



IRVINE SWIM LEAGUE
BOARD OF DIRECTORS MEETING –AGENDA
JUNE 22, 2016

1. Call to Order: John Allen
2. Approval of May 23, 2016 Minutes
3. Treasurer's Report – Paul Holden
 - a. ISL budget YTD
 - b. Present financials
4. VP Champs – Gregg Colbert
 - a. Wrist bands
 - b. Coaches – Blue Ready Bench
5. Commissioner of Officials – Darren Inouye - Officials training recap, season start, update
6. Executive Director's Report: Lizzie Howard
 - a. Team Unify Update and Meeting 7/6/16
 - b. Stonegate
 - c. Team Board Processes/Meetings
 - d. Coaches meeting recap
 - e. Rules and Rules Change Meeting
 - f. Coaches Fees-sent to Treasurers
 - g. Registration Update-2554 6/20/16
 - i. Tally of teams that include
 1. Cap
 2. Shirts
 3. Photo package
 - h. Parent Races/Fun Racer Reg Button
 - i. Pentathlon Meet – 7/20
 - i. Volunteers-Volunteer Spot or Sign Up Genius
 1. Will send out via Thriva and will need team help to get sign ups.
 - ii. Need leads for:
 1. Concessions
 2. Ready Bench
 3. 2 Announcers Needed
 - iii. Need 2 Admin workers – PLEASE OFFER!!
 - iv. Warm up 3pm, meet start 4pm
 - v. Pool deck will be closed to parents– please let families know.
 - vi. Families that want to help or be on deck can volunteer to work at the meet
 - j. Champs 8/6 – jobs distributed –subject to change
 - i. Parking lottery – team fundraiser – 2 spots per team
 - ii. TRASH DEPOSIT DUE \$500 - AUG 4 CHAMPS MEETING (deposit must be paid before drawing for Champs camp site)

- iii. Champs awards (David Kelly and Coach of the Year award) are due 7/20 to the ISL mailbox 5319 University Drive, #302, 92612
- iv. Coaches Meals – Chic Fil-A
- k. RULES CHANGE MEETING –7/21 (trying to move to 7/27 6:00-7:00pm DURING BOD MEETING- PLEASE COME WITH RULES CHANGE REQUESTS
- l. Irvine World News-recap

7. New Business

- a. OPEN POSITIONS: Member at Large (Board Position) AND Sponsorship (Board or Non-Board position).
- b. Pay Period 5 TRUE UP Date is Wednesday, July 27 -FIRM DATE. Please send corrections to director@irvineswimleague.org
- c. Bonus submissions and money will be due on Weds, July 27
- d. Paid coaches evaluations due by 7/27- need to turn in and receive bonus checks

8. General Comments

Meeting Adjourned – Champs Meeting 7/26 or 7/27 6:00pm; Rules Change Meeting 6:30pm; BOD Meeting 7:15pm



Board of Directors Meeting Minutes

May 23, 2016 7:00pm Woollett

1. Call to Order – John Allen- President @705pm
2. Approval of April 18, 2016 Minutes-approved.
3. President: John Allen - League update/welcome.
4. Treasurer Report: Paul Holden. 89% participation rate.
 - a. Financial Report – Balance Sheet and Budget/Actuals.
5. VP Facilities – Gregg Colbert
6. Commissioner of Officials- Darren Inouye(not present)
 - 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.
7. Executive Director's Report – Lizzie
 - a. Jack's Fundraiser – \$1236
 - b. Insurance endorsements 5/31 expiration. Certificates will be coming.
 - c. Reg. Update – 2424 (as of 5.23.16). 10 teams are full, 10 teams are not.
 - d. Scholarships to date: 11 Teams (ISL Fees vs. Team Fees)
 - e. Coaches-
 - i. Status will be out on Monday and you will be notified of coaches that CANNOT coach.
 - ii. Jody will update status throughout day on 5/31
 - iii. Hiring session: 5/26
 - f. Daily Practices:
 - i. # of coaches
 - ii. Parent/coach contact on pool deck
 - iii. Emergency contact/medical emergency info
 - iv. Policy of young kids on decks-young kids should not be left along pool deck
 - v. Gate code for pools with code access- Lizzie will be visiting pool deck first two weeks and would appreciate
 - g. Meets
 - i. Communicate with team presidents a week in advance regarding logistics, i.e. #lanes/per meet.
 - ii. Communicate special instructions or notices (parking, 5 lanes, odd lane assignments), etc. sooner than a week prior
 - iii. Feeding coaches/Volunteers should be given water/hospitality
 - iv. Be good host/visitor – seating, snack bar, parking, arrival time, etc.
 - h. Pentathlon Jobs: Discussion. Will not be using Nova volunteers this year. Five or six volunteers per team that participates.

