

Maine Swimming Telephone Board Meeting Minutes
January 14, 2008

Members Present:

Luanne Beauchamp

Chris Branch

Laura Branch

Brenda Oldfield

Jared Felker

Jay Morrissette

Jim Gravel

Leanne Gravel

Joe Moreshead

John Moreshead

Jim Willis

Steve Elwell

Lu Ryan

Tom Manteca – excused

Not present:

Steve Alcaide- resigned

John Williams

Erin Thomas

Anne Metcalf

Butch Babin – new appointment

Meeting started 2002/ 8:02 p.m.

Adoption of Minutes for 10-13-07

Motion to accept minutes as written: 1st Steve E, 2nd – Jay M Motion Passed

Report of Officers:

Treasurer's Report:

Audit Update:

Auditor can only give us a fair report still missing a lot of information to give us the proper report we are paying for.

CD's we have no numbers or bank names on where those are at. Last known report of them was a treasures report from three years ago and they were with Fleet Bank, which is now Bank of America. Jim would like to be able to find these but he cannot just go into the bank and ask them to start looking without something from MSI.

- Brenda will go to the local banks up her and ask what type of letter or paper work would be need from MSI to allow Jim to be authorized to go get all information on MSI accounts in the past.

Motion to allow Brenda to go to local bank to get Jim a letter authorized to act on MSI behave to find missing account and CD information at banks MSI used in the past.

1st Steve E, 2nd John M Motion Passed, Against None, Abstentions None

Jim will be sending out a certified letter with Board approval to Dwight and Bonnie requesting the following information be sent to MSI auditor by 1February 2008.

All canceled checks, Bank statements, information on CD, previous audit statements, all club financial reports and any receipts still in possession that have not been turned over to MSI previous to this letter.

Last attempt from Jim Gravel to get any information from Bonnie or Dwight was January 8, 2008.

Motion to send a certified letter asking Dwight and Bonnie for the following information;

All canceled checks, Bank statements, information on CD, previous audit statements, all club financial reports and any receipts still in possession that have not been turned over to MSI previous to this letter. With a due date of February 1, 2008 for all materials to be turned over or further action will be taken to recover the missing information.

1st: Leanne G 2nd: Luanne B Motion Passed Against: None Abstention: one- Chris B

- Jim will email a copy of the letter to be sent out to Bonnie and Dwight to Brenda to be put in our minutes.

Suggested next action to get missing information was to higher attorney or gets the State Attorney involved.

Over all the board needs to tighten up MSI Finical Policies Jim will send recommendations to the board to be voted on.

Jim requested that MSI purchase Quick Books to help assist in better record keeping. Jim and the auditor felt this would be a good investment for MSI and that this program could service all of MSI needs. Steve E said because MSI is not for profit organization he could get it at tax exempt price. Steve said purchase price would be around 200.00.

Motion to allow Steve E to purchase Quick Books Pro for 200.00 for MSI so that Jim and future treasures can perform the duties need for MSI. This Quick Books price is for one user. 1st John M 2nd Jim W Motion: Passed, Against: None, Abstentions: None

Jim needs to purchase stamp & pad to help do the deposits.

Motion to allow Jim to purchase stamp & pad to complete deposits and business for MSI.

1st John M 2nd Jim W Motion Passed, Against: None, Abstentions: None

Bowdoin Open issues will be discussed at a later date. The net profit is to be split 50/50 between MSI & Bowdoin College.

Received bill form Seal Swim team for the coach's room. Clarification as to what the agreement was between MSI and Seals. Bill will be paid.

As of October 1st there are 46,555 in the checking account for MSI.

Report of Officers:

General Chair: NR

Senior Vice Chair: NR

Age Group Chair: NR

Registration & Membership Chair:

20 Clubs registered, Athletes 847, Non-Athletes 145, It was thought that there should have been a few more clubs. Suggested that we cross check the number of clubs with the website.

Officials Chair:

Have 50 officials now used to have 65 need a few more to help keep things running smoothly. John can do a class for a club just let Him know who needs one and he will do his best to get a class going.

- Lou will email John a report of who has reregistered for being an official and who has not reregistered.

Suggested that maybe a letter could go up on the web site reminding officials to get their registrations in for 2008. Maybe this letter could also go to the clubs and coaches would post it for parents to see.

