MINUTES OF MEETING OF
BOARD OF DIRECTORS OF
TEAM SANTA MONICA

Held October 6, 2009
7:00 p.m. - 9:42 p.m.

Board Members Present: Marty Caverly, Jon Carroll, Patrick Casey, Derek Gipson, Denise Marsh, Monica Potter, Monique Shelton

Board Members Absent: Rob Merz and David Winslow

Secretary's Report:
The Minutes of the September 11, 2009 were reviewed and approved.

Palisades High School Pool:
The status of the new pool at Palisades High School was discussed. Previously TSM had offered to provide funds as a sponsor in exchange for pool time. However, the project managers changed their mind and said that they would only accept funds as capital. Jon Carroll advised the Board that Westside had offered $100,000 and was promised the best time slots for practices. However, Jon did not believe that Westside had actually paid the money. Apparently the pool project is moving slowly as there are not enough funds to complete the project at this time. Jon Carroll requested that the Board come up with a plan with regard to this pool and he indicated that he would monitor the progress.

SMC Pool Certification
The Board next discussed the SMC pool certification that TSM was required to obtain and pay for in order to hold the September meet at the pool. Jon Carroll advised that TSM was the only team that was currently in need of the certification to hold meets. In addition, the team has the certification in its possession. It is possible that in the future if another team needs the certification, TSM may be able to recoup some of the $1,500 paid for the certification.

Financial Report
Patrick Casey advised that active swimmers was up from 243 to 296 at all three locations. He advised that the LMS pre-comp group had grown significantly from 35 to 54 swimmers which was a good revenue stream for the club even though there was large turnover in this group. Mr. Casey also advised that of the 276 active billing accounts, approximately one-third were on credit card and debit autopay which has helped tremendously with past due accounts. He indicated that there was approximately $25,000 in past due accounts that were possibly collectable. As of the date of the meeting the team's checking account had a balance of $133,000 and it had approximately $86,000 in savings.

Patrick Casey advised the Board that the new member registration was ready to be available online but he thought that it would still be advisable to require a physical check from new members, especially in the case of the pre-comp group as many times the

children only swim for one session and if the funds had not been collected before they swam, collection could prove difficult.

The Board also discussed the possibility of re-instituting a late fee for past due accounts as there were certain accounts that were consistently seriously past due. It was agreed that this should be discussed at the next board meeting. In addition, it was suggested that the Board come up with a procedure for the coaches to follow regarding keeping swimmers out of the pool for non-payment of dues.

Patrick Casey stated that he did not recommend using the accountant that prepared the tax returns for 2008 and requested approval to hire an outside CPA firm to prepare the fiscal year 2009 taxes. Upon motion duly made and seconded, Patrick Casey was authorized to hire an outside CPA firm to prepare the non-profit tax returns for the organization.

2010 Budget:
Patrick Casey advised that he was in the process of finalizing the proposed budget for 2010. He had the revenues in place and was working on expenses. He would present a proposed budget for discussion and the next board meeting.

Patron's Fees and Snack Bar Fee:
Marty Caverly brought up the issue of the annual patron's fee and snack bar fees and suggested that a possible simplification of these fees might be helpful so that there was not a $200 charge in September and the two separate $25 snack bar fees that members always question. Patrick Casey advised that the patron's fees brings in $40,000 to $45,000 in annual income to the team. The item was tabled for discussion at the next board meeting.

Coaches Salaries:
Marty Caverly advised that Jon Carroll had submitted recommendations for payroll increases, benefits and holiday pay for the coaches. This item was to be discussed at the next board meeting. Patrick Casey requested a commitment from Jon as to the timing of the increases. In addition, Patrick was requested to evaluate hours worked and exemption status concerns for employee benefit purposes. Once the figures are finalized, they will be disseminated to the Board Members for review and approval.

September Home Meet:
Derek Gipson next advised the Board about the outcome of the September home meet at SMC. He advised that for the most part the meet went smoothly. It was great that the meet finished ahead of schedule on both days. However, there were issues with regard to the meet being crowded and team tent issues. Rose Bowl was upset that certain teams were allowed to put up tents before 7:00 a.m. Derek was able to find them more space for their team and they were happy. In addition, there were problems with the volunteers who had signed up for swimmer check in. Apparently, they did not understand how the job was to be handled and had some conflict with the meet officials but that it was worked out.

Practices:
The issue of no parents on deck at practices was again discussed. Jon Carroll was requested to advise the coaches that this rule must be enforced at all times. In addition, it was noted that no children of coaches were allowed to be on deck during practices.

Swimmer Advancement:
The procedures and criteria for advancing swimmers to the next group level was discussed. It was decided that this information would be provided on the TSM website in the parent manual.

New Business:

A. Volunteering: The issue of parents not participating in timing at the meets was again discussed as it has been an ongoing problem. The possibility of a buyout program was presented but it was decided that this fee needed to be substantial if it was implemented. Concerns were also expressed that if the team did allow such a program, it may end up with not enough timers to fill the required chairs at the meets which would not be acceptable. The possibility of a forced sign up was discussed but rejected and the there was no decision made on this issue at this meeting.

B. New Meet Director: Derek Gipson advised that he would not be volunteering as the meet director for our next home meet. He suggested that a possible restructuring of the meet director position and an allocation of responsibilities might be helpful as being responsible for everything is too overwhelming for just one person.

C. Parent Handbook: The parent handbook was discussed. It was decided that there were gaps in information and that it was time to revise the handbook to include items such as parent conduct, swimmer advancement, etc.

D. Online New Member Registration: Patrick Casey advised that there was a webinar link for online new member registration and the Board was requested to review the procedure. He also requested that the board approve going forward with online registration for new members. After discussion and on motion duly made and seconded, the board approved setting up the online registration for new members. Patrick Casey was requested to look into offering SCS registration online for new members and completing the emergency contact information online as well.

E. Parent Party: The October 30, 2009 parent party at the Gadh's house was discussed. It was decided that it would be a good opportunity for the parents to get together in a casual setting to meet other parents. Notices were going out to the parents with the details of the party. The cost to attend will be $15 per attendee. An expense to the team of $250 to cover some of the party cost was approved.

F. Team Storage: Derek Gipson advised the Board that team had currently outgrew its current 5x8 storage facility used to house team tents and other team equipment and supplies. He suggested that looking into a different facility would be advisable as the current facility closed at 6:00 p.m. and it was difficult to return and retrieve items. The

Board discussed and approved obtaining a larger storage unit at a new facility with more flexible access. Derek Gipson was requested to handle this matter.

G. California Endowment Grant: The Board was advised that the team was awarded a $25,000 grant for the team from the California Endowment. Jon Carroll would submit the information regarding this award to the Board Members. The award is to be used to pay membership dues for swimmers that are unable to afford them.

Next Meeting - Items for Discussion

Items to be discussed at the November meeting are as follows:

1. Budget for next fiscal year.
    a. Possible increase in budget re per diem for travel meets for coaches
    b. Increases for coaches, benefits, holiday pay
    c. Authorizing coaches to spend reasonable amounts in excess of per diem for travel meets and submit expense reports for excess expenses
    d. Possibility for simplifying billing (e.g., breaking out patron's fees, allowing swimmers to sign up for just one quarter)
2. Pali Pool update
3. Re-instituting Late Fee / No Swimming for Past Due Accounts
4. Simplifying Patron's/Snack Bar Fees
5. Parent Volunteering Procedures
6. Meet Director
7. Online Registration
8. Parent Handbook
9. Team Storage Facility
10. California Endowment Grant