



Board of Directors Meeting Agenda
February 11, 2016 7:00 pm Woolett Aquatics Center

- Call to Order: John Allen
- Approval of the September 14, 2015 Minutes
- Treasurer's Report: Paul Holden
 - 2016 Budget Approval
 - Budget vs. Actual to date /Balance Sheet
 - 2015 Employment Taxes (Lizzie)
 - 10.15% - team payroll checks due 5/23 meeting or via mail sooner - mail to 5319 University Dr., #302 92612
 - Team Payroll Worksheet MUST BE EMAILED to Lizzie no later than 5/23
- V.P. Facilities: Gregg Colbert
- Website: Lizzie
 - Sponsorship Page/Program update
- Commissioners of Officials: Darren Inouye
 - Officials Training 2015:
 - Saturday, June 4 (8:30-10:30am)-location Las Lomas Community Park – 10 Federation Way, Irvine 92603
 - Teams that need training- COL, HP, NI, NP, NWP, QH, PP, SG, WB, WBY, WP
 - Officials-pay (Darren/Lizzie)
 - Currently reviewing ISL DQ Practices
 - 2017 Season will likely see new ISLQ times to control size of Champs (assumes new teams)
- Executive Director's Report: Lizzie Howard
 - Stonegate Seahawks Status
 - Scholarships – form and procedure
 - New Rules:
 - Eligibility – Irvine Res, or attend school in Irvine
 - Residency Verification – Registrars responsibility – Approx. 3 teams will be requested to submit per season. All teams will collect.
 - Detach – 5/6 AND 7/8 EXEMPT
 - 3 coaches above water/on deck 5-14 yrs., 1 coach for 15+ unless more than 20 swimmers, then 2 coaches required.
 - Champs Eligibility – 2 meets AND 4 events
 - No Free or unorganized half time plays – suggested Fun Races or Parent Races
 - Coaches
 - Form to be used for submitting coaches to the league

- Coaches Pay- Minimum wage - \$10/hr
- Coaches Fees: 15+ background check \$7.95 each. Abuse Prevention for all NEW coaches \$14 each, Non-Swimmer Reg. fee \$20
- Coach Hiring Dates: 5/14, 5/19, 5/26
- Treasurer meeting 3/16 6:00pm Woollett
- Stats training will be 5/16 OR 5/17
- Registrar Training 3/8
 - 2/8 training – CS, COL, DF, GT, NP, PP, PS, TRH, VP, WBY attended
- Registration Fees (TEAMS)
- Banking Info
- Team Unify Update
- Ribbon Order – Due 3/7 (form on website – forms>team tools)
- Liability Insurance for coaches to give lessons – suggested:
https://www.phly.com/productsfw/FWI_FitFacility.aspx
- First Champs Rep Meeting will be June 22, 6:30pm, Woollett
- Champs Jobs and Friday night Set Up
- Pentathlon – July 20 - Volunteers –Concessions, ready bench, timers

Adjournment: Next BOD Meeting: March 16, 7:00pm

IRVINE SWIM LEAGUE
ANNUAL MEETING OF THE MEMBERS-MINUTES
SEPTEMBER 14, 2015 - WOOLLETT AQUATICS CENTER

Attending:

CP	HP	NP	PP	SI	VP	WP
COL	GT	NWP	PS	TRB	WB	
CS	NI	OC	QH	TRH	WBY	

Absent:

DF

Acknowledged By: _____
John Allen - President

1. Call to Order – ~~Michelle Greenwalt/Gregg Colbert~~/ Lizzie Howard
2. State of the League-*GOOD*
3. Attendance taken for Vote (EB and Rules)-Lizzie
4. Vote – New Executive Board Members – *New members voted in by 20 votes yes, zero votes no, no write ins.*
 - a. John Allen – President
 - b. Darren Inouye- Commissioner of Officials
 - c. Melanie Lucas- At large
5. Rules Vote-Taken during BOD Meeting – *see below.*
 - a. Attendance taken
 - b. 1 vote per team+
 - c. Rules Vote occurred after Exec. Director portion of the BOD meeting below. All proposed rules passed and will be effective for the 2016 season.

IRVINE SWIM LEAGUE
BOARD OF DIRECTORS MEETING
SEPTEMBER 14, 2015 - WOOLLETT AQUATICS CENTER
MINTUES

1. Call to Order – John Allen
2. Approval of July 27, 2015 BOD meeting minutes-*approved*
3. Treasurer's Report: Henry Klenke/Lizzie Howard
 - a. ISL Budget YTD-*on course to finish at about \$20K Net Income*
 - b. Balance Sheet-Bank balance \$116k – *need plan to spend some of the monies-will meet in October to strategize and have conversation.*
 - c. Payroll Reconciliation-*all good*
 - d. Outstanding issues- *NWP and VP still owe funding.*
4. Champs
 - a. Facility/Flow
 - i. Parking-*add monitor to keep people from leaving cars.*