Board of Review is being removed from the addenda.

Coaches Rep & Tech Planning: NR

Safety Chair: One incident at Bowdoin Open Report on file and sent in to USA Swimming.

MSI is now a recognized organization to run CPR, First Aid, and Safety Training for Sports, and AED. By summer we will be able to run Life Guarding recertifications. This is a service that Brenda feels MSI needs to provide our coaches and volunteers. Cost is up to what the Board wants to charge. Brenda is volunteering her time to provide MSI this service.

- Brenda will get stuff to Thomas to get posted on the website for next CPR/First Aid Classes.

Report of Committees:

Zone Chair/Camp Coordinator/ All Star Meet:

Records Chair: NR

Disability Swimmers Chair:

There is an internet challenge on the USA Swimming website. Look up the 06-07 1,000.00 disability swimmer scholarship. Jared was pretty sure that USA-S would be updating the information to include this swim year 07-08. Coaches should check that out if they have a disability eligible swimmer.

Athlete's Representative: NR

Sanction Chair: NR

National Times/ Top 16 Chair: NR

Club Development: Luanne B reported that there is a lot of information on the USA-Swimming website for the swimmers and coaches to review. To highlight there is a bog each week from a National known swimmer, IMX points, Nutrition Tracker. Luanne wants to know how is the best way to get this information out to the swimmers, parents and clubs. Suggested was putting highlights on the website. Sending updates to club presidents or parent who does the publicity for the club.

Unfinished Business:

Winter Champs Vendor: Action Accents is the vendor Maine Swimming has right now. Board would like to see letters go out to all clubs with explanation of all expectations for the club to run the apparel table at Winter Championships. The club interested must return in writing to MSI by said date the people from that club whom will be responsible for the apparel table each day. MSI and the club need to come up with an agreement on how the profits will be split. Suggested were 10% to club and rest to MSI. Also suggested was MSI gets 10-15 % and remainder to Club running the apparel table.

Motion is to allow MSI to contact all club and those interested in Action Accents apparel table at Winter Championships to return a letter of intent to comply with the requirements to run the apparel table and agree on a percentage of profits to be given to the club and the remainder of profits given to MSI.

1st Jim W 2nd Jay M Motion Passed, Against – 1, Abstentions, Chris, Laura

Winter Zones Subsidy:

18,000 were discussed at Bowdoin Open. The number of swimmers precipitating is what we want to see go up. How do we get more to participate? Lower the cost per swimmer to go and removal for the application process is a good start that everyone seems to agree on at this time.

Reminder variable cost is related to the number of swimmers going on the trip. The apparel, food and rooms will all vary with who many attend. Additional cost that is different from years past is fuel for the bus. That cost is rising and will continue to rise.

Fixed cost: Coaches salary, coach's apparel, dinner on last night, entry fees, bus rental, rooms for coaches, and awards for swimmers.

Steve E suggested we raise the subsidy amount to 25,000 for winter Zones. Everyone feels that we need to make it affordable for swimmers to attend. Jim suggested 20,000 for the winter zones. Chris said with the figures he has right now the cost per swimmer 490.00. Cost per Chaperone would be 300.00. 10 & under can travel on bus and parents can travel on the space available base. 10 & under chaperones can also travel on the bus too. 10 & under pay for their own rooms and can be booked with the team if a parent so wish to. The cost for that is 200-250.00. Appeal for swimmers is estimated at 200.00/swimmer right now based off of previous attendance to winter zones.

It is proposed that we think about the subsidy cost for winter zones and vote on that at the next board meeting.

Scholarship:

Jim Willis & Leanne Gravel MSI Scholarship Proposal:

MSI will offer a scholarship award to any deserving Senior who will be going on to swim at a secondary institution. In order to be considered for this prestigious scholarship, you must complete the following criteria:

1. Submit your high school transcript. We are looking for a combined GPA of 3.0 or higher.
2. State the years you have been a member of Maine Swimming.
3. State how many seasons you have attended Maine Swimming Championships, Eastern Zones, and Sectionals. And any other upper level USA Swimming Meets.
4. Explain what your future swimming plans are.
5. In a short essay, please respond to "What has competitive swimming meant to you, and how do you think it will help in the future?"

