

STP July 2009 Board Meeting Minutes

July 1, 2009 7:35pm

In Attendance: Jeff Hammes, Mark Nelson, Lynn Miner, Amanda Vereecken, Coach Dustin Perry, Joyce McInturff, & Carole Shelley

Absent: Margaret Beatty & Becky Seedall

Old Business:

Approval of June (May) Minutes: Jeff motion to approve, Carole 2nd, unanimous approval

Approval of May and June Financials: Jeff motion to approve, Dustin 2nd, unanimous approval

Budget Committee: no progress to report this month, we will have a discussion in Aug. about the budget committee and approvals for changes to the new budget

New Business:

- Candy purchase for the 4th of July parade. Approximate costs for tootsie rolls is \$120 for 60lbs
We could also purchase a 25lb box of Kiddie mix; we need to make sure that there is enough candy to give through out the parade

Staff Positions: We need to know who is at swimming and who is not? Who quit? This is done by taking roll every

day

Can the roll sheet tell us what level the kids are at so that the parents and treasurers know if the right amount is paid? Yes

being

- swimmers and/or parents can pay the coaches at swimming
- suggested that the e-mail statements that are sent out should say who to give the payments too
- Is there a spot on the website that talks about billing? We can put it under parent educ.
- there needs to be good communication between the treasurers and staff so that the billing is correct

Assistant coach pay review:

- Dustin receives an annual salary
 - Karen receives a monthly salary
- Melanie receives an hourly salary

Dustin would like to see a 60/40 split with 60% going to salary and 40% going towards pool rental for the assistant coaches if they maintain a certain number of students in their program

Mark would like to move Melanie to a monthly salary in the fall. We will need to look at her salary and avg. it in order to do this in the fall. She makes approx. \$400 a month right now.

Office Manager Position: This is **NOT** a board position

(See job proposal handout) Comments: currently the system of collecting checks and fees that is Dustin's job is waste of time for him, it would be better if an office manager did this.

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- Newsletter: This is to communicate to other businesses in the community, the city, and the rec. ctr. a contact to let them know how we are doing. It will consistently keep our team in the front of these city connections

monthly. This

is good for ourselves and a positive look for our team in Pocatello (a good connection)

morning

- Office manager hours - approx. 4 hrs. a week minimum, in the summer, hours need to be at least 8-10 in the on Mon. and Tues.

Dustin suggests that the treasurers work on their stuff while in the office and finish what they need to get done while there and not worry about answering the phone. They need to stay focused on what they are doing

- Ideas for reducing work for the office manager:
 - we could buy a lock box for the office door that people can drop checks off in whenever
 - point parents to the website for info on the team
 - have a new swimmer family educ. seminar at the beginning of the yr. in the fall & spring
 - also host a new swimmer swim meet in the fall and spring
 - we need to provide a way for people to contact someone or learn how to reach the website info
 - idea for swim moms: have one for each group and that person can tell new parents about what is going on: ex. Morgans, Vereeckens, Armstrongs

on: ex.

Lynn motion to approve job proposal for office manager, Jeff 2nd, unanimous approval

We will post the job opening on the website and send out e-mails to families

Treasurer Compensation Review:

- Margaret spends a lot of time in the office, at times it can be a lot of work
- we will need to review this again in the fall, currently they receive 50% off of one swimmer's dues each month

Transitions:

Dustin would like to have a tote on hand with all info needed for parents etc. so that they can access it while at the pool. (I.e. equipment, special events, payments, meets, etc.)

How big is the biggest team Dustin has coached? 263 but that team was owned and run by the state, kids had to swipe a membership card to access the pool.

If you didn't pay you didn't get in

Largest parent run team? 110 - 115 swimmers

- We need to be more professional as a team and board
- We needed to address certain issues (i.e. salaries) but it should not have been done via e-mail
- small expenses can be addressed through e-mail
- What is acceptable to present in e-mails? What topics? We need to discuss this and have it in the by-laws and policies

Salaries and discipline need to be discussed only in mtgs. and not on the internet

long as

unanimous approval

Motion: Mark motion that we give Dustin the approval to spend \$250 or less with approval from the treasurers as there is money in the account on items needed for the team without full board approval, Jeff 2nd,

Level 1 Team Status:

- We are at 76 points and we need 84 points total to be at level 1 status

- What do we need to obtain level 1 status?
 - Business license: However, we do not think Idaho requires this (if it is not required don't do it, our test sets will get
 - Education topics
 - Test sets (us to level 1)
 - Operating procedures
- We need to transition from being operational to strategic
 We will not be able to run and function without better systems in place if our team grows much more
 This will help us know exactly what we are looking for and what we want
- If kids are registered with USA swimming and visit here they may swim with us for a few days with approval from their coach. By having level 1 status we are seen as a desired team to work out with

By-Laws and Policy Transition Plan:

- should be completed and sent out via e-mail by July 24th
- the board should review, respond, and give any feedback by July 31st.
- they will be revised and redistributed by the 3rd of August
- the board will review them and approve them on Aug. 5th
- plan to file with the state by Aug. 12th and with the LSC by Aug. 21st
- this all needs to be done so that we can officially be changed to TAC for the fall

Swim-A-Thon Results:

Joyce contacted Carrie Waters at USA swimming. Asked if we could take off our expenses first, and then send in 5% of what we actually profited from the swim-a-thon. She said yes.

Total gross: \$8,513.50 (Which included back pack and prize expenses of \$1,468.44)

Total profit approx. \$7,100 We owe USA swimming \$350

Approx. team profit after escrow accounts is \$6,000

- We need to put a thank you in the paper to all who donated and include the parks and rec. There is no cost to do this and we want to do it.
 - Suggestions for next year:
 - letters should go back to the parents instead of the office
 - have self addressed stamped envelopes
 - the letter campaign was a huge success
 - think we should definitely do it in the summer again
 - prize idea for next yr. charter a bus to lagoon for all of those who meet their swim-a-thon goal
- Fund-raising goals for the rest of the year?
- Are we going to send out bills to families who have not met their Fund-raising goal?
 - We can ask for it but we cannot send out a letter demanding it

Fall Fund-raising Plan:

- Get rid of the requirement for families
 - New idea: State that we have x amount of fund-raisers, if you wish to not participate then you will have a buy out option for each one (list which fund-raisers are **required**)
 - We should have 3-4 big fund-raisers (a small number of them that are high quality and produce high dollar amounts)
 - Have a few little fund-raisers for specific things
 - the split of funds received for team and escrow will be per family not per athlete
 - our dues should cover the expenses of salaries and rentals
 - Fund-raising should be for equipment and extras, unfortunately, currently we need our Fund-raising to supplement our expenses
- We hope to have 3 big fund-raisers for the year. If businesses donate \$100 or more they will be added to our newsletter e-mail list so that they will receive monthly info on how our team is doing and it keeps our name up front in their thoughts.

Next meeting: Aug. 5th from 7:30pm-9:00pm in the conference room at the rec. ctr.

Mark motion to adjourn at 8:45pm, Jeff 2nd, unanimous approval