



Board Meeting Minutes
Monday, June 6th, 2011
8:00-9:00 pm

- Presiding:** George Quigley (President)
- Present:** Ben Christoffel (Program Director)
Anne Campbell (Treasurer)
- Minutes:** Michelle C Harter (Controller)
- Absent:** Sue Cospers (Special Events)
Pat Schenkel (Secretary)

Action Items

Task	Responsible	By
Pace Clock – discussion on the justification of purchasing pace clock for Riviera.	Board members	June 25 th
Insurance – still need documentation.	Ben/Mel	June 15 th
Verify with Attorney that Donation funds have no restriction on the use of those funds provided it is for administrative and/or operational areas of the program including coach's compensation.	Ben/Mel	June 15 th
Develop Sponsorship Program	Ben and Michelle	July 15 th
Revisit the feasibility of increasing compensation if membership increases and expenses maintained at a level that warrant re-evaluation.	Board members	October 15 th
Offer MOU's to coaches.	Ben	Completed
Compose By-Laws	Ben and Michelle	August 1 st

MEETING MINUTES

Meeting called to order: 8:06 pm

Program Status Report

- Ben reported the status of the program to date. There has been outstanding growth since inception (135 members)
- Many components established and progressing including the new website, social media communications, organizational chart developed, and contracts with pool locations secured.

MOTION made by George to offer free memberships to administrative staff providing extensive time to program operations.

All in favor. Motion passed.

Budget

- Proposed budget reviewed. Agreed budget was conservative and solid.
- Specific budget line items discussed:
 - Sponsorships- Ben and Michelle working on a tier system.
 - Contributions – no restrictions on the utilization of that money as long as used for stated purpose such as in administrative and/or operational areas.
 - Pool Rentals – just under thirty percent of our total expenses. Important to keep costs low but continue to offer convenient locations for our members. No contract with North Central High School yet. Waiting on new superintendent for Washington Township Schools to produce agreement. Fisher’s rental may increase in future.
 - Insurance – still need documentation.
 - Some Marketing money may be allocated toward the purchase of caps.
 - Pace Clock – discussion on the justification of purchasing pace clock for Riviera. Due to size of investment, Board decided to wait a few weeks to revisit and determine need based on membership increases, need, and the use of pace clock in the future.

Coaches Compensation

- Compensation reviewed.
- All coaches are independent contractors at this time.
- Coaches will be paid on the 15th and last day of each month.
- Kris will be responsible for collecting timecards and ensuring accuracy.
- Within next 3 to 4 months we will evaluate if we have the resources to employ Head Coach full-time.
- Coaching certifications suggested to be reimbursed for our coaching staff yet to be certified. Ben will approach LMSC for grant funds available.

MOTION made by George to revisit the feasibility of increasing compensation if membership increases and expenses maintained at a level that warrant re-evaluation.

All in favor. Motion passed.

Memorandum of Understanding

- MOU reviewed.
- Removing clause about auto expenses.

MOTION made to revise and offer the MOU's to coaches.

All in favor. Motion passed.

Special Memberships and Scholarships

- In cases of financial hardship, IAM will permit discounted fees. Protocol will be as follows: case will be presented to Program Director for evaluation. Volunteer service will be requested in exchange for discount.
- Suggestion made to run this methodology by attorney.

By-Laws

- By-Laws need to be developed.
- Suggested to review Dallas Aquatics.
- Michelle and Ben to initiate composition and Board will review.

Meeting adjourned 9:17 p.m.