Acceptance of this scholarship needs to be in accordance with NCAA rules whereas an athlete may not receive a combination of funding from the academic institution and other sources over and above the total cost of tuition, room and board.

Applications and Essays will be accepted until Sunday night of the Maine Winter Swimming Championships. The applications and essay should be submitted to the Senior Vice-Chairman via email or disk. Will accept hard copies as a last resort. The winner will be announced at the Maine Swimming Awards Banquet. The Senior Vice Chair, Age Group Vice Chair and Coaches Rep will be the 3 on the committee to evaluate and award the scholarship.

There was no motion due to board approval of creation of scholarship guidelines at October Board Meeting. This was an update on the language of the scholarship and all of the who, what, when and where. Jim will send emails to all swim coaches to have those interested in applying for the scholarship must complete a letter following the criteria in the scholarship application process. All applications are due in **Friday night of Winter Championships, instead of Sunday as stated in the proposal.** Board will make final decision via telephone conference after winter championships.

- Jim W will do a formal write up of the scholarship proposal in policy form for HOD.
- Jim will get the information on Senior Recognition will be printed in the winter championship program. Jim needs to have that information to Chris by Monday before Winter Championships.

By Law Committee Update:

Following are on the By Law Committee Jim Wills-Chair, Chris Branch, Luanne Beauchamp, Tom Manduca, and Brenda Oldfield. Steve Alcaide was removed since he resigned from his position. Every person the committee needs a copy of present by Laws. Please read through them. Pender will do the section on Board of review. Jim Gravel will give suggestions to the Treasures policies.

- Jim W will contact the committee and decide how to best review the By Laws.

Chris suggested every one take a look at the USA Swimming web site and look over there suggested club By Laws guidelines. This committee has to have everything ready for review at Spring HOD.

Summer Championship:

Will change the Senior portion to Open and keep the age group to closed meet. Hotels have been contacted are Hilton, Delta in St. John Canada for summer championships.

New Business:

Confirm Board Appointments: no objections noted

Need to confirm the following appointment to these positions.

Safety Chair: Brenda Oldfield

Registration & Membership Chair: Lu Ryan

National Times Chair: Butch Babin

Observed Swims:

Sanctions, LSC and General Chair can approve Observed swims. There must be two USA Registered officials on deck at the time of the swim to be eligible for a valid time.

YMCA State Meet Times: 25.00 fee to get the times in to the swim data base at USA-Swimming. Peter Farranger is authorizing this for the YMCA State Championship meet held at UMO first weekend in March 2008.

Coaches Rep Election: Jay M will get a ballot for the voting of a new coach's rep.

Website: Request to put ads on the website. Bates College wants to put their swim clinics on our website. Board members need to think about this and it will be discussed at the winter championship meeting on March 8, 2008.

Other:

Laura asked the Board to consider a donation to Tom Manduca's brother's request since Tom's brother passed away this month. Tom's brother was a swimmer many years ago. Jay or Jim will send the information on to where to send a donation of 100.00 to the requested bequeath. Jim Gravel will send out the amount approved by the board. 1st Laura 2nd Steve E
Suggested to change donation to 250.00. 1st Steve E 2nd No one responded failed due to no 2nd.

Motion passed as written with 100.00 donation.

Red Cross Recertification's will be on Friday and Sunday. Sign Up sheet will go on the website.

- Jared to organize coach's social at Orono during the Winter Championship.
- Brenda will organize food for coaches at Winter Championships. Brenda will also contact CCSC, Bangor, and HSC to have volunteers to have people to watch and refill food in the ROTC wing.

Winter Championship t-shirts:

Laura will have information up on the website. Pre orders are best. Some will be on sale at winter Championships.

HSC asked for Board approval of a waiver to not hold the Last Ditch Meet due to YMCA States being the first weekend in March. They would like to not be barred from bid for next year.

Motion to not bar HSC from next year's bid and to waive the meet "Last Ditch" this year.

1st Leanne G 2nd Jim W Motion passed

Portland Propose Ground Hog meet has some issues with why they cannot hold a two day meet as bid on. Chris suggested that one of the Portland Coaches or Club representative be present to present their case. This will be voted on at winter championships and we can then listen to a Portland Porpoise representative.

Motion to adjourn: 1st Leanne G, 2nd Jim W