

x	B. Breeger	x	S. Maw		L. Kimball	x	S. Fuller
x	R. Younger	x	T. Pegram	x	S. Hennessy		
x	M. Young		G. Kuster		K. Hennessy		
x	K. McAllister		R. Gharbo	x	K. Morello		

Call to Order: Quorum>50% 7:04 PM

Approval of August 27, 2013 Board Meeting Minutes: Tonya motion to approve, Maw seconded, approved.

## Reports

- Membership report:: (Marybeth Young) Membership numbers- As of today have 170 Swimathon Swimmers, 136 Fund Raising Families and 78 Session based swimmers registered. 6 Flippers registered. (131 Fund raising families at this time in 2012) Registration will continue to be open through the middle of October. The 2<sup>nd</sup> invoice of the new season is emailed by Team Unify on October 1.
- Coaches Report: (Steve Hennessy - staff, recruiting, training, meets)
  - Staff:* Introduced new part time hire, Sam Fuller, as a Senior Coach. Will work primarily with Senior, NP and National Team practice sites. Also to work on CGBD dryland training plans to increase consistency and efficiency. NCSU Civil Engineering degree 2010, varsity swimmer NCSU, 3 years Head Coach of Carteret Currents, Morehead City, ACE Certified personal trainer.
  - Intern, Lisa Waechtler, from Germany will finish at practice on September 27th
  - Meets:* SEVA Meet is still open to entries.; QUAD meet entries closed. 36 Swimmers registered to Team Travel.
  - Training:* W&M at capacity. Steve going to W&M on Wednesdays. College Coach Visit planned for October 5 at BMAC. Information to team is coming. JMU Head coach, Richard Long, and Executive Director of College Swimming Coaches of America (CSCA), Joel Schinofeld, will speak to the swimmers Senior Group and above about college preparation and recruiting.
  - Other:* Steve attended USA Swimming Convention San Diego for VSI Swimming. 400 coaches, 600 athletes. Change in format of several national and regional meets which will go into effect 2014-15 season. Steve to write-up summary of meeting and send to board members. Athlete Protection – we need to put a link on the CGBD website to the USA Swimming athlete protection information. USA Swimming has a “no social media” policy. Steve has just addressed CGBD staff regarding this. 2 New Parents Meetings (21<sup>st</sup> BMAC and 25<sup>th</sup> W&M) were a success. Slideshow to go onto website under Members tab. Timing for meetings probably correct for next season.
- Financials-
  - 1. Tax Preparation is the works by Kim Watson. (11 month cycle past year (Sept 1 2012 – July 31, 2013) and then 12 months for this one (August 1, 2013 – July 31, 2014) **Article 5, H in the CGBD Constitution needs to be amended to reflect this change. This needs to be explained and voted on in the GM Meeting in October.**)
  - 2. Accounts Manager job title - as tasks get shifted towards AM from jobs board treasurer did last year will be documented. Goal to have a job description written later in this year.
  - 3. Outstanding bill remains in amount of \$4244.25 from one swim team for their athletes at Summer Madness.
  - Apparel Money (includes clothing, logo items and caps) is a line item in the detailed budget for 2013-14.

## New Business: Proposals for discussion

- Carl Warner Meet: Kevin Morello reported the meet invitation is out. Potomac Marlins have indicated that they will be attending the meet. Hotel and/or Hosting thoughts and questions. Bruce asked Steve and Kevin to plan a 2 hour meeting to teach and pass along the Meet Manager entry process back to the Meet Director duties. Also Ross asked about the ability to have wireless available for Meet Mobile, Deck Pass etc. Kathryn reported being told by Denita in July that Tommy and Denita have been given permission by the City of NN to be given the password for using the wireless connection. Therefore the next step of interfacing this with the Meet Manager computer system on deck needs to be worked out. Ross will work to coordinate this with Kevin Morello and others. Inviting and announcing of Carl Warner's family will be checked by Kevin and Ron Gharbo who works with Carl's sister in law. Possibly a dedication statement before one of the sessions and a statement in the heat sheet.

- Team Travel: 36 swimmers registered. Coaches/Chaperone/Bus Driver itinerary brought by Ross Younger. Shorter itinerary will be emailed to athletes. Steve discussed that if athlete is ready to Team Travel it means participating with all (or the majority) of team activities including staying in the hotel with teammates, coaches and chaperones. Releasing of swimmers to leave meet early or arrive late due to academic or other concerns is acceptable with coach/board permission. Release forms must be signed by parents who take athletes early.
- Team Support Requirements: Scott Maw presented the sign ups with those members that did not sign up by the deadline added to a committee as well as to either A, B, or C swim meet categories. Sign ups for working meets will be opened 2 weeks prior to each meet. The first meet is our 8 and under meet on October 19<sup>th</sup>.
- Status of completed 2013-14 Staff Contracts: almost ready --typos in Jack, Kevin, Bobby, Cindy, Jodi's contracts to be corrected and emailed to board for review, once approved, to be signed: by employee, head coach, and President BOD and filed at CGBD office. Before October board meeting Steve to provide the board with his "Position Description" in order to look at the terms of the current PD on file and the current job description and develop an updated PD or Contract for Head Coach position. Ross Younger to review this process, review USA Swimming guidelines for coaching contracts and develop updated PD/Contract to present to Head Coach. Discussion of Updating Staff Job Requirements in By-Laws – this year board will review and update by-laws and constitution (last done 2006.) Once the employee contracts are completed the board can develop a performance review system.
- Re-summarized: "Reserve Fund Contribution" Financial Policy has been put in place : (from August meeting motion presented and passed) To Keep a cash reserve of 25% of operating expenses and to try to maintain this annually. (notes: USA Swimming Guideline for amount of \$ in reserve fund is 3 months operating expenses; VSI Guidelines is 6 months operating funds held in reserve fund.)
- Old Point Bank has become a Platinum sponsor for CGBD for the 2013-14 season. Bruce Breeger has coordinated with Rob Shuford at OPB and CGBD will move its checking and savings accounts to Old Point Bank. The board agreed to allow OPB to send out an email to the CGBD membership twice during this season an email about Old Point Bank.
- College Information Library – Kathryn Mc presented that the beginning of a college swimming, recruiting etc. information Tab is being developed with the first link so far with the High School All American program information being posted under "swimmer" tab. Many more such links will be added soon. Questions and information related to this resource can be directed to Kathryn to investigate and include under a new senior swimmer tab. Ideas to include would be a Tip Sheet and a Timeline of what 9<sup>th</sup>-12<sup>th</sup> graders should be following. It was suggested that this information could be emailed out by grade. (similar to how schools send out academic timelines for high school students.)

## Old Business

- Start Up Picnic: Recap for next year: shorten to 2 hours 1-3pm, start cooking earlier like 12pm so ready when people get there. Get the drink info out better as some had no idea they needed own drinks
- Format change to Spring Banquet: budget for banquet, changes to be able to meet the budget – tabled to the next board meeting.

Meeting Adjourned: 9:44 pm

**Next Board Meeting: Tuesday, October 22, 7:00 PM at Atrium, Suite 400, 11832 Rock Landing Drive, Newport News 23606**