

# October 2018 Board Minutes

MINUTES

OCTOBER 18, 2018

1700-1900

LIBRARY

|                          |   |
|--------------------------|---|
| <b>MEETING CALLED BY</b> | President-Susanne Galvin @ 1705   |
| <b>TYPE OF MEETING</b>   | Monthly Board Meeting   |
| <b>SECRETARY</b>         | April Purtell (absent)  |
| <b>ATTENDEES</b>         | Susanne G President.; Michelle M Treasurer; Jen K Statistician.; Tom S Community Liaison.; Susan Y HS Liaison; Krishna E Parent Liaison |

Agenda topics – No official votes as quorum was not met

## BANQUET

PRESIDENT

|   |   |                              |  |
|---|---|------------------------------|--|
| <b>DISCUSSION</b>   | Committee Selections                                      |                              |  |
| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b>                                 | <b>DEADLINE</b>              |  |
| <ul style="list-style-type: none"> <li>EOY Banquet Chair to be identified by Thanksgiving</li> <li>Decorations, Food, Entertainment, Awards sub chairs</li> <li>Location – Firehouse/Patch Community Club/High School</li> <li>Caterer Selection – i.e. German Kanteen</li> <li>Awards selection (Susanne will contact Jenna and Mary)</li> </ul> | Equipment (Mary)<br>Susanne (President)<br>Krishna (P.L.) | First Milestone<br>22 Nov 18 |  |

## COACHES PAY

PRESIDENT

|  |   |                 |  |
|--|---|-----------------|--|
| <b>DISCUSSION</b>  | Increase Coach Mariska's Pay                          |                 |  |
| <b>ACTION ITEMS</b>  | <b>PERSON RESPONSIBLE</b>                             | <b>DEADLINE</b> |  |
| <ul style="list-style-type: none"> <li>Susanne will send vote over email due to quorum requirement</li> <li>Requested 550 Euros per month</li> <li>Request retroactive pay from September</li> </ul> <b>President:</b> <ul style="list-style-type: none"> <li>Will need to get Coach Jenna to give hours from Coaches to Michelle (Treasurer)</li> </ul> | Susanne<br>Michelle (Treasurer)<br>Jenna (Head Coach) | Nov 2018        |  |

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**PACE CLOCK**

PRESIDENT

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|---|----------------------------------|-----------------|
| <b>DISCUSSION</b>   | Has Mary Ordered Race Clock Yet? |                 |
| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b>        | <b>DEADLINE</b> |
| <ul style="list-style-type: none"> <li>Susanne will send an email to check</li> </ul> | Susanne                          | Nov 2018        |

**LD LAP COUNTERS**

PRESIDENT

|  |                             |                 |
|--|-----------------------------|-----------------|
| <b>DISCUSSION</b>  | Need 2-3 LD Lap Placards    |                 |
| <b>ACTION ITEMS</b>  | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
| <ul style="list-style-type: none"> <li>Need a vote to order more</li> <li>Will need Mary to price out and order</li> </ul> | Mary (Equipment)<br>Susanne | Nov 2018        |

**STATUS OF RIBBON  
AND HEAT SHEETS**

ALL

|   |  |                 |
|---|--|-----------------|
| <b>DISCUSSION</b>   |  |                 |
| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b>                | <b>DEADLINE</b> |
| <ul style="list-style-type: none"> <li>Susanne Lisbon ribbons are the only thing missing – Jenna has them to distribute upon return from travel</li> <li>It was agreed that the ribbons are picked up by a coach or board member and the coaches distribute at their own discretion</li> <li>Krishna as PL will send out reiteration email/FB post to parents</li> <li>Heat sheets are dependent on host teams and parents have been told that some teams do not provide them, some send via email the day before or the day of the meet</li> </ul> | Susanne<br>Jenna (Head Coach)<br>Krishna | Closed          |

ALL

**DECEMBER HOME MEET**

| DISCUSSION  | Which teams, fundraising and morale building activities          |                               |  |
|---|--|-------------------------------|--|
| ACTION ITEMS  | PERSON RESPONSIBLE   | DEADLINE                      |  |
| <p><b>Fundraising</b></p> <p>Need to follow up w/ Njeri on raffle basket ideas (i.e. wine, holiday theme)</p> <p><b>Statistician:</b><br/>ccc</p> <ul style="list-style-type: none"> <li>● Need clarification on whether Lakenheath and Berlin will be attending</li> <li>● Susanne thought it was only KMC</li> <li>● Susanne will contact the other teams for verification</li> </ul> <p><b>Concessions Holiday</b> themes (cocoa, etc..)</p> <p><b>Pres:</b></p> <ul style="list-style-type: none"> <li>● Candy Canes heat winners</li> <li>● Morale activities for meet</li> <li>● Coordinate with Volunteer POC</li> </ul> | <p>More discussion – agenda item next meeting</p> <p>Susanne</p> | <p>November Board Meeting</p> |  |

**LD CHAMPS**

ALL

| DISCUSSION   | When to have sign ups, seating and payment                                |                   |  |
|--|---|-------------------|--|
| ACTION ITEMS   | PERSON RESPONSIBLE  | DEADLINE          |  |
| <p><b>President:</b></p> <ul style="list-style-type: none"> <li>● Verified due date for entries is 14 Nov</li> </ul> <p><b>Treasurer:</b></p> <ul style="list-style-type: none"> <li>● During practice parents will physically sign intent &amp; pay splash fees</li> <li>● Board discussed and agreed 2/7 November signups on deck</li> <li>● Parents will be told exact cash and change</li> </ul> | <p>Stats<br/>Treasurer<br/>Secretary<br/>President<br/>Parent Liaison</p> | <p>7 Nov 2018</p> |  |

