

IRVINE SWIM LEAGUE  
Board of Directors Meeting Agenda  
July 27, 2015 7:00pm  
Strawberry Farms Road

1. Call to Order-John Allen for Michelle Greenwalt
2. Approval of June 24, 2015 Minutes
3. Treasurer Report
  - a. ISL Financial Report-Lizzie/Henry
    - i. Registration \$102,717 (budget 102k)
    - ii. Pentathlon – see below
  - b. Team End Financial Report DUE SEPTEMBER 14, 2015 – [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 7-10 wristbands depending on staff size and number of swimmers attending
5. VP Website: Michelle/Lizzie
  - a. Champs information docs to be posted soon
6. Commissioner of Officials: David Langlois
7. Executive Director's Report: Lizzie Howard
  - a. All outstanding money to league due need to be paid in full before Champs meeting on 8/6 (coaches fees, trash deposit, team ads)
  - b. Pentathlon Update –
    - i. Grossed \$11,511 (expenses were \$4015.96), Net \$7495.04
  - c. Coaches Meeting
  - d. Coach Payroll Reconciliation/gifts/bonuses
    - Payroll adjustments for paycheck 5 are due by Friday, July 31, **12PM-NO EXCEPTIONS (include 10.65% payroll tax and use spreadsheet on website please)**
    - **End of Year Bonus – July 31**
    - PROCESS-please send adjusted amount to [director@irvineswimleague.org](mailto:director@irvineswimleague.org)

- Any overage that the ISL owes you can be used towards year-end bonuses or returned to your ISL Team in September.
  - COACHES EVALUATIONS DUE ON OR BEFORE 8/8
  - All bonus checks **ARE LIVE CHECKS** - Pick up at the head table at the Championship Meet after 9:30am
- e. Volunteer Coach “gifts”
- i. Must be under \$600
  - ii. Must be categorized on financials under “gift” category
- f. Championship Apparel
- Champs Apparel:
    - All Champs Apparel will be sold at Champs only, no pre-sale
- g. Coaches Meals at Champs covered (except PP)
- h. Program
- Champs Program Ads-ALL DUE ELECTRONICALLY Monday, July 27
  - Team Pages Due to Michelle Greenwalt at [president@irvineswimleague.org](mailto:president@irvineswimleague.org)
  - Payment is to go to ISL 5319 Univeristy Dr., #302 Irvine 92612
- i. TIMEKEEPER PROCEDURES:
- TIMEKEEPER PROCEDURE DEADLINE-WEDNESDAY July 29 - 10:00PM  
NO EXCEPTIONS
  - Entries to your team by August 2,
  - Corrections due August 2, NOON, NO EXCEPTIONS

#### **NEW BUSINESS:**

1. Board Vacancies:
  - a. Treasurer
  - b. Commissioner Of Officials –Darren Inouye
2. Appointment of Judicial Committee Members –TBD and announced at meeting
3. Requesting from teams for September 14 meeting (all found in section 8 of the ISL Bylaws:
  - a. Team Bylaws (HP and PS)
  - b. Team Budget (all teams submit for 2015 season)
  - c. Team Meeting Minutes from entire 2015 Season

ADJOURNMENT  
FINAL MEETING SEPT. 14, 2015