- i. Champs Jobs – summary distributed at meeting. This year every team will send one volunteer night before champs to mark field.
 - j. ANNOUNCERS NEEDED (4-6 announcers)
- 8. Champs 8/5/2017, 8/11/2018, 8/10/2019.
- 9. OPEN LEAGUE POSITIONS-2017
 - a. Member at large is open.

NEXT MEETING 6/22 7PM - WOOLLETT

Irvine Swim League
Profit and Loss
 January 1 - June 20, 2016

	Total
Income	
Sponsorship-League	5,236.00
Sponsorship-Teams	0.00
Team Fees	2,500.00
Team Registrations	100,088.65
Total Income	\$ 107,824.65
Gross Profit	\$ 107,824.65
Expenses	
Board Dinners	246.06
Championship	
Awards	4,072.10
Ribbons	1,140.99
Supplies	49.64
Total Championship	\$ 5,262.73
Coach Expense	
Background Check	667.80
Total Coach Expense	\$ 667.80
Facility Rental	-238.00
Insurance	8,954.49
Workers Comp.	9,681.33
Total Insurance	\$ 18,635.82
Office Expense	194.99
P.O. Box Rental	396.00
Payroll Expenses	
Admin Payroll	12,633.45
Coaches Coordinator	4,102.52
Fees	1,252.93
Payroll Taxes - Employee	5,130.68
Payroll Taxes - Employer	1,977.79
Total Payroll Expenses	\$ 25,097.37
Pentathlon	
Ribbons/Trophies	339.51
Total Pentathlon	\$ 339.51
Postage and Delivery	196.00
Printing and Reproduction	681.57
Professional Fees	
Legal Fees	3,290.00
Tax Preparation	1,703.84
Total Professional Fees	\$ 4,993.84
Registrar	3,000.00
Registration - Fee Per Swimmer	2,556.00
Rent	485.00
Ribbon Expense	12,015.95

Scholarships		
Scholarship-Teams		5,884.00
Total Scholarships	\$	5,884.00
Software Expense		71.00
Team Incentives		1,050.00
Website Fees		600.00
Total Expenses	\$	82,135.64
Net Operating Income	\$	25,689.01
Net Income	\$	25,689.01

Monday, Jun 20, 2016 11:36:54 PM PDT GMT-7 - Cash Basis

Irvine Swim League
Budget vs. Actuals: FY 2016 (1) - FY16 P&L
 January - December 2016

	Actual	Total Budget	over Budget
Income			
Championship-Income			0.00
Apparel Sales		4,500.00	-4,500.00
Concessions		5,000.00	-5,000.00
Program Ads		1,500.00	-1,500.00
Programs		750.00	-750.00
Total Championship-Income	\$ 0.00	\$ 11,750.00	-\$ 11,750.00
Coach Registration Fees		1,500.00	-1,500.00
Pentathlon - Income		9,250.00	-9,250.00
Concessions Income		2,100.00	-2,100.00
Total Pentathlon - Income	\$ 0.00	\$ 11,350.00	-\$ 11,350.00
Ribbon Income		15,850.00	-15,850.00
Sponsorship-League	5,236.00	10,000.00	-4,764.00
Sponsorship-Teams	0.00		0.00
Team Fees	2,500.00	2,750.00	-250.00
Team Registrations	100,088.65	105,000.00	-4,911.35
Total Income	\$ 107,824.65	\$ 158,200.00	-\$ 50,375.35
Gross Profit	\$ 107,824.65	\$ 158,200.00	-\$ 50,375.35
Expenses			
Achievement Awards		2,000.00	-2,000.00
Advertising		400.00	-400.00
Bank Service Charges		50.00	-50.00
Board Dinners	246.06	600.00	-353.94
Championship			0.00
Apparel		3,200.00	-3,200.00
Awards	4,072.10	4,600.00	-527.90
Board Operators		675.00	-675.00
Concessions		2,000.00	-2,000.00
Equipment		2,500.00	-2,500.00
Facility Rental		2,500.00	-2,500.00
Meet Manager		375.00	-375.00
Officials		2,375.00	-2,375.00
Programs		750.00	-750.00
Ribbons	1,140.99	1,600.00	-459.01
Supplies	49.64	500.00	-450.36
Trophies		60.00	-60.00
Total Championship	\$ 5,262.73	\$ 21,135.00	-\$ 15,872.27
Coach Expense		1,000.00	-1,000.00
Abuse Prevention Training		0.00	0.00
Background Check	667.80		667.80
Coach Expense - Other		300.00	-300.00
Drug Screening		800.00	-800.00