- ii. Campsites-will spread campsites out evenly between sidewalk to avoid bottleneck at gate entrance next year.
 - b. Admin
 - i. Equipment issues-have trouble shot this already- will not be an issue going forward.
 - ii. Corrections
- 5. VP/ Website
 - a. Website being updated with 2016 dates-starting to update – *Calendar on now.*
- 6. Executive Director's Report-Lizzie Howard
 - a. Team Financials-still waiting on some
 - b. Team Donor Letters –*teams need to send to me for letters to go out.*
 - c. Docs-bylaws, bank accounts, budgets, payroll rec., time sheets-will follow up and continue to ask teams to send all of this in-want all teams to operate with some sense of uniformity.
 - d. **Executive Board for 2015-2016 Season**
 - i. John Allen – President
 - ii. Gregg Colbert-Vice President Facilities
 - iii. Paul Holden- Treasurer (Special Election10.01.15)
 - iv. Will Ko- Secretary
 - v. Darren Inouye-Commissioner of Officials
 - vi. Meredith Stenta- Member at Large
 - vii. Melanie Lucas-Member at Large
 - viii. Executive Director – NON BOARD MEMBER_ Lizzie Howard
 - e. **BANKING**
 - i. Current/Added Signers for 2015/2016:
 1. John Allen –President
 2. Gregg Colbert – Vice President Facilities (current)
 3. Paul Holden-Treasurer
 4. Meredith Stenta – Member at Large
 - ii. Removing the following signers:
 1. Henry Klenke
 2. Michelle Greenwalt
 - f. Swim team Assessments-**NO ASSESSMENTS** for speed or ability...only water safety and only after season has started. Teams need to be very clear about refund policy and that ISL is **NOT** a learn to swim program.
 - g. City Teams and Guards-Guards at all city facilities will be required at some point. ISL may be able to help with costs affecting city teams only.
 - h. New Teams-meeting on the 24th to investigate potential new teams.

Adjournment: 8:15pm

Next Meeting: January 19 or 20 2016 and **THANK YOU FOR A GREAT 2015!**



Dear Irvine Business Owner:

The Irvine Swim League was founded in 1985 with 260 swimmers. In our 32nd season, we have grown to 20 teams with almost 2600 swimmers and 1600 Irvine families. Our mission remains the same today as it was in 1985: to provide individual competition in a team environment with an emphasis on water safety and to promote sportsmanship and improved relationships between swimmers, parents and neighbors.

As a non-profit organization, we are actively seeking local businesses to partner with. We offer several levels of sponsorship packages, all offering exposure for your business to our member families as you support swimming in Irvine.

Recognition	Bronze \$250	Silver \$500	Platinum \$1000
1 Banner displayed during our Pentathlon and Championship Meet			✓
Email blast to Irvine Swim League families announcing your sponsorship			✓
Full Page B&W Ad in Championship Program			✓
Company logo with URL link on our Home Page at www.irvineswimleague.org for one full year		✓	✓
Booth Space at our Championship Meet *		✓	✓
Recognition of your support at our Pentathlon Meet and Championship Meet		✓	✓
½ Page B&W Ad in the Championship Program	✓	✓	
Company logo with URL link on our Sponsorship Page at www.irvineswimleague.org for one full year	✓		

On behalf of the swimmers, parents and volunteers of the Irvine Swim League, we thank you for your support and generosity and look forward to a mutually beneficial partnership for years to come.

Lizzie Howard
 Director
 Irvine Swim League
director@irvineswimleague.org

* Sponsors are responsible for obtaining a City of Irvine business license, vendor permit and insurance certificate prior to setting up their booth at our Championship Meet. The ISL Executive Board reserves the right of final approval on any ads and the right to refuse any advertisement.



REQUEST FOR SHOLARSHIPS

SUBMIT TO: DIRECTOR@IRVINESWIMLEAGUE.ORG

If family is requesting ISL Fee to be waived, please submit page 2 for each swimmer/family

Team Info:

Team:	Date Requested:
President or Team Contact:	Email Address:
	Phone:

SCHOLARSHIP INFO:

FAMILY NAME:	NO. OF SWIMMERS	TOTAL AMOUNT REQUESTING

NOTES:

Request Granted: Yes No Amount Granted: President/Executive Director Initials:



Date: _____

Scholarship Registration 2016

Team Name: _____ On Team in previous season? Y N

Swimmer Name: _____ Date of Birth: _____
(Last Name, First Name)

Address: _____
(Street) (City) (Zip)

ALLERGIES: _____

Does Swimmer carry Epi-pen or other treatment? _____

Address: _____

Mother's Name: _____ Cell Phone: _____

Father's Name: _____ Cell Phone: _____

Primary Email: _____ Home Phone: _____

School Attending in Fall 2016: _____

Emergency Contacts (other than listed above):

Name: _____ Phone: _____

Name: _____ Phone: _____

Additional Swimmers:

Swimmer Name: _____ Date of Birth: _____
(Last Name, First Name)

ALLERGIES: _____ Treatment: _____

School Attending in Fall 2016: _____

Swimmer Name: _____ Date of Birth: _____
(Last Name, First Name)

ALLERGIES: _____ Treatment: _____

School Attending in Fall 2016: _____