

# 5280 Synchro Board of Directors Meeting Minutes

May 20th, 2021 6:00 PM

## Virtual Meeting

1. Attendance: Scott, Wenyan, Jeff, Julia, Zhenia, Jamie, Becky, Robyn
2. Administrative information transfer:
  - a. Club bylaw and team handbook are the main regulation resources.
    - i. Robyn has the scanned bylaw hardcopy. **Can Robyn scan and send the document to Wenyan? When?**The electric version might be on the club website under the members page. Robyn does not have a password to get into it. Robyn recommends Jeff (web manager) to retrieve it online. Jeff will check before the next meeting.
    - ii. Team handbook is in the Coaches Drive.
  - b. Related account passwords are sent to the board in email today. Such as Colorado Swim Shop, Weebly, Groupraise...
  - c. Facebook account and Instagram account should be linked together to make sure both are updated automatically. Coach Emma has set up current team Instagram account. Jeff will check this issue with Coach Emma before the next meeting.
  - d. Finance transfer with Tania in person will happen the second week of June.
  - e. Current Admin drive is not updated. Robyn will transfer current meeting minutes, documents, files, forms and surveys from her personal drive to the admin drive by this weekend.
3. Board responsibilities share: see the table document attached

Name	Position	Description
Wenyan Zou	Co-President	<ul style="list-style-type: none"><li>● Oversee club activities</li><li>● Organize meeting:<ul style="list-style-type: none"><li>○ Gather issues from board members and coaches for the meeting, decide if the meeting is closed to board members, coaches or whole team families.</li><li>○ Provide agenda and related material</li></ul></li></ul>
Scott Thomas	Co-President	

		<ul style="list-style-type: none"> <li>○ Email members about meeting schedule</li> <li>● Check Admin email account daily, answer questions, forward emails to related personal</li> <li>● Schedule pool with treasurer</li> <li>● Assist coaches to get what they need to accomplish training</li> </ul>
Jeff	Secretary	<ul style="list-style-type: none"> <li>● Record the business at each meeting</li> <li>● Email meeting minutes to board members to approve</li> <li>● Post meeting minutes in admin google drive and team website</li> <li>● Manage our website, facebook or instagram update information, like practice schedule, Handbook, code of conduct...</li> </ul>
Wenyan Zou / Wangda Zuo Scott Thomas	Treasurer/Accountant	<ul style="list-style-type: none"> <li>● Keeps team books</li> <li>● Calculate and collect monthly dues</li> <li>● Make payment, write checks</li> <li>● Payroll</li> <li>● Make deposits</li> <li>● Balancing book monthly</li> <li>● Collect funds from Fundraising Coordinator</li> <li>● Report at monthly meetings</li> <li>● Provides statements for the meetings</li> <li>● Annual Audit</li> <li>● Annual Tax Return</li> </ul>
Zhenia Julia	Fundraising Coordinator	<ul style="list-style-type: none"> <li>● Oversee our fundraising efforts throughout the year</li> <li>● Generate funds of approximately \$? (check our pass books for number guidelines) per year in income for our organization</li> <li>● Promote and remind families to use those websites. Reach out for families in person</li> <li>● Make reports at our monthly meeting</li> <li>● Keep track of incoming checks and work with treasurer to deposit them</li> <li>● Watch out for other fundraising ideas, set up new fundraising events</li> <li>● Current fundraising events: <ul style="list-style-type: none"> <li>○ Groupraise meal (beginning of season, holidays, team celebration and end of season)</li> <li>○ Annual water show and silent auction (once a season) (work with Hospitality/Social coordinator to make sure appearance on event)</li> <li>○ Annual gear sale booth and Colorado swim shop</li> <li>○ Amazon smile 0.5% (checks mail to treasure quarterly)</li> <li>○ King Sooper shopping (checks mail to treasure quarterly)</li> <li>○ Flip Give</li> <li>○ Swimming outlet (checks mail to treasure quarterly)</li> </ul> </li> </ul>

Jamie	Hospitality/ Social coordinator	Plan and implement team events, like coach appreciation, conferences, water show  Team gear sale and swap
Volunteer	Meet coordinator	Logistic
	Head Coach	<ul style="list-style-type: none"> <li>● Regist members to USAAS</li> <li>● Contact point with parents for practice schedule, practice changes etc., anything related to training and meets</li> <li>● Decide which meet to attend</li> <li>● Meet entry</li> <li>● Decide practice schedule</li> <li>● Decide rountins, swimming suits</li> </ul>

4. Summer time-line and schedules:

- a. JO people will discuss in small groups
- b. May-August: Head coach search (to be discussed in the next meeting);  
pool schedules are still in pending
- c. Summer clinics not in schedule this year

5. Next board meeting scheduled: 5/25, 7pm-8pm to discuss search for Head coach

