

**MINUTES FOR THE FOLLOWING MEETING  
EVERGREEN HURRICANES SWIM TEAM  
BOARD OF DIRECTORS MEETING  
MONDAY, SEPT 10, 2007, 7:30 p.m.**

**AGENDA**

**Present: Elaine Gillette, Jeff Armstrong, Freda Malazdrewicz, Susan Kramer,  
Susan McDonald, Diane Belz and Caryn Pearson**

- I. Call to Order  
Susan Kramer called to order 7:40 p.m.  
Discussed Photo release form. Jeff stated that USA swimming says it's not an issue. Team will include photo waiver in the registration packet.
- II. Approval of August Meeting Minutes Freda motioned to approve. Susan McDonald 2<sup>nd</sup>. Freda asked Elaine Gillette to be board member (position of secretary). Sept 19<sup>th</sup> parent meeting should be vote in Elaine and vote in Jeff as a voting member. Should look for 7<sup>th</sup> member.... Michael Honnick may be a good candidate.
- III. Updates:
  - a. Financial Issues (Freda) Caryn and Freda will meet tomorrow to hand over
    - i. Financial Status Summary I & E sheet (August Bank Reconciliation) Coaching issues (overtime), drop in membership and low attendance at the golf tournament caused the team to fall short. Bank statement \$1800 in account. Outstanding questions: detail on Brad's initial deposit, any electronic debits. Money Market at \$39. Sept is a huge revenue generator. New bank possibly 1<sup>st</sup> bank.
    - ii. Tax Issues \$8,000 penalties, Oct 19 IRS will render a decision Accounting firm on record with IRS is Valentine Seevers
    - iii. Credit Card Account reactivated for registration. It may make sense to keep it open year-round.
    - iv. Division of Treasury Responsibilities Going Forward Caryn Pearson will take over the next month in conjunction with a new bookkeeper.... Caryn's role will be to track receivables. Jeff: what is the plan if we owe \$8K Freda: we will have take out a loan. We have filed all 3 outstanding tax returns. \$4000 is still owed to rec center for pool time. Freda thinks this about it. Jeff will get a credit card. Freda needs moving expense receipt. Jeff would like a better summarized I and E report.
  - b. Jill Roberts Awards (Susan Kramer) Freda and Susan Kramer working towards getting the account in their names and will draft checks to Universities.... Tues or Wed will be completed.
  - c. Letter of Complaint to CSI (Michael) Nothing to report

IV. Insurance Options (Caryn) Two reports back from agents. United Healthcare is good option. Can make changes in June. 1 employee doesn't qualify for dental healthcare. Seems best to stay b/c Robert and Jeff only 2 on plan. Vision is available. Jeff wants info on dental \$27/person per month. There are separate plans allowed. Caryn will get with Jeff and discuss. United Health care will work with us come June b/c our plan is so old. Have Robert send his check on first of month. Caryn will follow up with Robert. Re: Heather: we have paid for Sept Jeff is covered and Heather is not covered and Caryn is working towards getting credit. Freda discussed that Heather was upset with her last paycheck and thought she would get head coach pay. Susan Kramer said check was approximately \$150 short and she also wants Sept health care coverage. Heather was reverted back to assistant coach as Aug 15 when Jeff was hired. Jeff wants to pay \$150 to \$200 as a bonus for helping him out and also give her September health coverage. Jeff wants to retain this relationship b/c he may need her help in the future. Insurance is \$325.... Freda explained that Heather asked her specifically and Freda said she paid the insurance but it could change based on her decision. Freda states that we have \$2500 in expenses. Discussion follows in regards to the goodwill towards the Heather as a fellow coach... she may be more positive towards us if we extend something. We will cut the check Susan McDonald moves to pay Heather \$150 and reinstate Sept insurance. Susan Kramer 2<sup>nd</sup>. Jeff will call Heather to let her know and Caryn will draft the checks.

V. Coach's Report (Jeff)

- a. Impressions of Swim Clinic: Jeff's impression was very positive with approx 25 kids in the water everyday. We'll know more after registration. If we get 10 kids he'll be happy. Susan Kramer sent follow up email with team info. Susan Kramer felt people were very positive and excited. Let's discuss something around High School season. Golden does a Sunday night clinic. Jeff thinks it's great time and would consider it instead of Sat morning practices.
- b. Update on Meet Schedule Jeff has a handout on proposed meet schedule. He will only put changes on the calendar. Wants to meet parents at each group by the end of September. Diane will get with Jeff on what we've done in the past. Next Wed Jeff will attend meeting to solidify dates. Jeff will look at the athlete and schedule and would like one meet a month. Otherwise it's too hard on the kids. Everyone will go to the distance meets. Goal for the kids to look at the long run not the short run.... We want the kids to swim for long term.
- c. Team Suits, Caps, and Equipment; Spiritwear will discuss with the parents. Would like to eventually go to green caps for practice and white for meets. Team suit is black. Jeff will talk with Nike, Speedo about sponsorship as possibilites. No fastskins, new skin etc. other than a championship meet.
- d. How Swimmers will Sign Up and Pay for Meets Bulletin Board out of date.

Wants the swimmer, no matter age, to attend a meet once a month. Send home a sheet with kid and parent must write check is an option Phoenix is his favorite way that he assumes the kid is swimming and will pay unless they tell him otherwise. Discussion follows. BOD supported Jeff who will email dates and he'll assume the child is swimming unless otherwise told by the parent. Therefore the responsibility lies more with the parent. Would like to move forward with Blogs vs. a newsletter.

- VI. Publicity and Website Administration (Susan MacDonald)
  - a. Options for Advertising – Ads, Flyers, Signs Small flyer is a good issue for later. “Hurricanes” sign like Stingers on fence. Susan Mc will find out. Caryn has sign contact. Susan says Oct is when we can focus on spending money. Consider HS web based newsletter HS swim team starts Oct look for deadline. Platte, Conifer, Evergreen, Clear Creek.
  - b. Website – updating and redesign Jeff once he talks with Dan and redesign we should get a volunteer to help with input.
  
- VII. Registration: (Susan Kramer)
  - a. Forms and Handbook: Freda will manually input the credit cards. Handbook changes will be given out on Sept 19. USA swimming registration not online.
  - b. Payment Options: Diane brings up the HS swimmer gets a 3 month free break. Long course will be evaluated after the registration settles.
  - c. Credit Card Use: Diane asks if there is an issue. Volunteering at meets is mandatory and it's been out of hand in the past. Diane asks about people who opted to roll over their \$100... should be refunded during registration. If kids move up a category the dues will change accordingly.
  
- VIII. Parent Meeting Sept 19 (Freda)
  - a. Set Format and Agenda: Freda states the purpose is review budget and sign up for volunteer commitments. Kids swim 4-5:30, parent 6:15 – 7:30 at the church. Jeff will put future parent meetings on his calendar.
  - b. Practice Schedule and Coverage for that night
  - c. Strategies for Volunteer Recruitment
  
- IX. October Meet (Jeff) Molly checked off the mail invites with address labels. Staples to make copies and mail within the next 2 days. Elaine will mail the EST swim meets, copy and mail. Jeff will attend Swimposium Oct 6<sup>th</sup> which has Hy-tek training. Lisa Morrow was a coach and will step up and sub. Doesn't want to work every day but will help.
  
- X. Next Meeting Date: Monday, October 1, 7:30 pm
  
- XI. Adjournment