MINUTES OF MEETING OF
BOARD OF DIRECTORS OF
TEAM SANTA MONICA

Held November 24, 2009
7:00 p.m. - 9:00 p.m.

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

Board Members Absent: None.

Secretary's Report:
The Minutes of the October 6, 2009 were reviewed and approved.

Meet Timing Assignments Online:
Denise Marsh advised the Board that the first online job sign up for timing assignments was utilized for the recent Canyons Meet. She indicated that the parents had been very accommodating. The only problem was that some children had scratched the mile and those parents did not stay for their timing assignments. In addition, there were a few no shows, but overall she was very pleased with the outcome. She requested that an email go out to all parents thanking them for their cooperation. Ms. Marsh had also designed new timing sheet forms to be filled in and used at the meets.

The problem with how to address those parents who continually neglect their duties to time at the meets was again discussed. It was suggested that a policy needed to be in place to handle this problem once and for all. It was discussed that a written warning then a financial penalty for the next infraction was one option. Denise Marsh said she would outline some options and forward them to the Board for review.

Financial Report
Patrick Casey advised that active swimmers was down from 296 to 273 for all three locations. He advised that it was most likely due to the winter season cold weather and that numbers usually drop during this time, especially for the younger children in pre-comp. Mr. Casey said that the team's financial situation as this time was solid and that $112,000 had been invoiced for the winter quarter. He advised that the $120,000 in past due collectibles had been reduced to $90,000 and that he was actively pursuing past due accounts and working to write off the uncollectible amounts that are still showing on the books from prior to the online conversion. He also indicated that unpaid meet fees continue to be a problem for members that have not signed up for automatic payments. A policy for resolving this issue will be addressed at the next board meeting. It was also discussed that re-instituting a late fee may be an option.

Winter Pool Schedule:
The Winter pool schedule was next discussed. Given the closing of SMC and LMS for winter break it would be necessary to secure other sites for practices. Jon Carroll advised that he was working on securing pool time at Loyola and other sites. Patrick Casey requested that the schedule and locations be confirmed as soon as possible and the information be put on the website so that families can plan accordingly. Patrick Casey also questioned why there were no Saturday practices listed for the winter schedule. Jon Carroll advised that no availability for had been confirmed yet at any sites but will confirm Saturday availability as soon as he knows.

The issue of members requesting a discount for the 3-week period during the winter break closing was next reviewed. After discussion by the Board it was agreed that since the team is still offering regular practices, just at different locations, that no prorations would be offered. It was also suggested that the Board review how many families take off the winter quarter and discuss at the January Board Meeting if a different option would be warranted.

2010 Budget:
A draft of the 2010 budget was presented to the Board for review. Patrick Casey indicated that it was based on the actual figures from last year. He advised that the revenue breakdown was as follows: LMS 29%, SMC 54% and Culver, 17%. It was also noted that coaching fees were up from last year. The Board was requested to review the proposed budget and email Patrick Casey with any questions. The budget will be finalized by the end of the year and reviewed and approved at the January 2010 meeting.

Bonuses for Coaches:
Marty Caverly brought up the subject of year end bonuses for the coaching staff. He advised that no amounts had been proposed as yet but wanted to get the Board's opinion on the subject. All Board members were in favor of providing bonuses for the coaches as long as the team was financially in a position to do so. Marty Caverly advised that he would set up a conference call or send an email around for the Board to discuss and vote the bonus amounts.

Online New Member Registration:
Mr. Casey advised that all preparations had been finalized to provide new member registration via the website. Mr. Casey advised that the online new member sign up will hopefully clear up the problems with not receiving new member paperwork in a timely manner from the coaches, and resolve the problem with past due accounts as the new members will be required to provide a credit card or debit account to pay dues. A motion was made and seconded approving the online registration procedure for new members. Unfortunately, USA Swimming registration was not currently available via the website but Mr. Casey would look into that for the future.

Webdesign Upgrade:
Denise Marsh indicated that she felt it was time to upgrade the TSM website to be more aesthetic and user friendly. She advised that she would look into the cost of an upgrade.

Parent Manual:
It was discussed that the TSM Parent Manual had not been updated in quite a while. Since many procedures had changed over the past few years, it was decided that a rewrite was necessary to provide information regarding criteria for swimmer level advancements and online registration procedures. Marty Caverly advised that he would attempt to rewrite the manual and forward it to the Board for review.

Team Storage:
Derek Gipson advised that the team's storage unit was filled to capacity and that it should look in to getting a larger unit. He advised that a 10x10 would cost $300 per month which is just under $150 more than is currently being paid for the 5x8 unit. After discussion, the Board approved upgrading to a larger storage unit at a different facility with extended hours to make it easier to access the unit to return equipment after meets. It was planned that the moving of the equipment to a new facility will take place in January.

California Endowment Grant:
Jon Carroll brought it to the Board's attention that Isabelle Casso had obtained a $25,000 California Endowment Grant for TSM to use to provide scholarships for swimmers that are unable to afford dues and equipment. He advised that the grant runs from September 2009 to July 31, 2010 and is specifically for Latino and African American swimmers. After discussion, it was decided that the Board needed to review the 10 current scholarships that are in place to see if scholarship funds could be used for those swimmers. If so, those swimmers would be requested to submit the required scholarship application and essay.

Closed Session
Coaches, Jon Carroll and Monique Shelton were excused from the meeting and the Board proceeded to discuss a few items in closed session.

Next Meeting - Followup Items for Discussion

Items to be further discussed at the January 2010 meeting are as follows:

1. Review and Approve 2010 Budget
2. Re-instituting Late Fee / No Swimming for Past Due Accounts / Unpaid Meet Fees
3. Parent Volunteering Positions/Procedures
4. Parents who Never Time at Meets
5. Meet Director and Home Meet Snack Bar
6. Webdesign Upgrade
7. Parent Handbook
8. Status of California Endowment Grant