

## Evergreen Swim Team Board of Directors Meeting May 12, 2008

1. **Call to order:** Meeting was called to order at 5:50 pm. Board members present: Freda Malazdrewicz, Susan Kramer, Michael Honnick, Caryn Pearson, Susan McDonald, Jeff Armstrong. Guest: Kathy Lahr.
2. **Approval of April minutes:** Susan K. made a motion to approve the April minutes. Susan McD seconded. Motion passed unanimously.
3. **Old Business: Officials Shirts:** Mike Honnick previously suggested and the BOD agreed to purchase 8 shirts from MI Sports for those officials who help out regularly at our home meets. MI Sports sent the shirts to Deb Gomez who indicated she would deliver the shirts to the following people: Jean O’Kane, Mike Urbanowicz, Stephanie O’Malley, Mike Stewart, Glen Gentile, Betsy Hays, Deb Gomez, RC Treat. The cost of the shirts was approximately \$28 each plus tax. The team credit card was used to make this purchase.  
Coach’s Performance Evaluation: Freda gave a brief overview of Jeff’s performance evaluation results which took place on April 21. Susan K, Mike and Freda comprised the evaluation committee. The evaluation was favorable and a detailed document was placed in Jeff’s personnel file.  
Team T-shirts: Caryn has a small inventory of our team t-shirts still available for any new swimmers who come on board this summer. She will count them and send out an email to the team indicating what she has available for purchase. Shannon Delaney is designing a new t-shirt for the summer that will incorporate the Olympic theme.
4. **Financial reports:** See financial report handouts in the Secretary’s book.  
April Bank Balance: Caryn reported on the financial status of the team. We are currently sitting with a healthy bank balance, which will enable us to pay all of our bills through the end of August and possibly end the year with a slight profit. Our expenses exceeded our income this month due to some extra bills that came through: \$426 for team t-shirts, Jeff’s \$600 short course team enrollment bonus, pre-payment of \$2230 for 2 North Jeffco long course meets, and collection from some of our families for their Season Finale entries (due to the billing cycle).  
Additional Financial Reports: Discussion took place about having accounts receivable reports in our financial statements from the accounting firm. Caryn will discuss with Valentine SeEVERS.  
May SLQ: We made \$30.51 profit on this meet. Small profit was due mainly to only 77 entries. Foothills still has to pay us for their entries. Jeff reported that while our profits are small on these types of meet, he would still like to see us hold them as it builds goodwill among our team and others in our LSC, and we get invited to big meets that are normally closed off to other teams who do not participate in the Suburban League.  
Projections for Summer: Caryn prepared a
5. **Coach’s Report:** See handout in Secretary’s notebook.  
Jeff has prepared our meet schedule for next season. He noted he would *not* be at our Season Finale meet in March if the team has any Sectional swimmers. The BOD indicated that hopefully we would have a full-time assistant coach in place

- who would run the meet for Jeff in his absence. He is looking to hire two college students to help out this summer, primarily with Cat 1.
6. **Tropical Storms:** The BOD revisited this pre-competitive program. Susan K. gave a brief overview of the pros/cons and potential benefits to the team of implementing it this fall. She and Freda then answered any questions from other BOD members. It was decided that Susan McD would prepare an ad for the Rec Center's fall brochure. If enough interest from the community was obtained, the program would proceed, assuming Jeff could find someone to run it for the team. Jeff's concern about the program was the availability of pool time (he did not want it to take away time from Hurricanes) and coaching (he was not interested in coaching these kids and at this time, he was not sure when or who he would hire as a full-time assistant coach for the team).
  7. **AGM:** July 17<sup>th</sup> at 5:00pm at Church of the Hills. Susan McD will look at finding a room for the meeting. Jeff will be holding practice that night, in preparation for JO's, so he will not be available for most of the meeting. We will present the 2008/09 budget and fee structure to the team at this meeting. Freda will work up some budget proposals to discuss at June meeting.
  8. **Marketing:** Susan McD gave a report on her marketing efforts to date for the team. Rec Center Fall Brochure: Susan McD will prepare an ad for the fall brochure. Deadline for submission is May 13<sup>th</sup>. She will change the focus of the ad from "new coach/new team" to "fun sport/benefits of swimming."
  9. **Coach's Contract Renewal:** Jeff's proposed contract was discussed with all in attendance. The BOD went into Executive Session to discuss how to proceed and what changes to make before presenting the final offer to Jeff. He would like to have his contract finalized by early June.
  10. **Secretary Position is Open:** Elaine Gillette has decided to leave the Board because she was asked to revise/expand upon the minutes she wrote of the April meeting. Also her girls stopped swimming in March because their other interests have taken a higher priority. Her email is in the Secretary's notebook.
  11. **Adjournment:** The meeting was adjourned at 9:40pm.