

Fall 2016 Board Meeting

Date: Wednesday, November 16 at 7pm

Place: GAFC Meeting Room

Attending: Pam Green, Bob Groelsema, Sefa Mawuli, Marc Swisdak, Tony Vlahakis

Absent: Johanna Moore, Meredith Passmore (Head Coach), Sharon Stafford, Starr Talley, Jen Ward

1) Welcome new and returning Board members

Pam welcomed new members. We discussed 2016-2017 Board members.

President:	Pam Green (Interim)
Vice President:	Sharon Stafford
Secretary:	Sefa Mawuli
Fundraising and Events Chairperson:	Bob Groelsema
League Representative:	Johanna Moore
At-large Members:	Marc Swisdak, Starr Talley, Tony Vlahakis
Treasurer:	Jen Ward (Board nominated and approved), <i>stepping down this week due to personal commitments.</i>

2) Treasurer's Report and Close-out

Available balance: \$26,639.91

Deposits: \$2,437.59 (Fall registration). **Action ITEM: Sefa and Starr to verify this number with records in Active to ensure that there are no outstanding payments or issues with transaction processing.**

Payments:

\$106	for GMST P.O. Box
\$1,094	Insurance (yearly charges for these 2 items, look for invoices early October)
\$1,765.99	Paychex (payroll 9/20-10-31, may want to look into changing the payroll package). Action ITEM: Pam to follow up with Jen this weekend to understand issues regarding the payroll package

Other: **Still need I-9 from KobbStafford for files**

There was some discussion about procedures and documentation for the Treasurer role

going forward. For example, the Board would like to see bank statements at Board meetings, or simple reports detailing income and expenses.

3) Registration

We have 55 registered swimmers. As a point of comparison, we had 55 in Winter 2015.

4) Fundraising and recruiting

- Bob suggested no fundraising and recruiting activities for the rest of 2016. No need to place additional pressure on volunteers.
- He suggested that for the upcoming winter registration, we could include cost of team magnets with registration fee to help publicize the team and earn a few extra dollars for the team.

5) Swim Outlet

- Pam and Meredith have done work to get the team's SwimOutlet site up and running.
- GMST is currently earning 8% on all items sold through swimoutlet. Our team has accumulated a total of \$17.95 since October.
- All swimmers have been asked to bring fins and appropriate gear to practice so this should boost the amount above.
- Meredith is having difficulty transferring our greenbelt logo onto the Swimoutlet clothes. The current logo file is PDF and low-res. Swimoutlet is looking for an .EPS file. Sefa to ask Claude about recreating a high resolution team logo in .EPS format.
- Need to make swim families aware. Facebook. Website. Sefa to send official announcement.

6) Friendship activity for enrolled swimmers (something fun)

- Meredith made some recommendations about a holiday party. Bob will contact Meredith about holiday party details/research.
- Also considering a mixer after the time trials on December 11
- Bob also raised the idea of hiring event management (?) to help the team coordinate some social events to create more team spirit. He will share ideas/make proposals with the board.

7) Planning for Winter/Spring session

- Discussed plan to open registration for winter/spring session around 11/27.
- Sefa to figure out dates for the session and send to Pam for approval by Stephen.

8) Coach's Report

- Meredith thanked everyone involved in changing the coaches' payroll schedule to monthly (instead of at the end of the season).

9) 31st Annual Black History Swim Meet (February 2017)

Check in with Meredith to see if she is interested in having the team participate in this event, or the St. Albans or other off-season meets.

10) Treasurer (Co-Treasurer) appointment

Board voted to create a new Assistant Treasurer position to have some checks and balances in the treasurer role. The Board voted for:

Treasurer: GillianCoppock
Assistant Treasurer: VikanshaDwivedi

11) Misc

Everyone decided on 1 Board meeting per session (i.e. Fall, Winter, Spring).

As a refresher, here is what the bylaws say about meetings:

There shall be two regular meetings of the membership each year, one in May and one in September. The September meeting shall be known as the annual meeting and shall be for the purpose of electing Board members, receiving reports of Board members and other committees, reporting all plans for the fall and winter activities, and for any other business that may arise.

The May meeting will be for the purpose of receiving reports of Board members and other committees, reporting on plans for the summer activities, initiating plans for the fall and winter activities, and any other business that may arise.