**Dickinson Dolphins Board of Directors Meeting Agenda**

**November 7th, 2017**

**Board of Directors:** Heather Rathgeber (President), Kate Mettler (Vice President), Pam Morel (Secretary), Patty Riely (Treasurer), Susan Moberg (Past President), John Schutt, Britney Hendricks, Kendra Miller, Sheri Twist (Members at Large). Present: Heather Rathgeber, Kate Mettler, Patty Riely, Pam Morel, Susan Moberg, Britney Hendricks, Kendra Miller, Sheri Twist, Jenna Wolf, Guy Fridley (DHS Activities Director, present from 5:30 – 6:30 p.m.)

**Reading and approval of minutes** – Pam Morel

**Reports:**

**Treasurer Report** – Patty Riley All Bills have been paid, nothing to report.

**President Report** - Heather Rathgeber

 Meeting with Head Coach Jenna Wolf

 Coaches meeting

 High School Boys Swim – Mike will be head coach. Still looking for a dive coach. Waiting to hear back from guy Fridley. Need to figure out pool times. Mike would like to start dryland at 5 p.m. and swim 530-7. Diving would be 6-7 or possibly just a few days a week. We will know after splash week and registration if this will work with club, they have all 8 lanes from 4-6. I did speak with Matt and we will have 3 lanes and the dive board from 6-7 and if we need it until 8 I will need to let him know. Mike told me that he will most likely have some morning practices as well. I let Matt know this and as soon as Mike knows his morning schedules he can let me know and I can let Matt know as well. Mike had a meeting with Guy Fridley before coaches meeting (Mon Nov 6th) and at the coach’s meeting (the evening Mon Nov 6th)he presented a letter of his resignation from DDST swimming. He stated that he discussed with Guy that boys HS swimming will be starting Nov 27th from 4-6 every day except for meet days and that they will be using 5 lanes. The board already had a contract signed with WRCC for the times of 4-6 for club swimming. Guy stated when he and Mike had the meeting Mike asked him what time he wanted practice and Guy stated ideally he would like 4-6. Guy did not know about our contract with the WRCC and did not want the HS boys swim time to affect club swimming. He stated that he would be fine with boys swimming from 6-8. Heather expressed it is too soon to change times for this year for club swimming. Matt from the WRCC stated (to Heather) there is also swim lessons starting this winter and those cannot be changed. WRCC worked around club swimming to accommodate the club and the board did not want to interfere with that. The board decided to (with the approval from WRCC) move club swim to 2 sessions: 4-5:30 and 5:30 -7. Feeder session from 5:30-6 and flippers from 6-7. There will be a 32 cap for the after school and 40 for later.

Pam Motions and Kate Seconds. Everyone was in favor.

Guy states agreement to this arrangement. Guy stated that the diver(s) also wanted to swim so that it should work out for the boys to have 3 lanes if they have 12 or less swimmers, and they would find another time to practice dive. DDST Board and Guy agreed that we would request all 8 lanes from 4-6 p.m. (3-4 for the boys HS team, and 4-5 for club – depending on numbers), and 4-5 lanes from 6-7 p.m. (again depending on numbers). Heather will contact Matt Mack at WRCC tomorrow and if needed Guy, Heather, and Matt would meet to discuss it further on Thursday Nov 9th.

With the boys HS and club in the pool at the same time the HS boys need to be USA certified.

Patty motioned the club pay for boys USA cards and Kate seconds. Everyone was in favor.

HS boys fees for the season will be a $125 sports fee and $75 deposit for warmups. Patty will get that information to Mike.

**Guest: Guy Fridley (DHS Activities Director) –**

Guy brought a copy of our “Memorandum of Understanding” between Dickinson Public School District and DDST and reviewed it with us. He also clarified that he did not know, when he and Mike spoke, that DDST and WRCC already had an agreement for the upcoming club season for lane rental and although he feels the ideal time for high school students to practice their sport would be right after school, he is agreeable to the later time this year and then changing it for next year.

He also clarified that the DDST Board’s responsibility is a supportive one. That it is the high school and the head coach’s responsibility to set up and run all meets and the head coach’s responsibility to come to the board with any requests. He states that having said that, it is also very important that the HS team and the Club Board have a good relationship as the high school relies on parents to help make meets successful. The Board is in agreement with this. Patty volunteered to be the liaison between Mike and the board for the boys high school season (2017-2018).

