

IRVINE SWIM LEAGUE  
Board of Directors Meeting Agenda  
July 23, 2014 7:00pm  
Woollett Aquatics Center

1. Call to Order
2. Approval of June 26, 2014 Minutes
3. Treasurer Report
  - a. ISL Financial Report
  - b. Team End Financial Report DUE SEPTEMBER 9, 201 – send to Kim Miller [Treasurer@irvineswimleague.org](mailto:Treasurer@irvineswimleague.org) AND [director@irvineswimleague.org](mailto:director@irvineswimleague.org)
  - c. Instructions and form will be sent electronically and are found on the website
4. VP Facilities: Gregg Colbert
  - a. Champs Walkthrough – August 5 - time TBD
  - b. Coach on deck limited to 7 wristbands maximum
5. VP Website: Michelle
  - a. Champs information docs to be posted soon
6. Commissioner of Officials: David Langlois
  - a. Soft DQ Period is ending for 5-6 age swimmers after this weekend's meet
7. Executive Director's Report: Lizzie Howard
  - a. All outstanding money to league due need to be paid in full before Champs meeting on 8/14
  - b. **Coach Payroll Reconciliation**
    - Payroll adjustments for paycheck 5 are due by Monday, **AUGUST 11, 12PM-NO EXCEPTIONS**
    - PROCESS-please send adjusted amount to [director@irvineswimleague.org](mailto:director@irvineswimleague.org)
    - If you are paying coaches more than originally intended, additional payroll check/money must be **received by Monday, August 11** and can be dropped off or mailed as follows:
      - MAIL TO 5319 University Dr., #302 92612
    - Any overage that the ISL owes you can be used towards year-end bonuses or returned to your ISL Team in September.

c. **Coach End of Year Bonus Procedure**

- Send TEAM BONUS WORKSHEET to Lizzie **AUGUST 11-NO EXCEPTIONS**
- Fund your coaches' bonus, INCLUDING PAYROLL TAX of 11.05% using bonus worksheet provided.
- Payment to ISL must be **received by Monday, August 11** and can be dropped off or mailed as follows:
  - MAIL TO 5319 University Dr., #302 92612
- COACHES EVALUATIONS DUE ON OR BEFORE 8/14 MEETING
- All bonus checks **ARE LIVE CHECKS** - Pick up at the head table at the Championship Meet after 9:30am

d. **Championship Apparel**

- Champs Apparel:
  - All Champs Apparel Orders due by Sunday, August 3
  - Champs reps will need to distribute and collect Team order forms and submit 1 order with 1 check to the Irvine Swim League
  - Forms sent electronically this week to all team Champs Reps and Presidents – can also be found on website, champs tab

e. **Program**

- Champs Program Ads-ALL DUE ELECTRONICALLY **Monday, August 4**
- Team Pages Due Monday, August 4-Email team page to Michelle Greenwalt at [president@irvineswimleague.org](mailto:president@irvineswimleague.org)
- Payment due in mailbox or at meeting 8/14

f. **TIMEKEEPER PROCEDURES:**

- **TIMEKEEPER PROCEDURE DEADLINE-WEDNESDAY AUGUST 6, 9:00PM NO EXCEPTIONS**
- Entries to your team by August 7,
- Corrections due August 9, 6:00pm, NO EXCEPTIONS

g. David Kelly David Kelly ISL Volunteer of the Year Award nominations **due by 7/30** to [director@irvineswimleague.org](mailto:director@irvineswimleague.org) or mailed to 5319 University Dr., #302 Irvine 92612 (hand deliveries ok)

h. Todd K. Larsen ISL Coach of the Year Award nominations **due by 7/30** to [director@irvineswimleague.org](mailto:director@irvineswimleague.org) or mailed to 5319 University Dr., #302 Irvine 92612 (hand deliveries ok)

i. ISL Achievement Awards **due by 7/30** to 5319 University Dr., #302 Irvine 92612 (hand deliveries ok)