



FORT LEAVENWORTH LANCERS SWIM TEAM BOARD



18 DECEMBER 2006 MEETING MINUTES

MTG TIMEFRAME: 1830 TO 2215 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, Jack Houdeshell CGSC Representative, & Helen Lochow – Head Coach

AGENDA TOPICS

Points of Discussion

- 1.)** 06 Nov. 06 meeting minutes were unanimously approved. Steve motioned for their passing, Kyle seconded the motion. The minutes have been sent to Ken to post on the website.
- 2.)** Ann is planning to perform an equipment inventory check for the team in January 2007.
- 3.)** Helen has not been able to finalize the team for posting to the web due to issues with her computer. She is still hoping to provide this soon.
- 4.)** Steve will send out an e-mail to all parents explaining how to take advantage of paying their monthly FTLL dues through on-line banking.
- 5.)** Swim-A-Thon Discussion:
 - A combined sixty-two out of eighty-five swimmers on FTLL's various teams participated in this event
 - Thirty of the sixty-two that participated in this event have turned in their pledges. All pledges are due in by 04 Jan. 07.
 - A minimum of \$50 is required to be raised by every swim team member. Those who did not raise this amount will not be eligible to receive trophies, swim towels, etc. that is handed out at the season end banquet. Steve will write a letter of explanation on this subject to all parents.
- 6.)** The Platinum team did not receive Lancer t-shirts at the recent combined team Christmas party. Ann is working on a way to rectify this.
- 7.)** Ann has given to Helen a bulk amount of temporary award tattoos. Helen will distribute out to all coaches.
- 8.)** Helen will be signing the yearly team contract with Speedo in the very near future. Discussion occurred as to what kind of swim bag from Speedo we should purchase (and afford to purchase) for our swimmers. This discussion was tabled, with further discussion to occur at the Jan. & Feb. board meetings.
- 9.)** Per MWR's request, the board put together a list of non-affiliated (swimmers not affiliated with Ft. Leavenworth in anyway beyond the swim team) swimmers that are currently apart of the FTLL swim team. This list in the form of a letter will be submitted to the base for their consideration to allow these individuals to remain apart of the swim team. It was also discussed that the possibility does exist that the base may in the future provide special base vehicle passes for those families.
- 10.)** FTLL's budget status to date was reviewed with Connie.
- 11.)** The question of unfulfilled agreed to volunteer hours for those parents who swimmer/s may leave the team prior to the end of the contracted swim season was raised. For the Fall session only, it was proposed by Helen that the amount of volunteer hours required of the swimmer's parents may be prorated by the number of sessions that the swimmer/s may have attended. The amount of prorated hours would then either have to be fulfilled by the swimmer's parents or the penalty agreed to in writing would be added to their final bill. Jack seconded the motion. The motion passed unanimously. However, after the Fall session, unless the reason for leaving the team was beyond their control – such as a base reassignment or physical injury to the swimmer, the financial penalty agreed to in writing by the parents would be added to their final bill.
- 12.)** Ann to investigate the cost of purchasing an easel style dry erase board for the Platinum team.
- 13.)** Ann stated that the team photos are complete and we are waiting on their arrival.
- 14.)** Steve asked for an update from Helen when a coaches meeting would take place. Helen said she has met with the new Bronze team coach, Kim, but would like to wait for an overall coaches meeting until all coaching positions are settled and in place.
- 15.)** Ways to encourage use of the web site forum were briefly discussed.
- 16.)** Age and skill standards for each team were discussed in some detail. It was decided to enforce the requirements of what is currently in place.

17.) It has been decided that the contract with the "Downtown Pool" currently used by the Platinum team will be terminated 1 April 07. All Platinum swimmers at that date will begin to practice at the Harney Pool. Providing the below blocks of time is approved by the pool management, the practice schedule that follows is being considered:

1. Bronze Team – M/W/F, 4 lanes – pool time: 1700 to 1750 hours.
2. Silver Team – M-F, 4 lanes – pool time: 1600 to 1650 hours
3. Gold Team – M-F, 4 lanes – pool time: 1800 to 1930 hours
4. Platinum Team – M-F, 4-8 lanes (time dependant) - pool time: 1800 to 1950 hours, pool times in the early a.m. may also occur.

Depending upon the team, dry land training may also occur before or after the pool time. Steve and Helen will get with Harney pool management to attempt to secure these times.

18.) Coaching Discussions:

- The proposed 2007 salaries for all coaching positions were reviewed and discussed. After these discussions, Jack motioned for approval of the proposed salaries. Kyle seconded the motion. The motion passed unanimously.
- The board discussed creating a paid coaching internship. After these discussions, Steve motioned for approval of this paid position. Helen seconded the motion. The motion passed unanimously. Steve will create the proper documentation to hire this intern.
- Helen has provided names of potential coaching candidates for all open positions that she would like to have hired. After some discussion about these potential coaching candidates, Helen is going to verify that all potential coaching candidates will be able to meet the time requirements. Once this has been verified, the board intends to proceed forward with these candidates.
- On deck parental volunteer involvement may be reduced once all coaching positions are filled.
- Background checks on all coaches will occur – Helen has already gone through this process this year and has been cleared for duty.
- Went over Helen's contract in great detail. Several points of clarification are needed. Helen to discuss these points in detail with ASKA and get back with Steve in the next few days. Once clarified, Steve will send out the finalized contract for an electronic vote by the board.
- Helen asked that if the budget allows at year end, consideration be given to giving year end bonuses for all coaches. The board in general principal is in agreement with that request.

19.) Steve and Kyle recently had a meeting with MWR. Present at that meeting from MWR were Carol, Patrick, Chris, & Brandon.

The MWR discussions primarily consisted of:

- Creating better communication between MWR & FTLL
- MWR fees and their benefits to FTLL.
- Helen's position with MWR and with FTLL
- Request by MWR for a list of swimmers currently apart of FTLL that have no affiliation with Fort Leavenworth other than the swim team.

20.) After the 2 Jan. 07 Steve will coordinate establishing a date for the board's next meeting.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Place swim calendar on FTLL's website	Helen	When able
Inventory of Equipment	Ann	Next board meeting
Contract for Head Coach & all Assistant Coaches	Steve	January 2007
Obtain commitment from Harney Pool for practice time	Helen & Steve	Unstated
Steve to write Swim-A-Thon letter and send out	Steve	Unstated
Helen to set up coach's meeting	Helen	Unstated
Steve to put together a letter to MWR disclosing all non-affiliated swimmers that are on the swim team.	Steve	Immediately
E-mail to be sent out in regards to on line payment method	Steve	Immediately
Looking into the cost and purchase of a dry erase board for Platinum	Ann	Immediately
Follow up FTLL on t-shirts for Platinum swimmers	Ann	Immediately
Create needed internship agreement form	Steve	Immediately
Iron out final details of Helen's contract and submit for an electronic vote by the board.	Helen & Steve	Immediately
Set up next board meeting	Steve	After 2 Jan. 07