Total Coach Expense	\$ 667.80	\$ 2,100.00	-\$ 1,432.20
Facility Rental	-238.00	6,000.00	-6,238.00
Gifts		400.00	-400.00
Insurance	8,954.49	15,000.00	-6,045.51
Workers Comp.	9,681.33	15,370.00	-5,688.67
Total Insurance	\$ 18,635.82	\$ 30,370.00	-\$ 11,734.18
Licenses and Permits		75.00	-75.00
Office Expense	194.99	1,000.00	-805.01
P.O. Box Rental	396.00	360.00	36.00
Payroll Expenses			0.00
Admin Payroll	12,633.45	47,500.00	-34,866.55
Coaches Coordinator	4,102.52		4,102.52
Fees	1,252.93	3,000.00	-1,747.07
Payroll Taxes - Employee	5,130.68		5,130.68
Payroll Taxes - Employer	1,977.79	4,000.00	-2,022.21
Total Payroll Expenses	\$ 25,097.37	\$ 54,500.00	-\$ 29,402.63
Pentathlon			0.00
Concessions Expense		1,500.00	-1,500.00
Facility Expense		500.00	-500.00
Meet Managers		700.00	-700.00
Officials		1,550.00	-1,550.00
Ribbons/Trophies	339.51	500.00	-160.49
Total Pentathlon	\$ 339.51	\$ 4,750.00	-\$ 4,410.49
Postage and Delivery	196.00	500.00	-304.00
Printing and Reproduction	681.57	900.00	-218.43
Professional Fees			0.00
Legal Fees	3,290.00	1,500.00	1,790.00
Tax Preparation	1,703.84	2,250.00	-546.16
Total Professional Fees	\$ 4,993.84	\$ 3,750.00	\$ 1,243.84
Registrar	3,000.00	3,000.00	0.00
Registration - Fee Per Swimmer	2,556.00	1,000.00	1,556.00
Rent	485.00	1,165.00	-680.00
Ribbon Expense	12,015.95	14,000.00	-1,984.05
Scholarships		10,000.00	-10,000.00
Scholarship-Teams	5,884.00		5,884.00
Total Scholarships	\$ 5,884.00	\$ 10,000.00	-\$ 4,116.00
Software Expense	71.00	500.00	-429.00
Taxes		0.04	-0.04
Team Incentives	1,050.00	500.00	550.00
Timekeepers		3,250.00	-3,250.00
Website Fees	600.00	600.00	0.00
Total Expenses	\$ 82,135.64	\$ 162,905.04	-\$ 80,769.40
Net Operating Income	\$ 25,689.01	-\$ 4,705.04	\$ 30,394.05
Net Income	\$ 25,689.01	-\$ 4,705.04	\$ 30,394.05

Irvine Swim League
Balance Sheet
As of June 20, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts	
CD	0.00
Downey Savings - Payroll Acct.	0.00
US Bank - General	111,534.88
Wells Fargo - Payroll	308,071.65
Total Bank Accounts	\$ 419,606.53
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	\$ 0.00
Other current assets	
Deposit - Pool Facility	0.00
Inventory	0.00
Prepaid Expenses	0.00
Prepaid Sales Tax	0.00
Security Deposit - Board Equ	0.00
Undeposited Funds	0.00
Total Other current assets	\$ 0.00
Total Current Assets	\$ 419,606.53
TOTAL ASSETS	\$ 419,606.53
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
CA Escheat Payable	0.00
Deferred Liability	0.00
Prepaid - Coach Salaries	0.00
College Park	20,157.45
Colony	11,125.15
Courtside	14,594.88
Deerfield	9,913.50
Greentree	15,861.60
Heritage Park	11,565.75
Meadowood	0.00
North Irvine	12,942.63
Northpark	14,870.25
Northwood Pointe Flash	13,768.75
Oak Creek	15,255.78
Park Paseo	16,852.95
Parkside	0.00
Portola Springs Storm	17,568.93
Quail Hill	13,438.30
South Irvine	18,450.13

TR Broadmoor		15,923.28
TR Glencrest		0.00
TR Highlands		16,061.00
Village Park		20,653.13
Westpark		18,489.62
Woodbury		22,856.13
Total Prepaid - Coach Salaries	\$	300,349.21
Sales Tax		0.00
Security Deposit - Board of Equ		0.00
Total Other Current Liabilities	\$	300,349.21
Total Current Liabilities	\$	300,349.21
Total Liabilities	\$	300,349.21
Equity		
Opening Bal Equity		3,463.08
Retained Earnings		90,105.23
Net Income		25,689.01
Total Equity	\$	119,257.32
TOTAL LIABILITIES AND EQUITY	\$	419,606.53

Monday, Jun 20, 2016 11:35:56 PM PDT GMT-7 - Cash Basis