

## **Fort Leavenworth Swim Team Parents' Association Board Meeting Minutes September 20<sup>th</sup> 2008**

Fred began the meeting at 9:15 am. There were no previous minutes available for review and approval.

### **Old Business:**

- Confirm Swim-a-thon for October 30 (make sure to check with Garrison for no CFC conflict)
- Halloween party will be October 29
- December 15 – holiday party
- January ? – welcome back breakfast
- Team photos – scheduled for October 22,
  - maybe move to November
  - Fred will check if Sky Studio can come back, otherwise need to find someone local
- Equipment count
  - Low on green tip fins
  - No equipment manager identified, but Emily says she'll get some parents to handle
  - Order new equipment through SwimQuik, if possible, to support our contract with them
- Coaches' contracts
  - Need to start looking at them for revisions, renewals, etc.
  - Hope will get it started
  - Debbie will get a list of coaches' phones and e-mails (what's the distribution for this, in case they ask?)
- Yard Sale – October 4
  - Drop off donations October 3 at Harper's
  - Donation can?
  - Team banner
  - Bake Sale?
- Blog registration instructions
  - Emily will try to match emails from team registration with those who are on the blog
  - Contact folks directly with instructions for blog registration
- USA Swimming and ASCA registrations need to be paid this week
  - Don't pre-pay for swimmers we expect later, wait to see if they return
- New parent packet
  - Debbie will finalize and post to website (copy too)
  - Make sure to emphasize blog and no parents on deck unless they're helping the team

## **New Business**

### Hope

- Plan a board meeting where parents are invited – November?
- She'll have a budget prepared in the next 7 days and send it around for comments
- \$12,000 in account now – about half to go out as payments/expenditures in the next few weeks

### Jeff

- Coaches need to balance their attendance with their team rosters
- He'll distribute what he has as rosters to coaches and have them check for accuracy, since there has been so much movement between teams lately
  - Write in new swimmers
  - Need to make moves between teams at the beginning of the month

### Helen

- Saturday of swim meet – pool party booked and it's not flexible. We'll work around it.

### Non-military affiliated team members

- List of names (Helen/Jeff/Hope)
- Prepare letter to Garrison Commander (Mike/Fred)
- Submit letter to Garrison, and cc: Youth Services and MWR (Fred)

## Swim Meet Notes

### Team responsibilities/cost sharing

- FTLL – pool fee/sound system/meet announcer/VIP CSM Johndrow will open the meet Saturday (needs t-shirt)
- COOL – meet registration/heat sheets/fees/sanctioning/timing system

### Meet Sponsors (Emily will pursue)

- Local businesses, VFW, Mr. Goodcents, Grocery chains, Commissary, PX
- Need to cultivate team sponsors for the year, not just for the meet

### Marketing/advertising for the meet

- Fred will send letter to Lamp, Leavenworth Times and KC Star
- Debbie to request MWR marquee through Patrick

### Concession/hospitality

- Seek donations first (commercial, then parents)
- Purchase at the last minute since head count won't be known until the last minute

### Mike

- Ask Brian Vogt to be set-up POC
- Need to identify POCs for other areas of responsibility (concessions, hospitality)
- Meet with volunteers Thursday, September 25 to review responsibilities
- Submitted board-approved Constitution with minor adjustments.
- Need to change organization's name on website (change to "Swim Team Association," rather than "Swim Team Parents' Association") since we have Master's program now
- Masters' update
  - Need a CGSC rep. to help establish and maintain communication with the college
  - Need to evaluate 5 am practice
  - Just got PAIR day sign up list