

**Viper Swim & Dive General Booster Meeting**  
**September 29, 2014**  
**Meeting Minutes**

The meeting was called to order at 6:40PM in the cafeteria  
Coach Davies and all executive board members were present.

Coach Davies kicked off the meeting by welcoming everyone and by mentioning that we wanted to get the booster back together again, since the beginning of the season has been so busy since the kickoff booster meeting. That the board had met and had been reviewing and discussing items to make the organization more efficient and smoother operationally. Coach Davies also mentioned that there had been some unacceptable communications between boy the boys and girls team's that were unsportsmanlike and had to be addressed. She had enforced with both teams that this is not acceptable and that the teams must be positive and supportive. Any future behavior will be dealt with accordingly.

Coach Davies then announced that there is a new scholarship fund available to all members of the team. This fund is separate from the swim budget and is set up similar to other booster organizations at Vandegrift. Coach Davies asked that anyone in need of funds please reach out to her and she will assist in determining eligibility.

Coach Davies then passed the meeting over to Sandra Rago.

Sandra announced that Lynn Cronin had been unanimously approved by the executive board as the new team Treasurer and that Laurel Palacios had also been unanimously approved as the assistant treasurer. That this would enable the team to have two people focused on the funds of the team. Lynn will be an official executive board member with voting rights, while Laurel will not.

Sandra then announced that the executive board decided to build an official organizational structure with identification of existing committees and proposed new committees. Identified that the lighter boxes are either newer committees or ones where we have any opening for a committee head.

Sandra also mentioned how some committees like Volunteer coordinator and the Viper 10K will need to ensure they work across multiple committees to complete their efforts.

Sandra then walked all members present through the upcoming schedule of meetings where committee heads, the executive board, and the general booster would be invited. The next meeting is on October 6<sup>th</sup>. The first half of the meeting will the to introduce new committee heads, discuss the calendar throughout the rest

of 2014, kick off workstreams across the committees and prepare for upcoming meets.

Sandra then discussed how in years past, job responsibilities, expectations, etc just occurred as word of mouth as folks transitioned out of and into positions. Now that we are so much larger and more established it is time to develop formal written role responsibilities and ensure these are regularly updated and shared as people transition. We will kick the exercise of documenting role descriptions and general operating guidelines off at the Oct 6<sup>th</sup> meeting

Coach Davies supported the importance of creating and maintaining these documents.

Cindy Bezella showed the booster the new water bottles and towels and walked the group through how the booster will sell these at the Viper/CP game. We then discussed the cost and potential profit for each item. We will sell this group of 200 bottles and 50+ towels as a test to see how much product we can sell and how much profit to decide if it should be a viable, ongoing fundraising activity.

Booster members made great suggestions of selling them at pop warner games, at the middle school events, Vista Ridge fall festival. A question was also asked about quantity discounts, and the spirit apparel team is still exploring that.

The booster club asked if we could move the Viper 10K dates because they interfere with a club meet that evening. Coach Davies agreed to look at the calendar and see, but that dates are very tricky to squeeze that event in.

Viper 10K fundraising packets are all ready compiled and ready for distribution but will be held back for a bit while we see if the date changes. As long as the dates stay within this calendar year, we are fine to manually change the dates without reprinting the forms, from a tax perspective for donators.

Coach Davies announced that she is now the district chair for swim teams. She is exploring venues to host districts this year. Space appears to be unavailable at UT. Booster members recommended looking at the Georgetown rec center, local YMCAs, and lifetime fitness as alternative. Coach Davies will meet with all the team coaches and see what can be located and secured.

Anyone interested in being a committee head, please send your interest, via email to the executive board member in which the position reports.

Meeting adjourned at 7:14PM