



FORT LEAVENWORTH LANCERS SWIM TEAM BOARD



17 JUNE 2006 MEETING MINUTES

MTG DATE: 17 JUNE 2006

MTG TIMEFRAME: 1615 TO 1915 HOURS

MTG LOC: STEVE RAMER'S HOUSE

MEETING CALLED BY Steve Ramer, President

ATTENDEES Steve Ramer - President, Connie Smith – Treasurer, Dan Savage – Secretary, Jeff Lochow – Statistician,
Ann Ramer – Equipment Manager

AGENDA TOPICS

Points of Discussion

- 1.)** Minor details of the rough draft of the desired changes to update the current bi-laws & constitution were discussed. The final update of all changes will be in place by the end of August 2006 in time to be presented at the semi-annual meeting of the swim association in September.
- 2.)** Dan Savage to get with our webmaster, Ken McKenzie on two items:
 - Get a place set up on our website for achieve board meeting minutes
 - Get a calendar of events established on our website. The purpose of this calendar primarily is to include items such as: swim meets, fund raisers, board meetings, team breaks / holidays, MO. Val. Swim mtgs., banquets, Div.1 & 2 meets, registration, PARA day, fee due dates, etc.. Everyone to provide Dan this info to be placed on this calendar by Dan.
- 3.)** Voting practices will continue "as is" until new constitution is approved.
- 4.)** Appears that board member terms will remain as a year term, with no term limits imposed.
- 5.)** Late fees proposal / discussion:
 - Swimmer's parent/s will sign a contract when registering their child/ern that will include finical responsibilities
 - Two weeks late from payment due date would result in a \$25.00 late fee being imposed
 - If the swimmer's dues are not paid after a month, they will not be allowed to swim until payment is made in full.Proposal was moved by Steve, seconded by Ann, and approved unanimously by the board. Wording and for this part of the contract signed to be created by Connie.
- 6.)** Proper tax reporting forms, etc.. is still under investigation. Should have complete answers soon.
- 7.)** The board does not have a copy of the contract for the downtown pool used by the Platinum swim team. Connie/Debbie to obtain one for review, along with the purposes of renewal of this contract.
- 8.)** Jeff to put together a list of those who have Lancer parkas, so that Steve can send out the e-mail stating the association's future intentions with these current equipment assets.
- 9.)** New Equipment Manager appointed by Steve Ramer – Ann Ramer. Ann is in need of the required key/s to perform some of her new tasks.
- 10.)** A motion was put forth by Steve, seconded by Connie that the following payment plans be put in place starting with the August registration:
 - Monthly fee payment through a direct deposit method of payment
 - Pay for each session in whole at the time of each registration periodMotion passed unanimously.
- 11.)** Ann to see what non-consumables we as an organization own. Jeff will follow up with Helen as well.
- 12.)** Equipment Manager duties will be placed in SOPs
- 13.)** Steve motioned, Ann seconded the motion that the FTLL board hire one paid head coach (Helen Lochow), and three paid assistant coaches. Debbie Weaverling to be the paid assistant coach in charge of the Platinum team, another (to be hired) to assist in the development of Gold / Silver, & the last paid assistant coach to be the developmental coach for bronze & some silver team members. Motion passed unanimously.
- 14.)** Swim fees / coach salary comparison put together by Connie was reviewed and discussed. After discussions, it was concluded that fee increases may be imminent to accomplish hiring of new coaches, getting salaries of current coaches improved, along with other ancillary expenditures needed. Connie to put together several different budgets with the needed corresponding fee structures that will be needed to support those various budgets. This will be reviewed and put into place no later than the end of August for implementation with the next registration period.
- 15.)** Fees dispute between the Manhattan Marlins and FTLL was discussed in regards to USS fees paid by both organizations for two swimmers that transferred from Manhattan to FTLL. After reviewing the information presented by Steve, Steve will suggest to the Manhattan team that they obtain the excess fees paid by that team for these two swimmers directly from USS.

16.) The Gold, Silver, & Bronze teams to use the outdoor pool through the summer. The practice times will be able to stay consistent throughout the time this pool is used.

17.) Steve moved and Dan seconded the move to reimburse the Platinum team for pizza expenses incurred from their awards ceremony. The motion passed unanimously.

18.) Steve moved and Jeff seconded the move to re-establish a P.O. box in downtown Leavenworth, KS as a central mailing point for all conventional mail for the swim team. Connie will set this P.O. box up. The motion passed unanimously.

19.) Needs for the upcoming Swim Meet FTLL will be hosting were discussed. The following needs were discussed:

- Timing & announcement systems needed
- "Meet Manager" software / database needed
- Ensuring pool is chemically and physically ready
- Timers (2 per lane), Stroke & Turn judges (will pay to have three trained), clerk of the course, announcers, time card runner/s, back ups for all, & USS swim officials
- Someone (Steve?) to coordinate with base about gate access, parking, possible use of base shuttles, etc...
- Set up of crash and concession (AFFES?) areas. Make sure we have a solid food offering due to limited access into the base.
- Max of 500 swimmers – first come first serve. Promoted by ___? To other organizations...
- Meet costs offset by sponsorships in the heat sheet?
- Need at least 20 stop watches
- Contact "Swim Quick" to be present? Also get FTLL tee shirts from these folks for the meet?
- Determine award types to be given out. Possibly give out a lot of the old awards we have in storage?
- Set up of progress review meetings with the other sponsoring meet organization, Cool.
- Determine what swim events to have at this three day swim meet.

Steve to get with Ken on this. Ken to update at an upcoming board meeting what progress has occurred.

20.) Upcoming meetings:

- Board meeting – 15 July, 1600 hours at the Ramers
- Board meeting - 12 August – place to be determined.
- Board meeting - 09 September – place to be determined
- General Membership / Swim registration meeting – 07 September – more details forthcoming.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Final changes to the bi-laws & constitution .	Steve	12 August board meeting
Put together various budgets to meet various swim fee schedules	Connie	12 August board meeting
Assemble estimate of volunteer hours needed by parents	Kyle	Next 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	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
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.	Steve	Immediately
Establish verbiage on late fees for swim contract	Connie	12 August Board Meeting
Create swimmer's contract/ registration form	Board	Discuss next board meeting
Create a list of those who have FTLL parkas currently to give to Steve	Jeff	Immediately
Re-establish Swim Association P.O. box for correspondence by mail	Connie / Ann	Immediately
Get with Ken on swim meet items discussed	Steve	Immediately
Advise Manhattan Marlins of FTLL's stance on excess fees paid to USS	Steve	Immediately