

Meeting Minutes - Sea Snakes Swim Team

Saturday, March 25, 2023

Attendees

Erin Lowrie, President

Brian Macbean, Vice President

Ben Schriever, Asst. Vice President

Becky Glassford, Treasurer

Marci Graff, Secretary

Emily Horrocks, Asst. Secretary

Erica Wheatley, Shepherd University Wellness Center Liason

Agenda

Debrief of Sea Snakes Swim Team Kick-Off/Parent Info Night

1. Total of 39 swimmers were signed in
2. Total of \$271 was raised from the Silent Auction or other donations

Administrative Items

1. Discuss purchasing membership to [ParentBooster USA](#) to help with administrative set-up and operations of Booster Club. Alternative options to do this independently with resources found online or sought after.
 2. Determine official Registered name of Booster Club
 3. Establish Booster Club Bylaws
 4. Determine signees on future Bank Account
 5. Determine where Bank Account shall be established
 6. Set up an email address for the Board to access
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Notes

- The Booster Club shall be officially registered as “Sea Snakes Swim Team, Incorporated.” Should this not be available, an alternative option is “Sea Snakes Booster Club, Incorporated.”
- The Booster Club’s official address for registration and mailing purposes will be at the residence of Becky Glassford.
- Bylaws were created and will be posted on Team Unify at a later time
- Future Bank Account:
 - Becky Glassford and Erin Lowrie will be added as contacts for the Bank Account
 - The Bank Account will be established at Jefferson Security Bank
- The official Sea Snake Swim Team Booster Club email to be used by Board Members is: seasnakesbooster@gmail.com

Action Items

1. Becky Glassford:
 - a. Purchase ParentBooster USA membership with personal funds; will be later reimbursed with funds raised by the Booster Club
 - b. Will be the primary POC for ParentBooster USA
 - c. Will complete items needed for ParentBooster USA to register Booster Club with state of WV, request EIN, purchase Insurance, apply for 501c3, etc.
 - d. Will explore accounting software such as Quickbooks
 - e. Will look into purchasing additional Insurance
2. Erica Wheatley
 - a. Help with establishing Branding & Logo guidelines for marketing and promotional materials
 - b. Will work with Shepherd University Wellness Center to update [Aquatics](#) page
 - c. Will work to get Facebook promotional photos updated with new pricing
 - d. Will work to get flyers updated with information about 13+ working with a trainer
 - e. Will work with Andria on allowing Emily Horrocks Administrative privileges to the Team Unify website

- f. Will check with Shepherd Wellness Center on Sponsorships
3. Erin Lowrie
 - a. Will take professional photos of Directors/Coaches at a later time
4. Emily Horrocks
 - a. Will be given access to content management platform of the Team Unify website
 - b. Will update Website using materials provided by Andria and Erica
5. Marci Graff
 - a. Will be responsible for providing reports on website of future Team Events

Next Meeting Agenda Items

- Next Board meeting is Wednesday, April 5 at 7 pm in the lobby of the Shepherd University Wellness Center
- Follow up on assigned Action Items
- Establish roles and responsibilities
- Discuss Budget
- Discuss Sponsorships and Levels (Bronze/Gold/Silver/Platinum)