

REGULAR MEETING OF THE BOARD OF DIRECTORS
June 22, 2010
SCSC Rotunda

MEMBERS PRESENT: John Bitter, John Blake, Yann de Fabrique, Anne Griswold, Barbara McGarvey, David Murray, Peter Nunan, Cynthia Owens.

EXCUSED ABSENCE: Chris Cavanaugh

Proceedings:

Meeting called to order at 6:45 P.M., by President, John Blake.

Approval of Minutes: Minutes from the Regular Meeting of the Board and the Executive Meeting of the Board on May 24, 2010, were approved with no revisions.

Committee Reports

Treasurer Report: David Murray

May 2010 Profit & Loss report presented. David expressed concern that we would not make our projected revenue stream. Revenue is down due to members taking long term vacations and leaving the club in June. Learn to Swim revenue is down \$93K from this same time last year and their backlog of sign-ups has been depleted. More will be known next month upon completion of their 10 week lesson cycle, but lower revenues are projected.

ACTION: David to provide April financials to the Board of Directors.

Audit Committee Report: Anne Griswold

Anne provided hard copies of the February 9, 2010 Management Letter from CPA firm BPM, for the '2008 audit tune up' which outlines several areas requiring attention by management. Also provided was a proposal from CPA firm LMGW for conducting the 2009 Audit. Audit committee has not yet reviewed the LMGW proposal. After they gather more information Anne will create a matrix for the Board members to compare LMGW with Brokstein & Rosen. A board decision on which firm to retain should be made by the end of June. The audit will take about 2 months to complete, and needs to be finished by the end of September 2010. The 2009 Form 990 needs to be submitted by August 31, 2010, per the extension date. The goal is to submit a corrected 2008 Form 990 at that time as well. Anne requested an electronic vote for retaining a CPA firm be taken by the board once comparison metrics are reviewed.

ACTION: Anne will provide references, recommendations and Form 990 Preparation costs to the board.

Election Committee Report: Peter Nunan

Election Committee members include, Peter Nunan, Lisa Hazen and Laura Aiken. The committee is working on developing a secure, online voting system for the annual September board election. Estimated cost is around \$500. IT specialist, Lisa Hazen, will need a ‘scrubbed,’ clean, accurate email list of registered SCSC members in good standing as of September 15, 2010. List to be provided by Erik Colwill and Team Unify. With this list, Lisa will facilitate setting up an online system for the vote. The Election Committee is looking at three different systems, and will make a recommendation to the Board.

The board determined the election will be held Tuesday, September 28, 2010. The election committee will make recommendation regarding voting parameters and timeframe.

ACTION: Peter will write a newsletter article to notify the membership regarding the election.

Finance Committee Report: David Murray

No Report. Pacific Swimming has approved their investment strategy template. David will share that information at the next board meeting.

Fundraising Committee Report: John Blake

SCSC has been contacted by a firm that helps non-profits in fundraising. There is no money upfront, but they do take a percentage of funds raised. This type of service may be an option for the club to use in the future.

John wants to clean up the website, which has old information on it regarding fundraising.

Anne recommended doing a brick campaign to begin to build interest and momentum for fundraising.

ACTION: John Blake with follow up with Anne.

John Bitter suggested contacting Swim MAC, which has been successful in fundraising campaigns; with perpetual online giving and securing Wendy’s as a sponsor.

Membership Committee Report: Barbara McGarvey

Barbara actively recruited for the Membership Committee this past weekend during the International Meet.

Coach’s Report: John Bitter

John provided a proposed Membership Agreement packet and requested board members review and send him feedback by the July board meeting.

ACTION: John will provide soft copies of the proposed Agreement to board members.

The Regular Meeting of the Board session was closed at 8:00 P.M.

The Executive Meeting of the Board session was opened at 8:00 P.M. and closed at 8:20 P.M.

The Regular Meeting of the Board session was re-opened at 8:20 P.M.

Unfinished Business: John Blake

Board Communication Protocol

The question of how we address issues within the club, without defaming others was discussed. It was determined that board members ought to be able to speak freely and frankly within the board room, but to be aware that anything written in email can be made public during the course of legal ‘discovery’.

Whistleblower Procedure: John Blake

John presented a first-pass proposal with processes borrowed from Sarbanes Oxley. It was determined that if a complaint is made regarding a code of conduct issue (i.e. club policies and procedures): the board ought to handle the matter internally. However, if the complaint is regarding a law being broken, the board ought to refer the complainant directly to the police.

ACTION: John Blake will seek legal counsel regarding what the board’s responsibility is if a complaint regarding law violation is made known to any member of the board.

Once this document is finished and approved by the board, it will be posted online and accompany all SCSC registration material. Incoming board members will be informed about the policy and their responsibility in handling complaints.

Club Improvement/Member Feedback

Discussion by all, and suggestion that Membership Committee develop a survey that will provide meaningful, useful membership feedback and input to improve club operations.

43rd Annual International Meet post-Report: Barbara McGarvey

This was the smoothest meet in recent years. Revenue was lower than last year, but higher than comparable years in the four year Olympiad cycle. Cash was handled much better than before. Check-in was better. Coaches and athletes praised the meet.

There will be Volunteer check-in modifications for next year. The volunteer hours buy-out policy will be strictly enforced next year. Monies raised from buy-out hours will be used to hire necessary help to cover volunteer positions.

SCSC finished in 8th place at the meet; with the highest score the club has earned since the days when Stanford athletes represented SCSC.

Meeting Adjourned at 9:02 P.M.

Respectfully submitted,
Cynthia Owens, Secretary