

TMEC Monthly Board of Directors Meeting
Friday, April 8, 2011, 8:30 p.m.
45411 Olive Court, Temecula, CA 92592

BOD Present: Mark Carlson, David Jackson, Dawna Hermanson, Carol Wilson, Shawn Bierle, Lorie Baldwin, Kristen Walters
Coach: Jenn Beech

Abbreviations: CRC=Community Rec. Center; CHS= Chaparral High School; GOHS= Great Oaks High School
SCS= Southern California Swimming, www.socalswim.org

Meeting called to order at 8:32 p.m.

Motion: Accept the minutes of the March 11, 2011 meeting.

Motion was seconded.

Yes: 7, No: 0. Motion is approved

Old Business

Mark Carlson has posted the "Accounting Policies and Procedures Manual" and the March meeting minutes on the TMEC website. They can be found under "Board Meetings" and "Minutes" page.

Treasurer's Report: Dawna Hermanson

Dawna reported that the net income was slightly negative for March but noted that she paid January, February and the May hosted meet pool fees during the month of March. Net income for the January- March period is positive and TMEC is right on track for the first quarter budget.

When comparing Actual versus Budgeted amounts for the first quarter, TMEC is staying on budget, although at mid-year Dawna anticipates that some adjustments will need to be made in a few categories.

Dawna needs current Stroke School attendance.

Total uncollected debt has been reduced. Currently, 34 members are on automated credit card billing. Credit card information is kept in a locked, secured and coded box. Dawna recommended that TMEC draft a Privacy/Personal Information Policy.

Dawna has researched TMEC tax exempt status. The IRS granted TMEC 501(c)(3) status in May 2001. The state of California has rejected TMEC's tax filings for the past 2 years. Mark Carlson has contact the state and filed appropriate paperwork to resolve the issue. He will continue to work on it.

A team parent is working on this year's taxes, which will be ready in about a week.

Dawna needs verification of each swimmers' USA Swimming status. Carol will provide Dawna with a list of the Master swimmers' USMS status.

Ways & Means: Shawn Bierle

Shawn has current sponsorship forms for Bronze, Silver and Gold levels. He has added additional levels at Olympic Bronze (\$1000), Olympic Silver (\$2500) and Olympic Gold (\$5000+).

Shawn has been in contact with a potential sponsor who has connections with local casinos, but has not heard back from him. Shawn has also asked him to be a sponsor of the August Mutual of Omaha Break Out Session.

Shawn has sent out an email to the TMEC membership soliciting “Shout Outs” for the May hosted meet program. Susan Bierle has also been promoting the Shout Outs on the pool deck. The hosted meet program will have its main financial support coming from Shout Outs rather than advertising.

The Board decided that 50% of the amount that a TMEC member spends on Shout Outs will go towards their yearly fundraising commitment.

Shawn has a number of raffle prizes already on hand for the hosted meet. Because having actual physical prizes on display when selling tickets leads to greater ticket sales, Shawn will be soliciting prizes from the TMEC membership through an email.

Shawn reported that pool time for the Swim-a-thon has been secured, with the preference being at CRC, from 9 am- noon, with a BBQ to follow. Dawna will solidify the time/location next week with Gwen at CRC. Shawn has sent in the appropriate paperwork for the swim-a-thon and has received promotional materials including 2 posters. He encourages swimmers to seek flat donations for the swim-a-thon. Shawn was informed by Kerry Waters of USA Swimming in Colorado Springs that TMEC has never filed “financials” for past swim-a-thons, though TMEC has paid the 5% to USA Swimming. The “financials” are the last page of the swim-a-thon packet & swimmers’ award are dependent on receiving that information. Shawn will file the financials after this year’s swim-a-thon.

For the May hosted meet, Shawn needs a swimmer count from Jan (meet administrator) in order to know how many programs to print and how many official/coach meal tickets to supply.

Shawn suggested that all upcoming summer events be listed on the TMEC website calendar.

Membership: Lorie Baldwin

Lorie expressed her appreciation for the membership rosters that the coaches have been maintaining. She emphasized that all coaches continue to take attendance & that they make note of swimmers testing and moving to a new group. Rosters for all the Competitive groups should be emailed to Lorie by the 25th of the month; after which she will forward them to Dawna. Rosters for the Stroke School groups should be emailed to Lorie every 3 weeks.

Lorie suggested that team meetings be restarted to answer parents’ questions. The meetings could be structured so that the first 10 minutes covers coaches’ info for

swimmers; the remainder of the meeting could be parent-led and cover pertinent info for the team parents.

In the spirit of the “Summer of Fun” Lorie suggested that the P.A. system could play music on the pool deck the first Friday of the month.

In order to encourage meet sign-ups, Mark Carlson and Dawna will be on the CRC pool deck next week, demonstrating the Team Unify meet sign-up process.