Guy stated that when the high school takes on a new sport there is usually a 5 year period where the high school still partners with the club that was running the sport and then it can be reassessed for the high school to adopt the sport completely. He states you can actually apply for this sooner than that, if desired. The time to do this would be at the January budget committee meeting.

**VP Report –** Kate Mettler

 Board member renewals due by Dec: Print out of who is due to renew what was handed out. Same reviewed. All present board members filled out annual non-athlete registration form and same were handed in to Patty to submit. Jenna reviewed what needs to be done for all the coaches. There’s a new safety athlete protection course, both Jenna and Kate have watched it and recommend watching it, even if you are not due to watch it yet.

BOD/HOD meeting update: Kate attended LSC board meeting in Watford, handed out handout from the board meeting and went over the meeting. See handout attached.

Hi-lights of the meeting were the definition of LEAP 1 (minimum requirements to have a club) v.s. LEAP 2 (goal of getting all clubs to this within 14 mos). It’s going to be more difficult to reach LEAP 2 starting Jan 2018. Need to meet some requirements by end of Dec/17. Some things that can help to earn points towards LEAP 2 are: coaches clinic, start a feeder program, How to run a board course, initiate electronic policy, support and send reps to attend all LSC events that will help us meet the LEAP requirements. Need more officials (lost 4 state wide). ND is currently a LEAP 1 state. There are 9 states that are not LEAP 2.

There’s a new meet template- mandated by USA swim. Sanction forms are now online.

Midwest All Star Meet – 14U sectional meet. Jan 12-14th, 2018 in Elkhorn Nebraska. Similar to Zones. Invites will go out to athletes after Dec 11th, 2017. The top 5 across the state in each event will be invited to join the team.

Proposal to change club registration fees in 2019

Junior Coaches – will allow 16-17 yr olds to coach. Need to meet same requirements as other coaches and must work under the supervision of an adult coach. Unclear whether this will start now or short course 2018.

Coaches course: Kate has a DVD for proactive coaching. Offered to board to view. Kate also offered the course to Jenna to use with her coaches and possibly the team captains and older swimmers as well.

**Special Committee Reports:**

**Facebook/Web-site –** Sheri

Sheri will be updating FB site with Splash week and website for the upcoming season

Photo Release on Active. Official and CTS incentives to also be added to website.

**Fundraising –** John

Raffle Tickets will be distributed at parent meeting at the start of short course.

Not present, did not go over raffle tickets. All raffle details were finalized through e-mail with participation of entire board.

 **Coach Report** – Jena Wolf

Coaches meeting was held Mon Nov 6th after HS swim practice. Present were: Heather, Kate, Jenna, Georgia, Samie, Maureen, McKenzie, and Mike Sullivan was there briefly at the beginning of the meeting.

 Coaches for upcoming short course season: Jenna Wolf (Head Coach), Maureen Bratten, Georgia Sustad, Samie Bohl, McKenzie Jeske.

Jenna (and the rest of the coaches) would like to also utilize the Junior Coaches if approved for short course 2017-2018. Gracie Morel, Hannah Rathgeber, Brianna Ashworth, and Sydne Beld have voiced interest.

Warm up returns are tentatively scheduled for Fri Nov 17th or Mon Nov 20th.

Active site being updated and is now set up for year round signup.

Jenna went over the grading worksheet for the DDST splash week. She will be getting started on the Active website for registration soon.

Mike Sullivan - No report submitted

**Old Business**:

1. Short Course/Splash Week: Splash Week Nov13-16th, 4-530 p.m. Short Course to start Nov 20th. Will need a board member present each night to hand out info and help parents sign-up. Mon – Sheri, Tues – Heather, Wed – Patty, Thurs – Britney. Parents meeting – Thurs Nov 16th at 530 p.m.

Handouts for parent’s night: DDST Info sheet – similar to LC info handout plus info on official and CTS incentive, online store, points system, raffle. Heather will finish getting this ready and bring copies to parent’s night. Code of Conduct, photo release, medical information will now be on Active site. Discussed putting together a new parent handout for the parent meeting, with tips for surviving the first year, meets, etc. Kate and Sheri will do the sign out for raffle tickets.

1. Online store for short course season - Kim will be sending me all the info by the end of the week and will bring sizes for try on at our parent meeting.

