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**TMEC (Temecula Tritons Swim Club) Monthly Board of Directors Meeting
Thur. July 14, 2011, 7:30 p.m.
45411 Olive Court, Temecula, CA 92592**

BOD Present: Mark Carlson, David Jackson, Sony Christian, Carol Wilson, Shawn Bierle, Lorie Baldwin

Also present: Susan Bierle, Coach Jenn Beech

Absent: Kristen Walters

The meeting was called to order at 8 p.m.

Motion: Approve minutes from the June 8, 2011 and June 16, 2011 board meetings.
Was seconded. Yes: 6; No: 0 Motion passed.

Financial Report: Sony Christian & Mark Carlson

Mark had emailed board members several reports before the meeting: Profit & Loss Jan.-June 2011; Balance Sheet June 30, 2011; Budget vs. Actuals Jan-June 2011. He noted that the Shark Attack financials were not included in the reports; nonetheless TMEC is showing a positive net operating income. The expense for Shark Attack coaches has not been paid yet, but the SCS fees have been paid through July 13th.

Karen Carlson has run an aging report to determine if there are members with large unpaid balances. Most of the swimmers with unpaid balances have been removed from practice. Coach Jenn stated that if she gets a copy of the report, she will talk to the appropriate parents.

Ways & Means: Shawn Bierle

Swim-a-Thon report:

Shawn reported that the Swim-a-thon had a good outcome. A total of \$8538.50 was collected by the deadline July 8th and the packet is ready to return to USA Swimming, with ~\$450 owed. Monies collected after July 8 will be considered donations & will be applied to the family's yearly fundraising commitment. With a total of 80 swimmers participating, twenty-one swimmers earned their "200 lap" pin, 33 swimmers earned a "100 lap" pin; 11 swimmers have failed to return their packets. Two swimmers earned a T-shirt for raising over \$500 in pledges. Either the Board President or the Head Coach will issue the swim-a-thon awards. About 30 TMEC swimmers earned a free admittance to the Breakout Clinic in August & have been informed. Shawn submitted a written Swim-a-Thon report which itemized each swimmer, # of laps swum, winners of the "Cream a Coach" award, \$ collected/swimmer, and recipients of the free registration into the BreakOut Clinic.

Shawn will write up a list of proposed equipment that the swim-a-thon monies will be used for and will present it at the October 2011 General Membership meeting.

Fundraising commitment report:

Shawn submitted a written report detailing the fundraising amount collected by each family and the date that the family joined TMEC.

Shawn proposed that because the membership letter outlining the requirement for the fundraising commitment had not been given to those joining TMEC after March 1, 2011, that the Club cannot hold them to the commitment. He recommended that the team have its policy in place by Sept. 1, 2011. Shawn submitted the "TMEC Fees and Charges Schedule" to be incorporated into the Team Manual.

Motion: Make "TMEC Fees and Charges Schedule" a part of TMEC policy.

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Was seconded. Yes: 6; No: 0. Motion passed.

There was discussion about allowing a discount of monthly fees for college and seasonal swimmers. No resolution was made.

It was suggested that TMEC hold a Registration Week in September when all SCS dues, registration forms and other documents could be signed and collected from all members.

BreakOut Clinic planning update: Susan Bierle

Susan has begun organizing job sign-ups. In each position, she has solicited a Lead person to head up the job. Volunteers will report to the Lead person in their area. So far, Susan & Lorie Baldwin are Lead for Food; Kristen Walters is Lead for Information; David Jackson is Lead for Set Up & Tear Down; Mark Carlson is Lead for Sound & MC; Shawn is Lead for Crowd Control & Incident Command Center. Each Lead will write up a job description of their responsibilities & these will be consolidated into an Event Manual. Susan has determined that the event will require 6 tables & has found volunteers among the Board members to donate their use. The Bierles will provide the necessary chairs for the tables. David will check with Gwen (City of Temecula) to find out what time the deck will be open for set up. He will also find out the number of lifeguards that will be provided & where they will be located on deck. It is estimated that 120-140 people can fit into the stands. Still needed is a location for the banner which will provide a backdrop for the photos. About \$450 had been collected for the clinic so far.

Membership: Lorie Baldwin

After some discussion, it was decided that the Team Beach Day will be scheduled for August 20 in Oceanside. The La Jolla Rough Water Swim practice day will remain July 23.

There are currently 51 swimmers in the Summer League and they are being recruited to become year-round TMEC swimmers.

Motion: To waive the \$50 annual fee for a year, thus the fee is paid until Sept. 2012, for any Shark Attack or Summer League swimmers if they join TMEC. Motion was seconded. Yes: 6; No: 0. Motion passed.

Lorie requested that a Volunteer Policy be added to the Team Policy Manual. David will investigate how other local teams such as TCC, Pirana & Fontana track their volunteer hours. Lorie pointed out that the Team address is not found easily on the website.

Facilities: David Jackson

David reported that he had dropped off the payment check for fall pool fees today at the City. The fall schedule for CHS starts on September 6th. David suggested that the team give "thank you" gifts to Gwen, Galen and Pat for all that they do to help TMEC. David will procure appropriate gifts such as food baskets and See's candy.

