



FORT LEAVENWORTH LANCERS SWIM TEAM BOARD



15 JULY 2006 MEETING MINUTES

MTG DATE: 15 JULY 2006

MTG TIMEFRAME: 1600 TO 1815 HOURS

MTG LOC: STEVE RAMER'S HOUSE

MEETING CALLED BY Steve Ramer, President

ATTENDEES Kyle Tarvin – Vice President, Connie Smith – Treasurer, Dan Savage – Secretary, Ann Ramer – Equipment Manager

AGENDA TOPICS

Points of Discussion

- 1.)** 17 June 06 meeting minutes were approved. Ann motioned and Connie seconded the motion. The motion passed unanimously. The minutes have been sent to Ken by Dan 23 July 06 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 form "Estimated Required Volunteer Hours". Kyle will refine this form with the resultant agreed upon deletions and additions to this form.
- 4.)** Went over Kyle's newly created form "Lancer Parent Volunteer Contract". Kyle will refine this form with the resultant agreed upon deletions and additions to this form. This will include a clause to have the parents e-mail to Kyle volunteer hours for credit to that swimmer's parent.
- 5.)** Went over Kyle's newly created job description "Historian / Photographer". Kyle will refine this job description with the resultant agreed upon addition to this form.
- 6.)** Discussed the need to get an update on the progress of the October 2006 home swim meet. Ken will be asked to see if he could make the next board meeting to discuss.
- 7.)** Ann Ramer to send out e-mail to all swimmers still in possession of Lancer Parkas to inform them of the previously approved changes to the discontinuation of this program. Kyle to gather a list of names for Ann to e-mail this information.
- 8.)** Ann to find out what are the sports fund raising dates for the base so that we will not conflict with them with our own fundraising events. Once we know the Fort Leavenworth's dates, our fundraising dates will be established – hopefully at the next board meeting.
- 9.)** August 5th meeting was said to be a mandatory meeting for all board members to discuss several issues that needs everyone's input. Many of these issues are time critical for action to happen in a proper timeframe.
- 10.)** The downtown pool contract is still MIA – Coach Debbie and others to obtain.
- 11.)** Ann still does not have an equipment key – this will be pursued further.
- 12.)** To be included in the new packet of info at the upcoming parents meeting will be a revised parent / swimmer discipline policy to address loopholes that were recently discovered.
- 13.)** Next meeting everyone needs to be prepared to bring the dates, times, etc.. all known for all 2006-2007 FTLL events. This will be given to Dan to make into a FTLL calendar. Once this calendar has been put together, Ken will post on the FTLL website.
- 14.) Upcoming Meetings:**
 - **05 August 06, 1600 hours at Kyle's house – 2409 S. 16th Street – Leavenworth, KS**
 - **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	05 August board meeting
Revise "Estimated Required Volunteer Hours", "Lancer Parent Volunteer Contract", "Historian / Photographer" forms.	Kyle	05 August board meeting
Place swim calendar & board meeting minutes on website	Dan	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	05 August 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
S.O.P.s for parents including required hours of volunteer time	Kyle	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	05 August 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 proposed September '06 – August 07 FTLL budget	Connie	05 August board meeting