Maui Dolphins Swim Club

Thursday, January 03, 2013

5 pm Upcountry Pool Room

Board of Directors Meeting

Agenda

**Roll Call**

**Call to Order**

1. **Approval of Minutes, 5 pm**
2. **Scheduling, 5:02**
3. Board Meetings, scheduled for the next three months
4. Meet Schedule for long course season, at least one board member at each meet,

team snacks? Other assignments?

1. Weekly schedule for front desk
2. **Treasurer’s Report, 5:10**
3. Current statement and P&O, plus establishment of concrete dues and collection rules
4. Ai’s training of other board members for front desk
5. **Management Report, 5:20**
6. Bylaws report
7. Each position’s responsibilities as well as “pet projects”
8. USA Swimming registration, for board and swimmers
9. Post Agenda, Board meetings, and Minutes on Team Unify
10. Communication and discussion over email to cut down on meeting time
11. **Communication Report, 5:25**
12. Current brochures, swimmer rules and general information all needs to be updated and consolidated into a handbook
13. Front desk information, like list of swimmers, procedures, and information

packet needs to be put together and available

1. Newsletter needs to start again. Monthly? More frequently?
2. One board member as head newsletter person, or trade off?
3. Each board member in charge of one aspect of the newsletter, including a coach’s corner
4. Printed and emailed? Only on Team Unify? One printed version on bulletin or handout to everyone?
5. Bulletin
6. One board member in charge of bulletin
7. Each board member in charge of updating one aspect? Same as newsletter? Or should we just collaborate to get it together at first and then have one member in charge of managing it, or trade off each month?
8. Branding for the team—logo and slogans updated
9. Website updated, working with Malcolm on the site
10. **Recruitment and Retention Report, 5:40**
11. Team list
12. Get to know the kids *and* the parents
13. Who has limited attendance, who do we need to reach out to?
14. Help swimmers make individual goals? Awards for swimmers meeting their goals *and* other attendance and time awards?
15. Year’s goals for recruitment and retention
16. Ideas and assignments for recruitment and retention, ideas and assignments
17. Getting team captains involved
18. Current coaching issues
19. Team gear and swag, quick brainstorm
20. **Events Report, 5:50**
21. Tentative calendaring of events
22. Make assignments for event trailblazers
23. **Fundraising Report, 5:55**
24. Fundraising Goals per Quarter
25. Tentative ideas calendaring for fundraising

**Adjournment, 6 pm**