

# Meeting Minutes - Sea Snakes Swim Team

Monday, August 14, 2023

Shepherd University Wellness Center

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The meeting was called to order at 7:08 pm by Erin Lowrie.

## Board Attendees

Erin Lowrie, President

Becky Glassford, Treasurer

Brian Macbean, Vice President

Ben Schriever, 2nd Vice President

Marci Graff, Secretary (via phone conference)

Emily Horrocks, 2nd Secretary

## Agenda

- Follow up action items from 7/10/23 Meeting
    - Financial Responsibilities have been updated
    - Bylaws have been updated and posted to the website
    - Sponsor logos can be added to the website
  - Planning for upcoming events
    - Parent Information Sessions: Dates TBD
      - Committee sign-ups
      - Sponsors
      - Fundraising
      - Elect board officers
    - Team activity for the Fall session: Dates TBD
      - Corn maze
  - Fundraiser planning and/or updates
    - Guitar fundraiser will depend on the # of swimmers registered this session
  - Financial updates
    - It costs about \$1000/yr to keep the Booster Club afloat
    - Concessions yielded a total of \$6
  - USASwimming Registration
    - Board Members need to register as non-swimming members within a month. Background checks & training required. Coach Erica to provide more info.
  - Sponsor planning
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- Discussed having different levels of sponsorship (Platinum/Gold/Silver/Bronze)
- Brainstorm advertising sponsors at the SUWC pool via banners, posters, etc.
- Supporting the Sea Snakes Team sessions, practices, meets
  - Awards or accolades at the end of each session
    - Swimmer of the meet, swimmer of the session, swimmer of the month
    - Small gift and recognition (possibly post news on a bulletin)
  - Awards and banquet night in March 2024
    - Potluck?
  - Hosting an invitational
- Brainstorm short-term/long-term goals for supporting the team
  - Short-term: purchase bags
  - Long-term: purchase competition suits for each swimmer
- Spiritwear
  - Will be available for purchase
- Social media
  - Continue consistently posting on Facebook

## Business

- The board unanimously voted against charging a booster club fee during the fall/winter seasons.
- The board unanimously voted against providing t-shirts and caps to swimmers at no cost for fall/winter sessions. However, these items can be purchased.

## Action Items

- Post Sponsor logos on website (Emily)
- Update Coach pics on website (Emily)
- Post Venmo on website (Emily)
- Work with Ben on Spirit wear sales pricing or updates (Emily)
- Establish deadline for when Spirit wear orders are due (Ben)
- Create a paper form for Spirit Wear (Emily)
- Explore JotForms and an easier way to order t-shirts online (Erin)
- Provide paper order forms for parents during swim sessions (Becky)
- Draft short-term and long-term goals for team Sponsors (Emily)
- Explore options for advertising Sponsors at the SUWC pool (Emily)
- Explore purchasing a team bulletin that is permanently installed at the SUWC pool (Emily)
- Discuss Supporting Sea Snakes Team sessions/swimmers and awards or banquet with Erica (Emily)

## Next Meeting Agenda Items

- Voting on Spirit Wear
- Planning parent info sessions

The meeting adjourned at 9:00 pm