Lorie has been in contact with MVP regarding Team photography. She will set up a meeting time with them for a 10 minute presentation. Location and time to be determined, but most likely a weekday about 4:30 p.m. at CRC.

TMEC has a display cabinet in the CRC lobby which needs updating and cleaning. Mark Carlson will ask his wife to tackle this.

Susan Bierle reported that the Family Folders need updating & suggested that the folders at CHS be carried by the Bierles or David Jackson.

Facilities: David Jackson

TMEC has a tentative agreement with Great Oaks High School for a 4 hour time slot for pool time during the summer on Mondays thru Thursdays; time to be determined.

David reported that CRC has morning lap swim from 5:30-8:30 am every weekday during the summer (cost \$1/swim for Temecula residents). He suggested that Coach Gerry provide a written workout for swimmers who would like to swim during that time. When Dawna meets with Gwen at the CRC next week, she will ask her about the possibility of 3-6 TMEC swimmers attending during non-busy lap swim hours. The “TMEC Code of Conduct” would apply to all swimmers attending the lap swim.

Events: Kristen Walters

Kristen reported that the Hosted meet Job Volunteer sign-up list has been posted online. She has recruited individuals to head up the various areas.

For the Awards Ceremony on June 4th, Kristen has Coach Melissa checking with City Hall as a possible event location. CRC and Temeku Hills are also alternative locations. The final site location choice will depend on the number of expected attendees.

With Shawn Bierle doing the initial planning, Amy Fredricks and Cindy Hopkins have volunteered to coordinate a TMEC Pizza Party kicking off the “Summer of Fun”. Tentative date is scheduled for May 28, 2011 from 1-4 p.m.

Sign ups for the next Home Meet on April 22 have been posted on the website.

Head Coach’s Report: Jenn Beech

According to HyTek accounting, TMEC has 247 swimmers and 25 Masters.

During the first 2 weeks in May, TMEC will be following a modified schedule because CRC will not be available until 5:30 p.m. Coach Jenn will post the modified schedule on the website & email it to all members.

June 6th will be the start of the summer schedule. Jenn will be confirming times with Gwen at CRC.

The YMCA in Hemet has been contacted regarding pool availability for morning workouts and Masters workouts.

Coach Jenn will be attending the Eastern section meet on Tue. April 12, 2011.

Coach Jenn will be on vacation from April 18-25. Before she leaves, she will send off the May 1st meet entries to Jan (meet administrator); Coach Kiwi will be the back-up for meet questions; Dawna will be the secondary back-up.

During Coach Jenn's vacation, Mark Carlson will answer emails regarding team tryouts.

For the Palm Springs Meet, Coach Kiwi is scheduled for full days; Coaches Gerry & Jenn for half-days.

The policy for TMEC tryouts is by coaches' discretion.

College swimmers returning for training at TMEC during the summer season can get a 10% discount of their membership fees if they pay for the full three months in advance.

Master Coach's Report: Carol Wilson

Carol reported that attendance at the Masters workout has increased. To increase the number of Master swimmers, Carol plans to circulate flyers at local bike shops, running stores, and scuba businesses.

Motion: TMEC shall institute a \$10/swim "drop-in" fee for swimmers wanting to participate in the Masters program. Swimmers must have a current USMS card.

Motion was seconded.

Yes: 7; No:0. Motion passed.

President's Report: Mark Carlson

Mark purchased a P.A. system on behalf of TMEC for use upcoming meets and events.

Currently it is being stored in David Jackson's garage for easy accessibility and security.

Motion: The expenditure of unallocated budget funds of \$450 + \$59.84 = Total \$509.84 be used for the purchase of a P.A. system and speaker stands.

Motion was seconded.

Yes: 7; No: 0. Motion passed.

Mark received an email from Coach Kiwi asking for assistance in upgrading his TMEC computer so that it would run faster. Mark investigated & reported that the 3 TMEC laptop computers are each about 8 years old and it is not feasible to upgrade them. He suggested that a goal of the Swim-a-thon be to raise funds to buy replacement computers.

Mark announced that a “Personal Services Agreement” for the Head Coach has been developed and that he will mail a copy to each Board member & Coach Jenn for suggestions.

At the last Home Meet in March, Mark made available codes to access the Meet Status app, which he has developed, at no cost to those who were interested in trying it. It worked great; 25 people logged in to track 38 swimmers out of 67 total. Mark has gotten approval from the SCS to use the app. After discussion, the Board decided to sell individual codes to access the Meet Status app at the May 1st Hosted Meet. Cost will be \$2/code or \$1 with the purchase of a program. The code will come with a disclaimer that one must use the app at one’s own risk.

Mark clarified that the \$10 “Hosted Meet fee” which each family was assessed on their last invoice, does not count towards the yearly fundraising obligation.

Mark has reviewed the US Swimming Level 1 Club Recognition requirements, and has determined that TMEC has satisfied nearly all of them.

Meeting was adjourned at 11:44 p.m.