

# Meeting Minutes - Sea Snakes Swim Team

Monday, May 08, 2023

Shepherd University Wellness Center

---

The meeting was called to order at 7:00 pm by Brian Macbean.

## Attendees

Brian Macbean, Vice President

Ben Schriever, Asst. Vice President

Becky Glassford, Treasurer

Marci Graff, Secretary

Erica Wheatley, Shepherd University Wellness Center Liaison

## Agenda

- Treasurer Updates:
    - “Official Documents” were sent to the SeaSnakes gmail; Emily H added a folder in Drive called “Official Documents”
    - Bank Account has been created
    - Booster club to review and sign new Bylaws
  - President Updates:
    - Andria emailed all registered swimming parents to volunteer
    - Committees:
      - Maureen Null: Assigned to Swim Meet Committee. Will help us and coaches with organizing volunteers for swim meets.
      - Jennifer Pirot: Swim Meet Committee: will rally troops for officials trainings and swim meets. Erin will also help.
      - Would like Jen and Maureen to be at next meeting.
  - Vice President Updates:
  - Asst. Vice President Updates:
  - Secretary Updates:
    - SwimOutlet Fit Kit
  - 2nd Secretary Updates:
    - Website is updated with new Bylaws & link to the Swim Outlet Store
    - There’s been no volunteers signed on Google forms yet
    - Google Drive Folder called “Official Documents” has been created.
      - Booster Club Bylaws
-

- EIN Info
  - Articles of Incorporation
  - WV Articles of Incorporation
  - JSB Bank Information
  - Website Logins
- SUWC Liaison Updates:
  - Computer Training will be held virtually via microsoft teams conducted by Alan Miner (FAST)
    - May 11 from 7-8
    - May 16 from 7-8
  - Officials Training:
    - May 11 6-8 at Hagerstown YMCA
    - May 23 6 - 8 at Shepherd Wellness Center
    - June 3 10 am - 12 pm - at Hagerstown and Shepherd.
  - New officials and any parents who were trained 2 years ago that do not have a current YMCA or NFHS certification need to attend. If a team needs alternate dates, Heather and Leia can work it out, just let them know.
  - Summer Swim Clinic Series
    - Draft proposal available in the gmail acct

## Business

- No official business was conducted at this time

## Action Items

- Becky check on insurance and fundraising insurance
- Marci order fit kit
- Erica call Jennifer Pirot about official training
- Becky and Ben will head up concessions - find out if SUWC has any rules or storage available
- Planning for 5/20 Swimmer Orientation.
  - Families need to register by May 26 for team shirts to be here by June 2nd
  - 15 minute Booster Club Presentation

## Next Meeting Agenda Items

- Next Board meeting is Monday, May 15 at 7 pm in the conference room of the Shepherd University Wellness Center

The meeting adjourned at 9:00 pm.