



IRVINE SWIM LEAGUE
Board of Directors Meeting
April 18, 2016 7:00pm Woollett

1. Call to Order – John Allen- President
2. Approval of March 16, 2016 Minutes
3. Treasurer Report: Paul Holden
 - a. Financial Report – Balance Sheet and Budget/Actuals.
 - b. Team Payroll Checks due by 5/23 including payroll tax of 10.15%
 - i. Mail to ISL 5319 University Dr., #302 Irvine 92612
 - ii. Team Payroll Spreadsheet online under **forms > team tools > pre-season**
 - iii. **Every paid coach needs a signed contract** (samples online-same location as above).
 - iv. Credit from previous seasons for NIK, QH and COL –amount emailed to treasurer
4. VP Facilities – Gregg Colbert
5. Commissioner of Officials- Darren Inouye
 - a. Officials Training is one day, June 4 Las Lomas, 8:30-10:30am
 - b. Teams to attend training: COL, HP, NI, NP, NWP, QH, PP, WB, WBY, WP
 - i. Self-officiating -2 parents train every other year.
 - ii. Paid official -1 parent volunteer trains every other year.
6. Executive Director's Report – Lizzie
 - a. Jack's Fundraiser – 4/23
 - b. Reg Update – 1809 as of 4/18/16 (April 30, 2015 was 2025)
 - c. Stats Training Cancelled-new power point out 5/2
 - d. Ribbons – DQ Logs, Judging slips – swimmer cards - distributed May meeting
 - e. Scholarship Requests due 5/27
 - f. Coaches- There must be 3 coaches on deck above water - at practice.
 - i. Contracts for ALL PAID COACHES due May 23
 - ii. Coaches being paid a "gift" through ISL Payroll MUST be set up as a paid employee at beginning of season.
 - iii. Cash "gifts" are acceptable, but coach cannot exceed \$599 for entire season (payroll and "gift").
 - iv. Hiring session: 5/14, 5/19, 5/26
 - g. Champs Jobs – some changes (and may change depending on team enrollment)
 - i. ANNOUNCERS NEEDED (4-6 announcers)
 - h. Awards –submissions due – 7/20/16 to PO Box.
 - i. Achievement award – 2-\$500 for boy/girl graduating senior with one year in ISL
 - ii. David Kelley award – Parent Volunteer Award
 - iii. Todd K. Larsen Coaches Award
 - i. Champs 2017/2018
7. OPEN LEAGUE POSITIONS-2017
 - a. Member at large

NEXT MEETING 5/23 7PM - WOOLLETT



Board of Directors Meeting Minutes
March 16, 2016 7:00 pm Woollett Aquatics Center

1. Call to Order: John Allen – President @705pm
2. Approval of the February 11, 2016 Minutes. Approved.
3. Treasurer's Report: Paul Holden
 - a. Budget vs. Actual to date /Balance Sheet
 - b. 2016 Employment Taxes – 10.15% - **team payroll checks due 5/23** meeting or via mail sooner - mail to 5319 University Dr., #302 92612
 - c. Some clean up of payroll accounts from previous years -teams with small credit will be notified ahead of 5/23
4. V.P. Facilities: Gregg Colbert – N/A
5. V.P./Website: Lizzie – Sponsorship N/A
6. Commissioners of Officials: Darren Inouye (absent)
 - o 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
7. President League Update – John Allen. In the future, if there are concerns of inappropriate contact towards coaches, swimmers, teams must file complaint to ISL. There is a formal process in place to address concern that can involve legal council. Updated parent code of conduct for all teams/league
8. Executive Director's Report: Lizzie Howard
 - a. Team Unify Discussion-League. We have 9 teams on Team Unify. It will cost approximately \$300/year per team.
 - b. Jack's Fundraiser – Saturday, April 23 9am-8pm
 - c. Presidents to send coaching roster/coach contact info. to Jody Killion at coaches@irvineswimleague.org.
 - a. Please send using form on website, and previously sent
 - d. Coach Hiring Dates: 5/14, 5/19, 5/26 to handle paperwork, payroll.
 - e. Treasurer Training-sending out power point
 - f. Stats training will be 5/16 OR 5/17
 - g. Registration update –502 swimmers 3/16/16. Last year, one week later we were at 723.
 - h. Liability insurance renewal-expiration is May 31
 - a. HOA, City and IUSD facilities will receive new certificate directly from the broker before expiration of existing policy.
 - b. Each team will get a copy of certificate via email as well.

- i. Pentathlon Jobs-Volunteers are going to work pentathlon. Teams that typically send more swimmers will probably be asked to provide more volunteers.
- j. Champs Jobs likely will be repeat from last year if you were in year 1 of a specific job.

Adjournment: Next BOD Meeting: April 18, 2016 - 7:00pm Woollett