

**Official Minutes**  
TMEC Board Meeting  
Monday April 17 • Murrieta Mesa High School Library 6-8 PM

Board Members Present:

Jenn Beech, Jon Eyler, Justin Fender, Scott Parrott, James Schneider, Jim Sullivan, Blake Wettlaufer.

- I. Executive Session (6-7 PM)
- II. Call to Order (Meeting Open to All Members at 7 PM)
- III. Report out from Executive Session

The board reported out the following decisions and discussions from the executive session:

- A request for an extension on taxes will be was submitted.
- We should be reinstated by Franchise Tax board by end of the week based on attorney general clearance. Soon after we should be cleared by the state for non-profit status.
- Tri-Lake was selected as the best apparel option because it is cheaper, easily paid for via our already established via .org website paypal.
- The board discussed updating financial documentation policies to include a 15 day timeline for reimbursement for travel funds accompanied by a reimbursement form and all receipts.
- Reorganization
- The board agreed that the checking account would have three signators: President, Treasurer, and Head Coach.
- The board agreed that expenses would be paid via credit cards rather than debit because of fraud concerns and the possibility of earning rewards points
- The board discussed some outstanding accounts receivable cases.
- The board decided that SCS travel grants from the Junior Nationals would be individually credited to the twelve remaining swimmers (\$83.00 each)

- IV. Approval of February 22 and March 20 Regular Board Meeting Minutes

The board delayed action on approving the February and March minutes.

- V. Persons Wishing to Address the Board  
(A fifteen minute period for open comments on **topics that do not appear on the agenda.**  
Depending on number of commenters, president may impose time limits to maximize participation)

During the open session a request was made from the high school seniors for a \$20 stipend per high school swimmer for some kind of celebration / recognition. Coach Jenn asked that parents work

with her on this and Board Members voiced their belief this could be worked out without board approval.

### III. Reports:

#### A. Treasurer's Report

##### a. March revenues and expenses

Year to date profit and loss information was reported:

Income 128, 075.71

Expenses 111,961.98

Profit 16116.04

Other related news:

- 227 active accounts / 260 members
- Swimmers will be locked out if their accounts are 60 days past due at the beginning of of any given month.
- A parent raised the question of whether dues were too high. The board agreed to review this question at the end of the year.

#### B. Communications / Parent Outreach Report

##### a. Parent Volunteers / Activities Updates

Ideas for updating team unify to make more information available to parents were discussed. No action was taken.

##### b. Fundraising Updates

The following fundraising related announcements were made:

Freebirds May 2, -- 5-8, 20%; must have flier.

Bahama Bucks July 10 4-10

The Savers fundraiser made \$1377

A Survey for an online silent auction is being developed

Savers and other Fundraising will be credited to team unify accounts and fundraisers are athlete specific. One exception to this was the Savers fundraiser because it was impossible to divide up the collected materials in any way to do that kind of accounting.

It was agreed that more information and clarification about fundraising via emails was a good idea.

## C. Coach's Report

### a. Auburn Trip

Coach Jenn reported that deposits had been collected and sent to the travel agent. Per swimmer costs have been budgeted at 1085 for travel plus 200 for gas and food. Food arrangements include breakfast at hotel / lunch at meets / dinners pre-planned menus at pre-arranged menus. Pre-paid cards will be used rather than cash to manage expenses on during the trip. Coaches chose Schneider and Aarsvold as chaperones because 22 swimmer travelling across country require extra support. Fundraisers are planned to offset costs for swimmers.

In response to questions about how pre-paid cards would work, Coach Jenn explained that meal prices will be preset and left-over funds will be returned.

In response to concerns that parents should have input about selection of chaperones, Coach Jenn agreed that swimmer and family input should be respected but that ultimately the coaches should make the decision because chaperones have team employee status during the trip. The team pays for chaperones in alignment with SCS recommendations for travel supervision best practices. Several board members voiced support for the idea that selecting the most qualified people should be the standard for chaperone selection but that the team also needed to set forth a clearer policy and communicate that to parents.

### b. Budget Report

Coach Jenn reported the following about the budget and its current status:

- Budgeted expenses for a bookkeeper / account were moved to a legal and professional fees account and need to be moved back
- Head coaches salaries were a bit over budget because expenses included two head coaches and a buy out.
- Pool time expenses came in under budget but we have not yet seen CRC first quarter bill -- usually \$6000 (but we paid fourth quarter in first quarter, so there has been some carryover.)
- A 24000 travel item in the budget exists to managed recovered travel costs but should probably be clarified or reassigned.

## IV. Discussion Items (not requiring a vote)

## V. Approval Items ( requiring a vote)

### A. Board Reorganization

MSU Parrott / Wettlaufer The board accepted the resignation of Don Lindemann and approved the following revised officer assignments

President -- Scott Parrott  
Vice President - Blake Wettlaufer  
Treasurer - James Schneider  
Parent Outreach - Justin Fender

#### B. Coach's Bonus Activities

The board discussed the overall structure for coaches' bonuses. Coaches will regularly submit their bonus point claims for board approval.

MSU Eyler/Schneider (abstention Beech) Approve the submitted bonus points for both Coach Jenn and Coach Tripp according to the following breakdowns:

TRIPP - 35 points

TMEC hosted clinic -- 15 points

Team Wide Dry Land Training -- 10 points 4/15/17

Speaks at a Community Event Warm Springs Middle School 2/22/17

Mecelheny 3/17 -- 10 points

JENN - 25 points

Swim clinic 3/25/17 15 points

Host and participate in joint practice with another club 10 points

Eyler explained that goals have been set and points are awarded for activities in the following areas:

- Athlete development
- Coaching development
- Community relations
- Parent partnerships
- Team unity

#### VI. Future Agenda Items

The following were presented as ideas for the board's next meeting.

- New Fundraiser proposal -
- Long course water
- Update on level 2 team status
- Update on Auburn Trip parent meeting
- Chaperone policy
- Travel Expectations and Expenses
- Community Outreach ideas -- chamber of commerce, etc., parks and recs, rotary club

## VII. Adjournment

The meeting was adjourned at 8:06 PM.