

**EVERGREEN HURRICANES SWIM TEAM
BOARD OF DIRECTORS MEETING MINUTES
15 SEPTEMBER 2008**

1. Call to order:

The meeting was called to order at 7:05p.m. by Susan McDonald and seconded by Kathy Lahr. Members present: Susan McDonald, Kathy Lahr, Jacqueline Holland, Tobia Zehnder, and Coach Jeff Armstrong. Members absent: Michael Honnick and Caryn Pearson. Guests: Diane Belz and Lisa Morrow

2. Approval of August Minutes: Susan McDonald moved to approve the August minutes and it was seconded by Kathy Lahr. All members approved.

3. Old Business:

A. Financial Report: There is no financial report tonight. As of Friday, we have 38 paid swimmers. \$14,446.00 in checks;\$19,310.00 in credit cards for a total of 33,756.00. Most families faid in full, 4 trimester payments and 4 monthly payments. Our balance for the beginning of September is \$8,265.40.

4. New Business:

A. Coach's Report: (see handout in secretary's notebook)

1. Team Size: As of Friday night Coach Jeff reported our team size as 49 with 10 swimmers in Category 1, 21 swimmers in Category 2 and 18 in Category 3. At tonights meeting we are at approximately 68-70 swimmers. Families are continuing to register swimmers through Tuesday 16 September so these numbers may continue to change. We should have the exact numbers and distribution into categories complete by the end of the week.

2. Pilates: Coach Jeff has set up and is offering a Pilates class for Category 3 swimmers as an adjunct to their training. Janice Smith has offered to run two 30-minute classes on Wednesday night. 4:30-5:00 and 5:00-5:30 (two sessions are to accommodate swimmers/family schedules.) This trial Pilates course will be run from October-July with a cost to each participant of \$25.00 payable on the first day of class. Overall the cost is \$35.00/hr (Janice is being paid \$25.00 and the remaining \$10.00 is for the rental of the new nursery at the Evergreen Recreation Center. Funding for this trial class is coming out of the Coach's Training Fund (approximately \$1,400).

3. Evergreen Invite September 28, 2008:

A. Coach Jeff informed the board that Dr. Atkinson, a local Evergreen chiropractor, (He spoke to parents of the swim team last year) approached him and offered to provide free chiropractic adjustments to any Evergreen swimmer at the first home swim meet on the 28 of September. It was discussed that he could set up his area with the Evergreen Hurricane swimmers. He will adjust any of the Evergreen swimmers free of charge. Parents must sign a waiver which he will bring along with him. An email will be sent out to all parents/posted on the website. This service is for Evergreen swimmers only! No parents or siblings or other swimmers from the other teams.

4. Team Picture Date: Coach Jeff would like to schedule a team picture for the end of October. Coach Jeff expressed that he would rather just have team photos taken instead of individual photos of each swimmer. It was also discussed that Caryn Pearson does such a nice job posting all our swimmers in individual action shots that separate individual still photos were not necessary. Susan McDonald plans to check on the cost of a Professional photographer who might be able to come to the pool.

5. June travel Meet vs. Summer College camps: Coach Jeff has decided since the Hurricanes have never done any travel meets that instead of trying to get 2 in this year that he would focus on 1 travel meet in June. June was decided so that the swimmers would not have to miss any school. Destination is not confirmed at this time but tentatively Coach Jeff is thinking around the 3rd or 4th weekend in June. (leaving on a Thursday and returning Tuesday or Wednesday). In order for this type of trip to be successful, there would need to be strict criteria which would most likely be age criteria. Jeff will continue to update the board on arrangements and dates.

6. T-Shirts: Coach Jeff has decided that all returning swimmers purchase just 1 new green shirt to replace last years. All new swimmers will need to buy 3 shirts for this season. Each year a new shirt will be introduced. Optional summer t-shirts will also be available for the swimmers and parents.

7. Hotel reservations for the December meet (Falfins) Coach Jeff is not 100% sure if the Falfins meet is going to happen. This will be confirmed after the CSI meeting. The 2 possibilities for the December meet are Fort Collins or Colorado Springs. The Dates would be Dec. 12, 13 and 14. Coach Jeff should know within the next few weeks on the location of the December meet. Lisa Morrow has kindly volunteered to reserve 30-35 hotel rooms in both Fort Collins and Colorado Springs. It was decided it would be best to reserve the rooms and cancel as needed. Coach Jeff has confirmed that he has already reserved 15 rooms at the La Quinta in Fort Collins for the Short Course State Meet.

8. \$75.00 check for the Surburban League membership has been issued.

9. Assistant Coach: Since the rapid growth of the Evergreen Hurricanes, Coach Jeff is in agreement that he needs some assistance in managing all the swimmers. At this time, the need for assistance is on Monday's and Fridays. (these are the 2 days where group 1 and 2 overlap) Coach Jeff has asked Lisa Morrow if she could coach on Mondays and Fridays to help out in the interim and she has agreed. Once we have the

final numbers in as far as swimmers it can be determined if there is a need for a full time assistant coach or an hourly coach 3days a week. Coach Jeff did mention an old colleague/swim coach that he has been talking to that may be interested in some coaching work from October through April He will continue to keep the Board informed . Jeff plans to discuss the finance with Caryn Pearson (treasurer) and Dawn Kilgore (accountant) to determine what budget we have available for coaching assistance. The BOD plans to meet briefly after the Parent meeting on the 18 September 2008 to confirm total number of swimmers/Roster/budget. The BOD will hopefully make a decision as to whether or not we hire an assistant coach or an hourly coach. Coach Jeff plans to advertise a position this week for coaching assistance and will continue to keep the BOD informed of any potential candidates.

