

# Meeting Minutes - Sea Snakes Swim Team

Wednesday, April 5, 2023

Shepherd University Wellness Center

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The meeting was called to order at 7 pm by Erin Lowrie

## 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 Liaison

## Agenda

- Follow up on assigned Action Items from 3/25/23 meeting
  - Establish roles and responsibilities
  - Discuss Budget
    - \$50 Family Team Fee to be paid through TeamUnify to Booster Bank Account
    - Marci- Funds for team equipment, t-shirts, computer systems, etc.?
    - List of activities we'd like to do this season, as well as fundraising/sponsorships so that they can be approved ASAP
  - Discuss Sponsorships and Levels (Bronze/Gold/Silver/Platinum)
  - Erica, Bradi, Erin - MASSL meeting reporting/info
    - League Rules
      - Discourage sharpie drawing on swimmer bodies at meets except for event information
      - Make note swimmer accommodations in meet file email sent prior to meet (KT tape, lane requirement for hard of hearing swimmers, or other assistance)
      - Become familiar with MASSL Policies and Procedures
    - Computer/Official Training
      - Heather will provide league list of previously trained officials - will need recertified
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- Free, one day class- must recruit parents and RSVP so its worth trainers' time
    - Some @ HAGY, some @ Shepherd
    - Multiple date options TBD, starting in early may, ending mid-June
    - We can practice/shadow officiating and computer operating at practices (time trials) and the mock meet
  - Season Schedule/Championship meets
  - MASSL league fee - \$6 per competitive swimmer (due with roster June 30th)
  - Submit Booster Officer name to MASSL for Competition Committee
    - When relays qualify in league meets, coach will email the meet file and notes on which relay qualified to MASSL for committee to review
    - 6 days before all-star championships, all relays need to be submitted to MASSL Competition Committee for review
    - Update head official/competition committee day-of with relay swimmer replacements
  - Next MASSL Mtg 9/10 @ 2 pm
  - MASSL League email:
- Items from 4/3 Coaches Meeting
- Coaches Bio/Photography
  - Wellness Center Staff
  - Coaches - with Bios/Certs
  - Team Trainers - with Bios/Certs
- Website Feedback
- Volunteer Committees Sign-up via Google Forms
  - How/when will they be contacted, organized, and put to work?
- Logos and Branding
  - View Ben's logo & current logo
  - Logos on Summer Swim Wear
  - Sponsor Logos/Approvals
  - Summer Season 2023 Shirt (included with registration)
  - Banner with logo/name to hang at swim meets/activities
  - SwimOutlet.com store with logo uploaded for swimmers to purchase optional gear
- May 20 - Sea Snakes Summer 2023 Swimmer Orientation (Mandatory for swimmers and caregivers - contact Coach Erica if you can not make it) Originally I had titled this a meet and greet - but we would like people to actually show up. No snacks necessary - but you can do a raffle and we will break off in swim groups and parents/caregivers will also have a meeting to go over rules/expectations etc. We will also take ideas of what to do at this meeting. Sometimes we can order a try-on package from [swimoutlet.com](http://swimoutlet.com) for swimmers to try on suits if they want to order a team meet suit.
- Andria & Coach Erica Out of Office:
  - Andria Out: April 5- 11, April 16-22, May 14-19, April 10-17

- Erica Out: April 10-17
- Schedule next meeting
- Schedule regular recurring meetings

## Business

### Follow-up items from 3/25/23

#### Becky's Action Items

- ParentBoosterUSA - name getting updated to include "Booster Club"
- Insurance - TBD - depends on getting registered
- Accounting Software - exploring Wave, free and online, user roles/permissions

#### Erica's Action Items

#### Erin's Action Items

- Will take pics at next coaches meeting (4/24/23)

#### Emily's Action Items

- Webmaster access granted
- Website updated

#### Marci's Action Items

- Submitted financial responsibilities to Erica for approval from Jenny
- Approved for Summer 2023
- Updates: \$50 fee from family will go to Booster Club
- Waiting on EIN before we can get bank account and open parent/swimmer Registration on Team Unify

### Notes from 4/5/23

#### Marci-

- Budget/Purchases for Booster Club
- Supply each Swimmer with Swim cap
- Extra goggles, Bungee cords

#### Becky-

- Sponsorships and Levels - draft/proposal
- King's Pizza, Blaze, Chipotle, Mountaineer Popcorn, Chick Fil A
- Guitar from Paul Reid Smith, autographed
- Raffle for a guitar (Ben's idea)
- Officers Meeting
- Budget- tbd - will be bare bones this year

Activities we'd like to do this year

- Summer activities - Bowling / Pot Luck / Nutters / carb loading
- Do we want to open up the meetings to Public at some point?

MASSL Meeting Report:

- Sharpie drawing discouraged
  - We could write on white t-shirt

May 20 meeting

- Orientation - parents need to know if they need special accommodations for swim meets
- Erica takes ownership of this
- Printed MASSL rules on website

## Action Items

- Everyone review Booster Club bylaws
- Ben- will work with Paul Reid Smith fundraising opportunity
- Erica - parking passes for swim meets?
- Please review MASSL Rules
- Someone to be in charge of gathering names of who can help
- Erica and Erin will communicate regarding people who can volunteer
- Andria needs packet of what parents need to do on Team Unify
  - Medical waiver
  - Shirt size
  - Sign up for a committee
  - Pay \$50 fee
  - Come to meeting in the 20th
- Bradi - will be the officer name for MaSSL
- April 24 next coaches meeting, Erin will come to take pics
- Erin - swimmer journal
- Erica will tell Marci how many families are registered
- Ben- logo

## Next Meeting Agenda Items

- Next Board meeting is Monday, April 24 at 7 pm in the lobby of the Shepherd University Wellness Center
- Follow up on Action Items from 4/5/23 meeting

The meeting adjourned at 9 pm.