, Team Captains for last ten minutes
   4. Informal discussion sessions with board members will be held at other times during the month, most discussion made through email
3. Meet Schedule for long course season is not available yet, but FUN MEET is scheduled for February 9th at the Kihei Pool
4. Weekly schedule for front desk:

Monday—Ai

Tuesday—Sue

Wednesday—Carol Ann

Thursday—Heidi

Friday—Aja

Please make arrangements to have someone else cover your spot if you won’t be there.

1. **Treasurer’s Report**
2. Need to get QuickBooks cleaned up with Kevin, create and maintain a budget, and update the dues on the website (Aja will work with Kevin and send out budgeting ideas)
3. Ai’s training of other board members for front desk will happen through this week and the next
4. Sue will prepare a report on the T-shirt sales and try to collect a few more payments, as well as find out the basics of the Team Uniforms and unpaid fees for those
5. Aja will prepare an initial Monthly Payment sheet to be kept with the Treasurer’s Payment Log so that swimmers’ parents can easily see what payments are owed.
6. Ai is working with the bank to get the check signing privileges switched to our names.
7. **Management Report**
8. Bylaws report from Heidi-

Current bylaws are a little outdated, but not so bad that they can’t be fixed. Do make it an “all-powerful, all-knowing board”. Also, there are some conflicts with the Articles of Incorporation that may or may not need to be amended (especially concerning term limits).

She would like to update the bylaws to include:

1. Better defined fiscal responsibility
2. Annual Budget
3. Change the parts about dues, missed payments and repercussions to be included as Club Policies and not an official part of the By-laws.
4. More clearly define the non-board parents as silent membership, and define *who* is a member (i.e., if you pay the fee, are you the member?)
5. Aja asked about delineation of Board Member responsibilities as related to their position?
6. USA Swimming registration, for board and swimmers has been submitted, except for Sue’s. We now need to complete the following:
7. Make a USA Swimming account. You should be able to create a new account and link it to your “non-athlete registration” by entering your birthday and name after you create a new USA Swimming account. From there, you will go to PROGRAMS AND SERVICES and find the background check and athlete protection sites, or click the links below (but make sure you are still logged in, or it won’t count)
8. Background check (pay with your own money and Board will reimburse

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=2019&Alias=Rainbow&Lang=en>

1. Athlete Protection Training needs to be completed as well:

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1960&Alias=Rainbow&Lang=en-US>

1. We will post Agenda, Board meetings, and Minutes on Team Unify
2. Communication and discussion over email to cut down on meeting time
3. **Communication Report**
4. Current brochures, swimmer rules and general information all needs to be updated and consolidated into a handbook
5. Aja is working on this, with input from Heidi
6. Discussed changing dues to be $50 for all levels, $25 for additional child, 6-month fees are $250, $140 for each additional child
7. Front desk information, like list of swimmers, procedures, and information

packet needs to be put together and available

1. Will also put the month by month account snapshot for all swimmers to make collecting dues easier.
2. Newsletter needs to start again. Monthly
3. One board member as head newsletter person, or trade off?
4. Each board member in charge of one aspect of the newsletter, including a coach’s corner
5. We will get started on this in February
6. Bulletin
7. Will slowly get started on the Bulletin
8. Carol Ann will put together the photos she has now
9. Branding for the team—logo and slogans updated
10. Aja will send Heidi the logos she has and see what we can do before we start printing handbooks and other informational material
11. Website updated, Aja working with Malcolm on the site and will train other board members
12. We need to get a GERNERIC EMAIL set-up, Aja will do
13. **Recruitment and Retention Report**
14. Team list
15. Get to know the kids *and* the parents
16. Who has limited attendance, who do we need to reach out to
17. Aja will work on getting updated lists out to everyone
18. Help swimmers make individual goals. Awards for swimmers meeting their goals *and* other attendance and time awards
19. Decided to make swimmers Goal Card that we will have them fill out before the first long course meet. Will award and recognize for attendance and goal meeting
20. **Events Report**
21. Tentative calendaring of events—one per quarter?
22. Fun Meets with prizes happen more often—kids love them
23. Parties
24. “Retreat”? Need to coordinate with Glynnis
25. **Fundraising Report, 5:55**
26. Fundraising Goals per Quarter
27. Benchmark of $500 per quarter
28. Malcolm is still working on Aumakua
29. **Final Words with Malcolm**
30. Coaches are paid 80% of the gross dues, 20% goes to overhead
31. Aumakua usually makes the club $2000, Malcolm checking into feasibility
32. Get your background and training checks done
33. **Final Assignments**
34. Aja will work on lists, handouts, bulletin board
35. Heidi will continue to work on Bylaws over the next months, will also check out logos and give us some ideas on updating. Working with other board members, let’s have a logo ready to go by next meeting
36. Carol Ann will be out of town, but will bring in photos/poster for bulletin (leave out any photos that may violate privacy issues)
37. Sue will check into the t-shirt sales and make sure they are squared away and help us make plans for selling our inventory. She will also find out the deal with the team uniforms
38. Ai will train everyone to use the log, get the check signing privileges changed over, and work on getting the books more clear
39. Kris will help with a plan for the monthly newsletter and work on the goal cards with others. Also, will you post (on Team Unify and MauiDolphins.org) the meeting schedule for the year, with the Board meetings on the third Wednesday of every month at 5pm at the pool or in the pool party room

**Adjournment, 6;20 pm, motion by Heidi, seconded by Sue**

**NEXT MEETING:**

**WEDNESDAY, JANUARY 23rd, 5pm**

**Possibly voting on:**

**Dues changes, logo, newsletter policy, communication policies, fundraising goals, budget, fiscal policies, yearly**