

TMEC Monthly Board of Directors Meeting
Wed., June 8, 2011, 7:30 p.m.
45411 Olive Court, Temecula, CA 92592

BOD Present: Mark Carlson, David Jackson, Carol Wilson, Shawn Bierle,
Lorie Baldwin
Absent: Kristen Walters, Coach Jenn Beech (excused for illness)

The meeting was called to order at 7:50 p.m.

Motion: Approve the minutes of the May 14, 2010 BOD meeting. Motion was seconded.
Yes: 5; No: 0
Motion passed.

Financial Report; Presented by Mark Carlson

Mark submitted the following reports: Profit & Loss May 2011; Balance Sheet as of May 31, 2011; Profit & Loss January-May 2011; and Budget vs. Actuals January-December 2011. He reported for May 2011 that TMEC had a positive income. He noted that the pool fee for Great Oak has been paid. In presenting the Budget vs. Actuals report, Mark commented that the Board's goal is to leave the team with a growing financial buffer; TMEC is currently "ahead of the game" in that the net budget amount to date was predicted to be at a negative, but is actually a positive dollar amount.

Shark Attack-Mark emphasized that Coach Jenn and the Board should encourage the Shark Attack coaches to maintain a positive, enthusiastic and good attitude throughout the summer. The Shark Attack coaches' background checks have been done & need to be verified.

Ways and Means; Shawn Bierle

Shawn reported that current Swim-a-thon swimmer count is about 50 sign-ups. He will need an estimate of attendance before buying food for the bar-b-que. The Bierle's will provide their personal bar-b-que for the event & will store food at their house before the event. The PA system will be needed for the Swim-a-thon. There will be 3 sessions run during the swim-a-thon and there have been a fair number of volunteer sign-ups.

When the swim-a-thon packets are returned, Shawn will need a committee of 2-3 persons to tally the packets and count the money. Swimmers have until July 8 to turn the packets in. David Jackson and Carol Wilson have volunteered to be on the committee.

Motion: Offer up to 2 hours of paid compensation to the 3 hourly TMEC age group coaches to attend the Swim-a-thon on June 18, 2011.
Motion was seconded.
Yes: 4; No: 0; Abstain: 1 (Carol Wilson). Motion passed

Mark will contact the coaches to offer up to 2 hours of compensation for their attendance during the swim-a-thon. The Board feels that it is important for the coaches to attend since their swimmers identify with them.

There was discussion about:

- the ability to verify the December 2010 swim-a-thon collected amounts;
- the possibility of prorating the \$100 annual fundraising commitment for new members;
- the possibility payment of the annual fee carrying over to the next year if a swimmer joins late into the season; and
- the need to clarify that the \$10 annual nonresident fee is per swimmer not per family.

Families who have joined after March 1, 2011 did not receive the membership letter outlining policy changes which are now in effect (i.e., hosted meet fee, annual fundraising commitment, etc.) The Board agreed that the Registration form needs to be updated to include the following items:

30 day cancellation/change policy

Hosted meet fee

\$100/family annual fundraising commitment.

Signed confirmation that the Team Manual has been read

Goal is to have all members sign an updated registration form during the annual renewal in September 2011.

Additionally, a link from the Registration web page to the Team Manual is needed.

After much research, Shawn does not see a trackable alternative to the swim-a-thon for a secondary fundraising commitment. He recommended that the Team Manual be changed to reflect a single fundraising opportunity.

Membership; Lorie Baldwin

Lorie and Susan Bierle will hold an Orientation Meeting during the next 2 weeks. Lorie will email the Board members when it is scheduled.

Lorie discussed the importance of coordination between Membership and Dues. She suggested developing a form that swimmers/parents can fill out when they want to suspend or cancel their account. The form should include the swimmer's name, coach, group, effective dates, and the reason for suspension.

Lorie will check with the photographer regarding follow-up to the Picture Day June 3rd. Shawn asked that the 25 signs that the photographer will be providing to TMEC have the practice time left blank so that it can be filled in later.