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|--|--|
| <p><b>Statistician:</b></p> <ul style="list-style-type: none"> <li>• After parents will sign intent and pay fees registrar (based on past LD champs) will input swimmers via team laptop</li> </ul> <p><b>Parent Liaison:</b></p> <ul style="list-style-type: none"> <li>• Suggests also conducting a Parents Meeting/Q&amp;A during the sign ups 2/7 November</li> <li>• Create Survey Monkey for parent feedback– results will be briefed at parent mtg</li> <li>• Recommended Jenn K to do a test run of laptop use at upstairs SiFi before the 2 Nov</li> </ul> <p><b>President:</b></p> <ul style="list-style-type: none"> <li>• Will need to follow up on when LD Champ shirts will be ordered or distributed</li> <li>• Will need to follow up on when LD info will be released - goal 22 Oct week for info and signup</li> <li>• Discussions on short timeline for SC Champs seating but was tabled for later</li> </ul> |  |
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## HS POTLUCKS

HS LIAISON

| DISCUSSION  | HS Captains would like to resume |          |  |
|---|----------------------------------|----------|--|
| ACTION ITEMS  | PERSON RESPONSIBLE               | DEADLINE |  |
| <p><b>HS Liaison:</b></p> <ul style="list-style-type: none"> <li>• Coach Mariska is suggesting a movie night at RB Theater – “Missy Franklin Movie”</li> <li>• HS swimmers would like to do a potluck for holidays</li> <li>• Will follow up with Mariska on locations</li> </ul> <p><b>All:</b> Try for Sunday, 2 Dec from 1400-1800 to avoid RB traffic and having potluck before home meet</p> | Susan                            | Nov 2018 |  |

## TEAM PICTURES

HS LIAISON

| DISCUSSION   | When and How                           |          |  |
|--|--|----------|--|
| ACTION ITEMS   | PERSON RESPONSIBLE                     | DEADLINE |  |
| <b>HS Liaison:</b> <ul style="list-style-type: none"> <li>Yearbook needs Fall and Winter HS pictures</li> <li>HS swimmers (one so far) to provide and vote for a shirt design</li> </ul> | Susan (HS Liaison)<br>Alda (Publicity) | Nov, Jan |  |

## LD HOME TIME TRIALS

STATISTICIAN

| DISCUSSION   | After Action report                      |             |  |
|--|--|-------------|--|
| ACTION ITEMS   | PERSON RESPONSIBLE                       | DEADLINE    |  |
| <ul style="list-style-type: none"> <li>Timers lacked training – recorded splits incorrectly and in wrong columns - much confusion</li> <li>Lap counters were unsupervised</li> <li>ESFL Statistician and Head coach reviewed TT errors and required to pull those split times from record</li> <li>6 swimmers were involved</li> <li>1 swimmer decided to not re swim/qual</li> <li>Others will requalify at future competitions to qualify</li> </ul> <p><b>President:</b></p> <ul style="list-style-type: none"> <li>Lesson learned – no practices during TT or conduct at separate facility</li> <li>Training needs to be involved prior to meet</li> <li>Need meet director to enforce rules during the time trials</li> </ul> | President<br>Head Coach<br>Head Official | August 2019 |  |

**AROUND THE HORN  
ITEMS/INFORMATION**

ALL

| DISCUSSION  | Feedback from Families; Smooth Communication Process; Volunteering   |                            |  |
|---|--|----------------------------|--|
| ACTION ITEMS  | PERSON RESPONSIBLE   | DEADLINE                   |  |
| <p><b>HS Liaison:</b></p> <ul style="list-style-type: none"> <li>● Provided parent feedback from an email and will send the context to PL to integrate in the Survey Monkey email</li> <li>● Request for Coach or President to formally introduce new coaches Steve and Nick and provide bios via email</li> <li>● Will send an email to remind HS swimmers of Vilseck and opportunities to earn higher points w/ smaller meet</li> </ul> <p><b>Community Liaison:</b> GAWC volunteer opportunity; please distribute to all families; encourage full support for GAWC as they support us (forward to Secretary and Volunteer since they are not in attendance)</p> <p><b>Parent Liaison:</b></p> <ul style="list-style-type: none"> <li>● Recommends New Coach Bios, Swimmer of the Month and Meet (w/ pics), LD Trial mtg info/dates be published in next newsletter</li> <li>● Recommend Secretary to send registration, volunteer sign ups and any security access info in one package (Meet announcement also if possible)</li> <li>● Will send a clarification email/FB post to parents that currently communications hierarchy – Email first, FB posts as reinforcement/flash info, website as archival information</li> <li>● Recommend that when minutes are approved to inform parents that it will be posted for them to view anytime</li> <li>●</li> </ul> | <p>Alda (Publicity)<br/>Coach Jenna<br/>Susan<br/>Krishna<br/>April (Secretary)<br/>Zoe (Volunteer)<br/>Stacey (Webmaster)</p> | <p>November 7<br/>2018</p> |  |

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| <p><b>President:</b></p> <ul style="list-style-type: none"><li>• Verified two-week practice change due to Maichingen closure</li></ul> <p><b>Statistician:</b></p> <ul style="list-style-type: none"><li>• Vilseck is requesting as many swimmers attend as possible</li></ul> |  |  |
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*Meeting minutes for October will be distributed and voted on via email quorum so they can be posted for transparency*

Meeting Adjourned: 18:57