Do we want to have goggles out for purchase at the meeting as well? Yes Do we hand out swim caps at the parent meeting as well? Yes, these may also get handed out during splash week.

1. Points system update – Jenna worked on it a bit during HS girls swim season. We do need to review this further and add it to Active site.
2. Officials needed for club and high school swim seasons: Mandy Wilson and Mrs Wolbaum have voiced interest. We will promote the incentive during splash week and the parents meeting. Sheri will ask Wallace to be present at the pool during splash week and during the parent meeting to answer official questions.
3. CTS (Colorado Timing System): Sheila Rothstein and Levent Kilic trained at our last 3 home swim meets with Val as CTS Managers. We need to confirm what the CTS incentive will be. Waive 1 swimmer club fee? Waive home meet fees? Waive volunteer points?

Kate made a motion to set a CTS Manager incentive that DDST will reimburse 1 swimmer club fee, waive home meet fees, and waive volunteer points. Patty Seconds the motion. Motion passed.

1. Active Update: Need to add photo release on register link for short course. Photo release, code of conduct to be added to site. Jenna is working on site and will have it updated prior to the start of splash week.
2. Feeder Program: We will be doing a modified feeder program in that we will not be offering it out to the general public at this time. We will see how splash week goes and if there are swimmers who are not quite ready for flippers, we will invite them to take part in the feeder program twice a week until they are ready to move up to flippers. What do we charge for this? We will need to reassess how we want to develop the feeder program at a later time. Discussion about this. Jenna suggests running it twice a week for 6 weeks and then reassess, If the swimmer is ready to advance they would move up to Flippers, otherwise, they could take a second 6 week session. $50 per session, plus USA swim fee. All present were in agreement.

**New Business:**

1. We need to revisit how we pay coaches hired through the club (versus the High School) during home and away swim meets are paid. If paying the $120/meet fee, the expectation should be that fee is for attending the entire meet. If a coach is not attending the entire meet we should consider paying their hourly wage. Also if a club hired coach is working with a high school team and traveling to a meet the expectation should be that they ride the bus. If they drive on their own, mileage would not be covered unless there was a reason they were asked to drive separately, like the bus was unavailable or full. Heather will update the current job descriptions and contracts to reflect the expectations of coaches attending meets in regards to the wage they are being paid. It was decided that we will leave the daily rate at $120 with the expectation that the coach is there for the entire meet and if not able to be, then the coach would be paid their hourly wage. This would also be readdressed if we need to hire an additional coach for HS boys season.
2. Waiting to hear back if the Junior Coach is effective now or not until SC 2018. We have 4 girls interested (Hannah Rathgeber, Gracie Morel, Brianna Ashworth, and Sydne Beld). What wage would we offer ($13-$15 range?). Life guards make $11/hr. They make $16 .50 for teaching swim lessons. We will see what numbers are after registration/splash week and discuss further about jr coaches. Heather brought up that there is a CPR and First Aid course through EMT Nov 18th that Brianna is signed up for and that Sydne was considering taking. Jenna will suggest that the girls do the free certifications for now and once we know for sure that Junior Coaches are for this year we could check with WRCC re: life guard course or CPR/First Aid and safety classes.
3. Club Swim Pics are set for Thurs Dec 14th at 5 p.m. HS Boys will go first at 430 p.m. Bill Lafond will be doing the pictures. He will mail out the info to me closer to the date. Heather will speak to Matt about booking the pool early that day. Bill will need to set up at 3 p.m. He would like suggestions for set up (where) and would also like to sue another space for the group picture (gym?). All the individual pics need to be in the same area as it takes an hour to get their lights set up. He says he can take separate group pics if we like so that we can see all the faces in the pictures better (flippers, dolphins separate etc). He requests I send him the numbers of swimmers we have once we finish registration. Heather already sent a communication to Mike regarding the time and date for HS Boys pictures. Patty will remind him, as his contact.

**Other: 1) Jenna will invite the HS Girls to help as Aides during Splash week.**

**2) Discussed having a store at the swim meets again. Britney volunteered to get this set up and run it. She will contact Carrie Hljeming for ordering info.**

Next Meeting Tues December 12th, WRCC, 530 p.m.

**Meeting Adjourned at: 9 p.m.**

**\*Secretary, Pam Morel had to leave early.**

**Key:**

**Red – Pam’s notes**

**Blue – Heather’s notes**