

TMEC Monthly Board of Directors Meeting
May 24, 2012, 7 p.m.
32016 Merlot Crest, Temecula 92591

BOD Present: Shawn Bierle, Lorie Baldwin, Mark Carlson, Stefanie Bristow, John Wood, David Jackson, Sony Christian, Susan Bierle (nonvoting)
Carol Wilson joined 1 hour and 28 minutes into the meeting
Coaches: Jenn Beech, Nathan Wilcox

Note: The meeting minutes were transcribed from a audio recording of the meeting.

Motion: Accept Minutes of April, 2012 meeting. Was Seconded.
Yes: 7 No: 0 Motion passed.

Motion: Accept Coach Kiwi's step down from Head Coach, return to position as Age Group Coach, and return to previous salary.
Yes: 7 No: 0 Motion passed.

Motion: To purchase Swim-a-thon prize awards: Gift certificates from Swim-gear.net, with a face value of \$175 for \$160.
Yes: 7 No: 0 Motion passed. Mark noted that since the amount had already been budgeted, a vote was unnecessary.

Treasurer's Report, Mark Carlson

Taxes were due May 15; Mark filed a 3-month extension. Laura Facer, who has worked with a CPA experienced in 501 (c) 3 taxes, has offered to do the taxes for \$250.

Passed out graph of amount of current bank accounts and compared to 2011. Compared meet profits for snack bar, programs, raffle of May, 2012 to May, 2011. Profit down several hundred dollars on approximately 75 fewer swimmers. Shawn noted that the \$10 hosted meet fee/family must be considered in the accountings. Also, an assistant administrator was not paid for, since Sarah Bierle volunteered in that position. Meet fees have not yet been added in. \$1300 hosted meet fee (\$10/family) shows up in April 2012 financial summary.

Budgeted vs. Actual thru April, 2012: Down a little in Membership fees from budgeted. Also Income is down a little from budgeted. Actual Total Expenses are below Budgeted. Actual Net Income is positive for Year-To-Date, whereas it had been predicted to be negative.

The CT5 Timing System has archaic parallel port system for printer. Needed a new printer so Mark bought Brother printer thru Amazon for \$169 + printer cartridge for \$80.

P.O. Box has not been rekeyed. P.O. has no record of request for rekeying. Sony will follow up with P.O.

Membership, Stefanie Bristow

Membership numbers are up, much interest at tryouts recently, Stroke School is full. Much interest in Shark Attack. Stefanie will email summary to Board in the next few days.

There seems to be a glitch for some in Electronic Registration.

Electronic Registration is being done for the Copper group. Important to get it done so that membership acknowledges having read the Team Manual. Stefanie will send out request for completion of electronic registration to the rest of the team.

Payroll, Sony Christian

Workers Comp: No company is willing to take us on, since we are considered "high risk", so TMEC must remain with the current company for Workers Compensation.

Shawn suggested that USA Swimming be involved in getting a nationwide policy, both for workers comp and future mandatory health insurance, that all teams could buy into for coverage, resulting in more affordable coverage.

Business License is in effect. Sony will follow up with River Springs application.

Vice President Report, Lorie Baldwin

TMEC needed replacement tarps for 2 aluminum Caravan tops & 2 10'x10' steel tents. Lorie drove to La Mirada and purchased 4 tops & 4 bags for \$624. Did not purchase replacement parts for 8'x8' tents.

Recently several Members have called the former Treasurer for invoicing questions.

The former Treasurer referred them to the TMEC website "Contacts" for help. Mark has changed the phone # on the invoice, but the members may have used an old invoice to obtain the number.

So Cal Swimming (SCS) will do on-line registration for next year; Jenn will recommend remaining with the paper system because of several issues with the new system.

Swim-A-Thon, Susan Bierle

Over 100 have signed up with 9 days to go to the event. Susan has done "pitch" meetings with the various groups, encouraging swimmers to do swim, then do the fundraising over the next 3 weeks. Shawn reported that the coaches agreed that the top money earner can put the coaches thru an hour Saturday practice. Susan is considering a make-up day at Great Oak during practice time.

President's Report, Shawn Bierle

Star Swim Team needs a CT5 for their upcoming meet. They asked Coach Jenn if they can use TMEC's. They will also need printer and pickles. Shawn wants to draw up a contract for the rental of the CT5 + new printer cartridge + potential damage/repairs. A new CT5 costs \$3200 and a new CT6 costs \$4500. They also need someone to run the

June & Dec. Invites remain the same

Shawn noted that this schedule loses the “team core” idea of swimming.

SCS registration fee increases to \$60 for 2013. The team manual & website need to be updated. TMEC will stay with paper SCS registration for next year. Jenn will notify SCS that TMEC will be doing paper, rather than electronic, registrations.

Coach’s Report, Nathan Wilcox

Nathan passed around 1 copy of several reports for the Board’s perusal: Group expectations, Pool evaluations, etc. Additionally he has been working on Coaches’ contracts, Strength/Weakness questionnaire for coaches, and getting everyone on the “same page”.

In conjunction with Jenn and Carol, Nathan has been working on a rubric of group “move up” skill standards to accompany the time-based test sets and hopes to have them ready next month. A written report card with the rubric of a swimmer’s skills could pass with the swimmer from coach-to-coach during move-ups.

Nathan has instituted a “Comment Form” for parents to fill out when a non-emergency issue arises. Form will be returned to the coach at hand, reviewed by Nathan and Jenn with the affected coach and they will come up with a solution, submit solution to the Board, review the solution with the parent and submit written documents of the resolution of the problem to the parent, Board and Coach. For more urgent matters, Nathan indicated that coaches are available before or after practice or by appointment. Shawn said that coaches should be aware of the Parent Code of Conduct.

Nathan has reviewed a “Goals & Expectations” guide with his 10&U Gold group & will be doing it with his Senior group also. He hopes that each coach will develop a similar form for their groups. He would like to see the guidelines reviewed with the parents and the swimmers in both email and hard copy. Nathan and Jenn will review the submitted guides.

Nathan would like to institute a “Welcome Packet” for new swimmers that has all necessary information and forms in one packet.

Nathan felt that group move ups and test dates should happen at end of each season (2x/year) so that groups run more smoothly and without disruption during the season, with room for individual exceptions.

Discussion of having a swimmer’s file, carried by the coach, that moves with a swimmer during their career. The file would contain the swimmer’s emergency contact, any medical concerns, and the skill rubric report.

Nathan wants to develop relationships with the high school coaches so that the club and the high school teams can work together.

Nathan has purchased 6 parachutes & 2 Speed Cords for the Senior group to use. He wants the Finis mono-snorkel (for head and body position) and Tempo trainer(pacing) for the Gold groups, Senior group and possibly the snorkels for the 11&U Silver group. Shawn is working with SwimGear.net to put together a package for both pieces of equipment.

Nathan will work with Jenn on a stroke progression skill guide for Stroke School. He also spoke about potentially moving any swimmers with poor technique skills to lower groups for improvement. He will also rotate the group positions at CHS so that all groups have the opportunity to use the starting blocks.

Shawn will get out a punch list of to-do items to the Board.

Motion to adjourn. Was seconded.

Yes:8 No:0 Motion passed.

Meeting was adjourned at 9:38 p.m.

Submitted by Carol Wilson, Secretary