Susan Bierle presented requests from 2 different swimmers for scholarships. Both swimmers are new to TMEC. The board felt that scholarships should be reserved for swimmers who have demonstrated at least a year-long commitment to the team, and have fallen into financial difficulty. Because neither swimmer requesting assistance falls

into this category, their requests were denied. It was noted that TMEC's policy for scholarships should be added to the Team Manual.

Facilities Report; David Jackson

David reported that TMEC has paid the fee for the Great Oak pool for the summer. He suggested that TMEC send a "thank you" card to Chris Shore at the end of the season.

The paperwork for the fall schedule has been hand delivered to Chaparral High School. David will follow up in a couple of weeks.

David will meet with Gwen (City of Temecula) for the fall schedule.

Events; Kristen Walters

Tried to have Kristen available by Skype, but it didn't work out. Kristen's report, though submitted, was not readily available, so it was skipped.

Coach's Report; Jenn Beech (delivered by Mark from a submitted report by Jenn)

There are 295 members registered with the Team Unify system.

For the June Invites, Jenn will miss one day due to supervising Shark Attack. Forty - two swimmers have qualified; 14-17 have signed up. In comparison, last year, 7 swimmers qualified.

Jenn is working on the July 1st Home Meet. It is scheduled to include parent/child relays.

The team has decided to skip participating in the Fourth of July parade. Mark will take it off the calendar.

TMEC (Coach Jenn) will bid on hosting a 2012 meet at the Eastern Section meeting on June 14, 2011. David Jackson, and possibly Mark Carlson, will attend the meeting with Jenn. Bidding is done in two rounds and is dependent on the team's splash points. Last year's bidding can be viewed at the SoCal swim website.

Jenn's choices ranked in order are:

Nov. 3 & 4	BRW
Oct. 12-14	Need Friday night pool availability
May 19	RW
April 29	RW

The Summer League and Shark Attack are going strong. Jenn is working with active.com to resolve the registration issues.

Masters Report; Carol Wilson

Carol was happy to report that Masters is going smoothly in the 12:30-2 p.m. slot at Great Oak. Attendance has been good so far.

President's Report; Mark Carlson

Mark thanked the Board for their help at recent events (Picture Day and Awards Banquet). He noted that it was fun to hear the coaches speak and that he was especially impressed with Coach Jenn's presentation at the Awards ceremony.

Motion: Accept the resignation of Dawna Hermanson as Treasurer. Motion was seconded.

Yes: 5; No:0, Motion passed.

Mark has received Treasurer's documents and records from Dawna. He perused them, but could not find:

- Key to storage
- Key to P.O. box
- Chase Debit card
- Password/User name for active.com account

Mark brought up the options to fill the now-open Treasurer position. Several people have offered to help. Mark outlined the duties and responsibilities of the position including payroll, dues, collecting checks, issuing checks and reports to the TMEC BOD. Mark asked Stephanie Bristow to consider the position and she offered to think about it. Mark will also advertise the opening in an email blast to the TMEC members and ask for interested persons to step forward. Mark also suggested that a committee work under the Treasurer to divide up the different tasks.

Mark scheduled an appointment for Friday, June 10, 5:15 p.m. at CRC to show Stephanie how dues are processed on QuickBooks.

Carol brought up her concerns about the Breakout Clinic expenses, their amounts and the number of participants who could be accommodated at Chaparral. Susan Bierle presented a Cost Analysis breakdown that she had worked up. It included questions regarding:

- All fees payable to Breakout Clinic?
- Transportation costs for the presenters?
- Splash fees?
- Usage fees?
- Lifeguard fees?
- Pool rental fees?
- Maximum number of swimmers who can be accommodated?
- Time schedule day of event?
- Estimated cost of provided breakfast= \$2.01/participant

Mark will call Shantel at the Breakout Clinic & find out the pertinent fees, costs & time schedule.

Meeting was adjourned at 11:00 p.m.