10. Hy-Tek: Coach Jeff purchased the Hy-tek software for the computer and plans to download it and work with Freda Maladzrewicz, Darren Kilgore and Michael Honnick.

11. Flags: Coach Jeff is in the process of purchasing new flags for the pool. The approximate cost is \$375.00. He plans to order 120 cloth flags (white and dark green). The flags will be numbered in black writing. 50 flags for each end of the pool and the additional 20 flags will be used as reserve.

12. Team Socials: We continue to look for a team social coordinator. Tobia Zehnder plans to talk to a few of the parents in group 2 to see if they would like to assist. A Movie at the Bergen Theatres is tentatively planned for 11 October following the morning group 3 practice. This will depend on whether there is an appropriate movie for the whole team/all ages. BOD members also plan to look into Beau Jo's, Le Peep, and Fiesta Jalisco for potential team social outings.

4B Parent Meeting: The parent meeting is taking place at the Church of the Hills at 6p.m. on Thursday 18, September. Tobia Zehnder will call and confirm if we can use the Adult learning Center as well as the Fellowship hall for any families needing to bring children along. A number of older swimmers will be available to assist with any childcare needed. The current agenda for the meeting is:

1. To announce /introduce the Board of Directors
2. Discuss the financials and 2008-2009 Budget (Caryn Pearson)_
3. Discuss volunteer list/roster (Diane Belz)
4. Coach Jeff to introduce himself and discuss team philosophy/Goals

4C. September 28 Evergreen Swim meet: At this time we are anticipating the following teams for the upcoming meet: North Jeffco (no numbers yet); CSA (20); RMT (50); Castle Rock (30-40); Sophries(30) and Evergreen (55) Jacqueline Holland reported that she has ordered the ribbons for the meet. Diane Belz has requested that we have more "set-up" helpers for meet set up on Saturday night. At least 5 families and we

would like to also train new families on this process. We will have Nancy Latimer running concessions again. We have decided to limit concessions to selling Water, Bagels, Donuts, Coffee, and our team/homemade famous breakfast burritos. We are hoping to have approximately 100 burritos made for the meet. Burrito makers will be given their job as part of the volunteer roster. Susan McDonald is planning to check whether or not we can have the concessions in the lobby. Evergreen swimmers will be in the concession room, and Coach Jeff will confirm with Frances on the number of rooms we have available to use during the meet. We will be able to open the doors to the lobby but will need to have a lobby monitor to ensure that no swimmers sit and eat in the lobby chairs. Given the number of potential swimmers at the meet, they will be spread out and therefore we will need to be sure that we have a first/last call set up in each area.

4C. BOD Goals: Susan McDonald outlined this years Goals.

1. To maintain the financial strength of the team
2. Develop and implement a financial aid/scholarship program
3. Develop a separate savings account to have funds available for emergencies (such as need for new equipment. The BOD will need to stipulate what the emergency funds can be used for.

4E. Financial Aid Proposal/Jill Roberts: There was lengthy discussion on various financial aid proposals /scholarships. Freda has been working on an Evergreen Swim Team Scholarship program. (see preliminary guidelines in secretary's notebook.) It was discussed that a scholarship committee would need to be established. This would include 2-3 Non Board members and it would be a formal review process with specific criteria. Criteria discussed and outlined in the draft proposal are:

1. Availability of funds
2. Financial need of the applicant
3. Academic record and standing of the program applicant

Coach Jeff felt strongly that he needs to be part of this committee to determine appropriate candidates. His input will be needed and considered to provide information about the academic record and standing of the swim candidate. Whether other involvement is needed by the head coach will be determined later. Susan Mc Donald will ask Freda Malazdrewicz to present her Evergreen Swim Team scholarship program proposal at the next board meeting. Further discussion on this program was tabled until the next Board Meeting.

The Board discussed the idea of abolishing the Jill Roberts fund (established approximately 25 years ago for a college scholarship) and placing these funds in a separate account where it could be used for possible financial aid or scholarship and not

limited to one strict use as previously. There is approximately \$2,000 in this account. Kathy Lahr motioned to abolish the Jill Roberts account and set up a new multi-use savings account with the money. Jacqueline Holland seconded it. It was decided that a formal vote take place on Thursday's brief BOD meeting following the parent meeting.

In regards to financial assistance, the BOD also discussed the need for a discount in fees for families who have 3 or more swimmers swimming on the team. A final board decision will be determined on Thursday as to what this discount will be.

4F. Recruiting Officials- October Swimposium: Coach Jeff reported a great need to get more parents involved in becoming an official and certified to do so at the October Swimposium in Denver on October 4th and 5th. He would like all board members to actively get the word out and encourage parents to take part in this important opportunity. He plans to also put it on his blog. It is important to know that if any parent is an official in any capacity then that will suffice their volunteer commitment. They will not have any other job.

4G: Medical issues: Kathy Lahr has been reviewing the Medical forms in each swimmers registration packet and has found many forms incomplete. It is critical that each form is filled out correctly and if there is a child with no medical issues than the parent needs to write NONE on the line. Kathy is considering developing a new form to be filled out for medical concerns. She plans to discuss this at the parent meeting and bring along the forms for parents to review and make sure they wrote "none" if need be. It is important for all medical problems to be written down so that the coach and any assistant can have this information available should an emergency situation occur.

4H: Diane Belz has informed the board that her daughter Jennifer wants to do a community outreach program and will ask for support from the Evergreen Hurricanes. The board thought her community service was a great idea and she will be supported in her endeavours.

5. Confirm the next board meeting: The next meeting is scheduled for October 13, 2008 6:30-8:00p.m. Location is yet to be confirmed. Coach Jeff will post the location on his blog. We are looking at trying to consistently have the BOD meetings at the Recreation center.

6. Adjournment: The meeting was adjourned at 9:50p.m.