The annual TMEC membership meeting is scheduled for Oct. 3, 2011. It was suggested that it be held at the CRC in a meeting room. Also, anyone who is interested in running for the Board should consider attending the Club Leadership Meeting on Oct. 2nd.

In order to plan and schedule, Coach Jenn needs the August and September City-to-school changeover schedule. David will find out the last date that TMEC has paid for TES and will inquire if Great Oak H.S. is available in the fall.

It was brought up that a swimmer safety policy for dry-land/swim transitions and bathroom use needs to be developed.

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Coach's Report: Jenn Beech

Jenn reported that 333 swimmers are on the Team Unified roster. Jenn will attend the Redlands meet this weekend, with 20 swimmers scheduled to go. There will be regular practice on July 16th with Coaches Gerry & Kiwi.

Two college-age TMEC swimmers will be attending sectionals & will be reporting to their college coaches. The Board has requested a report from the swimmers, also.

For the upcoming J.O. meet, no hotels were found for Coaches Gerry and Kiwi. They will drive instead. Jenn will not be attending the first 2 days of the meet due to her Shark Attack and other responsibilities.

Shark Attack will hold their meet on August 5, 2011. Jenn has made up fliers and may also include the Stroke School swimmers in the meet. Mark C. will provide the P.A. system and music. There will be demonstrations by the more experienced, competitive swimmers and timing will be provided by high school swimmers. Susan Bierle will have a table for TMEC Team sign ups. Sarah Bierle and Coach Kiwi will run the administration.

Coach Kyle will be leaving on Aug. 11, 2011 for college. Jenn is looking for a replacement & will make a job posting on July 15.

Jenn requested that the team take a week-long break after the J.O. Max meet from Aug. 15-19 to be used for yearly planning. The request was approved.

The ASCA World Clinic is taking place Sept. 6-11, 2011 in San Diego. Neither Coach Gerry or Kiwi are able to attend. The Board agreed that Coach Jenn could attend if she got her coaching duties covered. Carol mentioned that she was also interested in attending the clinic.

Jenn announced that she is in the planning stages for a Blue/Black/White Home meet to be run in October. Each full-time coach will have a team which will compete against the others.

Jenn discussed that the periodic 3-month swimmer evaluations have been discontinued. She explained that each swimmer needs to earn an evaluation based on factors such as practice attendance and meet attendance and not just single day time performance. The Board recommended that the coaching staff come up with clear parameters for advancement and present them to the Board for further discussion.

Jenn requested Aug. 26 and Oct. 1, 2011 off. There were no objections.

Masters Coach Report: Carol Wilson

Carol reported that due to the City of Temecula's no-compete clause in the pool rental agreement, that the Masters will not have pool space available to them for August.

President's Report: Mark Carlson

Mark demonstrated Ring Central, the virtual PBX phone system. Mark was able to set Ring Central up for TMEC & has posted the new phone # on the website.

Mark initiated the transfer of the website domain name and completed it successfully. The domain should be good through 2013. He has created a confidential document with user names and passwords & will provide it to the Board members.

Mark demonstrated a beta version of the online team member registration that he is developing for TMEC. He solicited comments from the Membership committee.

Mark indicated that the Team's taxes are being processed with the help of a team parent (Albert Spencer's (?) dad). The team has received a bill of \$79 for taxes due in 2005. Mark will also

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check into the potential responsibility of TMEC needing to pay a higher mileage reimbursement rate (from 51.5¢ to 55.5¢ per mile) due to the change in federal law.

Mark recommended the Club Leadership & Membership school on Oct. 2, 2011 as being well worth the time, cost and as a good networking opportunity.

Mark brought up for discussion the issues raised in the letter to the Board written by Bill Berryman:

-Private lessons by TMEC coaches: David Jackson will check with the City, but the general feeling was that private lessons would not be allowed in pool water which is rented by TMEC from another entity. There would be additional costs to the team, such as insurance, taxes, and workers' comp, beyond the 5% cut which was suggested in the letter. The issue was tabled due to financial considerations, the no-compete clause with the city and a current lack of available pool space.

-Relay policy; after much discussion, it was agreed that a) before a meet, the swimmer should talk to his/her coach regarding the swimmer's participation in a relay and b) at the meet, the coach has the discretion to scratch, continue with, or change the relay. All swimmers will be reminded to check their meet entries, including relays, before the meet.

Mark has investigated the USA Swimming Rules & Regulations regarding the certification of coaches teaching in the Shark Attack/Summer league. The rules pertaining to assistant coaches were ambiguous and unclear (502.4.3 and 502.6), though it appears that TMEC is in compliance. David will follow up with USA Swimming.

Mark has copies of employee records and certifications. Shawn suggested that there be a position of an Employee Liaison who would maintain the certification records and liaise between the coaches and the Board.

Motion: To adjourn the meeting. Was seconded. Yes: 6; No: 0
Meeting was adjourned at 11:44 p.m.