



FORT LEAVENWORTH LANCERS SWIM TEAM BOARD



31 JULY 2006 MEETING MINUTES

MTG DATE: 15 JULY 2006

MTG TIMEFRAME: 1930 TO 2100 HOURS

MTG LOC: STEVE RAMER'S HOUSE

MEETING CALLED BY

Kyle Tarvin, Vice President

ATTENDEES

Kyle Tarvin – Vice President, Connie Smith – Treasurer, Dan Savage – Secretary, Ann Ramer – Equipment Manager, Coach Helen & Jeff Lochcow, Coach Debbie & Ron Weaverling, & Webmaster Ken McKenzie & wife

AGENDA TOPICS

Points of Discussion

- 1.) 15 July 06 meeting minutes were approved. The minutes have been sent to Ken by Dan for posting on the FTLL website.
- 2.) Much review and discussion occurred on the proposed September '06 – August 07 FTLL budget. Connie will make suggested adjustments per this discussion and resend out for further comment and discussion.
- 3.) Went over Kyle's newly created forms "Estimated Required Volunteer Hours", "Lancer Parent Volunteer Contract", "Fort Leavenworth Lancer Swim Team Disciple Policy", & "Fort Leavenworth Swim Team Media Release Form". These will be part of the package handed out at the upcoming registration.
- 4.) Ken went over new web based Lancer forum and brought board members up to date on its use and value.
- 5.) Base revalidation packet was given to Kyle by Dan so that Kyle can follow up with base personnel to provide proof to the base that the Lancers swim team is in current with the needed paperwork.
- 6.) The board was given an update on the progress of the October 2006 home swim meet by Ken and his wife. The following are highlights of that discussion:
 - The board decided to name the October swim meet "The Gary Colonna Invitational"
 - The forum has been submitted for approval by MO Valley
 - The swim meet will be limited to the first 500 swimmers
 - Parent volunteer link now on the FTLL web site
 - Need for medically certified volunteer/s
 - FTLL are not command sponsored, we currently are a MWR hybrid activity – Kyle and others to find out if we then are able to obtain swim meet sponsors and retain those sponsorship funds
 - Coordination meeting between FTLL & Cool needs to occur soon – To attend for FTLL will be Coach Helen, Ken McKenzie, and a couple of unnamed board members.
 - Cool swim team to do meet sheet for this swim meet
 - Dan to contact his sister-in-law about the possibility of her designing a swim meet logo
- 7.) Kyle will meet with MWR personnel soon to get a clearer understanding from MWR where FTLL stands with the Fort, and what benefits we may be owed.
- 8.) PAIR Day – The brochure is getting updated for this event on 12 August 06. Kyle to get some parents to volunteer to man the FTLL booth for this. There is also a winter PAIR Day on 10 February 07 – FTLL is unsure if we will participate in this event.
- 9.) The calendar of events is being looked at and finalized with Coaches Helen and Debbie. This will then be posted on the website.
- 10.) Kyle announced that she and her family will be moving to their next duty assignment June 2007.
- 11.) The coaches announced that there will be no swim practice from 7 August to 21 August to allow for their summer break. Try outs for the team are tentatively scheduled for 26 August, with new kids starting 28 August.
- 12.) Coach Helen / Debbie are hoping to have a parent educational meeting to inform the parents of all swim levels what will be expected of them and their kids during this new swim season.
- 13.) Ann will look into the possibility of creating promotional flyers for the organization that can be distributed out to the local schools in the area.

14.) Known Upcoming Meetings / Events:

- **12 August 06 – PAIR Day**
- **05 September 06, 1800 hours at "High Noon"? off of Cherokee Street? This will be a dinner board meeting.**
- **16 September 06, 1600 hours at the Ramer's**
- **General Membership / Swim registration meeting – 07 September – more details forthcoming.**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Final changes to the bi-laws & constitution .	Steve	05 August board meeting
Put together various budgets to meet various swim fee schedules	Connie	Next board meeting
Place swim calendar & board meeting minutes on website	Dan/Helen/Debbie	End of August
Ensuring the proper tax reporting paperwork is being used	Connie	Unstated
Provide an up-to-date list of assets the swim association owns	Helen & Ann	Next board meeting
Contract for Head Coach & all Assistant Coaches	Steve	January 2007
See if better hours for practice can be obtained from MWR	Steve	Unstated
Look into the renewal of our annual contract with the "downtown pool"	Connie (Possibly Debbie too)	Unstated
E-Mail to swim association members about the discontinuance of providing parkas anymore.	Ann / Steve	Immediately
Establish verbiage on late fees for swim contract	Connie	Next Board Meeting
Create swimmer's contract/ registration form	Board	05 August board meeting
Create a list of those who have FTLL parkas currently to give to Steve	Jeff / Kyle	Immediately
Adjust & Finalize proposed September '06 – August 07 FTLL budget	Connie	Next board meeting
Kyle to meet with MWR as previously stated	Kyle	Unstated
Kyle to get parent volunteers for PAIR Day	Kyle	12 August
Ann to pursue seeing if FTLL flyers can be placed in local schools	Ann	Unstated
Coaches, Ken & 2 board members to meet with Cool on swim meet	-	Unstated