1. Sign in/Call to Order: 6:43pm

2. Review of/Adoption of Minutes: N/A

3. Board Member Reports: Stacey Dusseasult, Becky Holden, Jeremy Watkins, Brandon Accardi, Casey

 Buonaugurio, Tara Thompson

|  |  |
| --- | --- |
| President  | ***Stacey***· Status of BOD members completing CLBM 101 Course (Becky, Stacey and Casey have completed – anyone else?)Jeremy, Brandon, Tara still to finishLSC gave us our Level 1 and team got extra $400· Registered to attend CLBM 201 Course Oct 19 (Becky and Stacey will attend – anyone else? - Jeremy will attend Officials section that day)· LSC is awarding us an extra $100 after the completion of the CLBM 201 Course and Level 2 completionScholarships - In policies and procedures, if people are interested, based on qualification for free lunch program at school |
| Treasurer  | ***Jeremy***· Stacey developed a detailed list of duties and responsibilities for the Treasurers position before handing off to Jeremy· Audit of the 2019-2020 expenses was completed prior to hand off to Jeremy· Jeremy needs to complete the monthly reviews of the budget and make recommended adjustments.Motion to ratify checks August(2264-2265, 2738-2746, 2732-2735, 500067-50071) - Jeremy motionedStacey to second motion* + Present August Treasurers Report and Summary Report - See attached
	+ Present end of fiscal year report 2018-2019 - See Attached
	+ Present budget for 2019-2020 - See Attached
	+ Currently looking at deficit with loss of numbers
	+ Looking into discussing raise meet fees for swimmers next board meeting
	+ Jeremy to talk to other officials and teams to inquire on meet fees and how many swimmer to break even at meets, can we require swimmer participate in x amount of meets and if you don’t then fees
	+ Calling smaller teams to compare how they handle meets
	+ Discuss impact of current numbers versus expected numbers on overall budget
	+ Currently operating meets at a loss even with an official present
	+ Possibly looking into Annual Renewal Fee
	+ Possibility of parents being able to pay extra for one and one lessons and using as benefit for swimmer to improve and as extra revenue for the team
	+ Becky to talk to other coaches, and Paulina? about interest and time for private lessons.
	+ Stacey to talk to Amy Hosapple about time for using the pool for private lessons
	+ Advertising?? $500 in the budget, wasn’t used are we using and how? Looking at possibility of flyers for schools
	+ Jeremy asked for future BOD meeting to be after the 5th of the month for budget reporting
 |
| Coaches  | ***Coaches (Becky)***· Status of training for all coaches· Monthly coaches report - See attachedMary talked to Becky about adding in IMX meetPS has invited us in for their novice meets they will be hostingLSC funds received to help pay for Swimposium and Catch the SpiritBecky to get Tara coaches report after meets for social media |
| Secretary | ***Marketing (Secretary - Tara)***· Tara needs to submit at least one article this quarter to the paper. - Talk to Tania about writing an article about the team introducing team to the community now, and when she can possibility of continued articles to the paper about meets and such· How are we doing on social media postings? - team email sent out asking for pictures of swimmers and meets from parents, starting to get some coming in. |
| Awards Committee  | ***Nora and Becky***· Status (location and date) of awards banquetRCC for the fall banquet, Barnett as back upLibrary for the winter banquet |
| Membership Committee | ***Membership/Policies and Procedures (Casey)***· Need a group to review all policies and procedures manual this month.* + Need to address policy of refunds for parents who are upset and want to leave before the session is completed. Going forward having refund be based on board approval
	+ Discuss the Hammonds/Ashburn issue and ensure consistent refund policy moving forward. We need to adjust what happened this time to prevent it from occurring again.
	+ Becky had offered refunds but not specifically, board to discuss how their refund looks
	+ Stacey makes a motion to refund them Oct, Nov fees, Team keeping Sept fees, and yearly fee, and $72 LCS fee
	+ Jeremy seconds the motion

· Team handbook was updated prior to this season.· We contacted an HR firm to discuss updating employee manual. The cost to audit all HR processes and employee manual would be close to $2000. That cost is too high for us. Discuss cheaper alternatives. ADP has program but $75 per month, not worth the cost. Chandra and Stacey discussed just moving forward with what we have already, and they will figure out what we need and trainings and updates as it arises· Casey has reviewed all members and everyone should be current with USA swimming. Everyone is current, All new swimmers are up through Dec 1. Starting Dec 1 all swimmers on the competitive team will be billed $72 and team will handle USA Swimming registration. Email to be sent out now to see who will be continuing in winter. 60 to be done in Dec. Casey writing up procedures of how this is to be handling and what exactly she is doing for future reference.· All coaches and officials will be renewed in December with the competitive team members. |
| Equipment Committee | ***Melissa***· Working on ordering a team swim suit. Hopefully sizing packet to come out this week. Waiting to hear from Melissa when they are here, once they arrive Becky will send out email letting parents know· Starting order for caps and parkas |

4. Old Business None

5. New Business ***Fundraising (At Large/Brandon?)***

· Currently don’t have anyone specific assigned to fundraising. Do we want to plan a fundraiser for this quarter? Who will head this up? - Brandon taking on Fundraising department

Look into Jersey Mikes?

Shirts, hats (with sponsors?) - Brandon to get together with Melissa

Bidding baskets for banquets - Brandon to talk to Nora - Possibility of having each team donate items for a themed basket, competition between teams winner gets pizza party???

Idea of GoFundMe page - towards scholarships, equipment, and pool time

Kids fundraising for championship meets

Fundraisers and sponsorships to reflect the team

Get Ethan, Heather, and Isabella to get together to design new t-shirt for team??

· Headsets were purchased with end of year funds from 2019-2020 funds.

Discuss team’s Official's status - need officials. Heather is shadowing. Jeremy and Jay already going. Would like to have at least 4 officials. Stacey going to look into starting shadowing

Jeremy to draft introduction letter about Officiating to try to get parents/grandparents to help

Jeremy to ask when he officiates meets Ramona isn’t participating in, making sure we get credit towards next meet our team is at.

Next board meeting to be Monday, December 16th at 6:15pm

6. Meeting Adjourned: 8:50pm