

Fort Leavenworth Lancers Swim Team Parent Board

Meeting Minutes

20 June 2009

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| FACILITATOR | Brian Vogt, President |
| NOTE TAKER | Becky Lenzmeier, Secretary |
| ATTENDEES | Brian Vogt, Leandra Walker, Marie Tennant, Becky Lenzmeier |

Agenda topics

| Points of Discussion | | |
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| <p>1.) Treasurer's Report:</p> <ul style="list-style-type: none"> • Leandra reported that there is \$9,328.07 in the account. • An internal audit needs to be completed by two individuals <ul style="list-style-type: none"> ○ Suggested that two parents complete audit | | |
| <p>2.) Coaching Issues:</p> <ul style="list-style-type: none"> • Masters coach is in place and well received by swimmers during the morning sessions • Coaching Contracts <ul style="list-style-type: none"> ○ All contracts are currently expired and new contracts need to be disseminated to all coaches ○ New contracts will include guidelines regarding salary deductions for vacations; if a coach is needing two weeks off than his or her salary will be prorated; this will primarily be a concern during the summer months ○ Guidelines need to be established regarding travel reimbursements ○ Coaches need to arrive 5 minutes prior to the warm-up (5:40 pm) ○ No need to draw up contract for Coach Shannon as she will be leaving the team prior to September • Coaching Performance <ul style="list-style-type: none"> ○ Discussed Coach Megan's performance and how this has affected our swimmers and our team in the last several weeks <ul style="list-style-type: none"> ▪ Megan has been consistently late for practice for the past several weeks ▪ Megan arrived late to the Topeka Beach Bash and missed most of the Saturday warm-up session causing an off-duty coach to takeover warm-ups and supervise swimmers ▪ During the same swim meet in Topeka, she did not arrive until 10:50am because she had overslept ▪ She requested full reimbursement for her work at this meet but will only be paid for the actual time she was there ▪ Megan contacted Leandra and requested to be paid in advance for the Columbia swim meet; no travel reimbursements will be made prior to the start of a swim meet as stated in the coaching contract; she was upset with Leandra and stated she would talk other board members to seek assistance ▪ Because of concerns regarding her work ethic, it was decided that Coach Megan will be placed on temporary probation monitored by the board • Coaches' Meeting <ul style="list-style-type: none"> ○ Brian will coordinate with Coach Helen to organize a coach's meeting to discuss contracts and Coach Megan's probation | | |
| <p>3.) Other:</p> <ul style="list-style-type: none"> • Becky and Leandra will be on vacation for the next few weeks and meeting at the end of July or early August will be necessary to continue discussion regarding privatization | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Completion of coach's contracts | Leandra | ASAP |

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| Coordinate coach's meeting with Helen | Brian | ASAP |
| Internal Audit with two parents | Leandra | ASAP |