

FW Kings Board Meeting Minutes

By Judy Williams

FW Kings Secretary

Jan. 14, 2006

Hugh Moore called the meeting to order at 8:40 am.

Attendees included: Hugh Moore, Judy Williams, Gregg Metzler, Holly Bork, Kim Hicks and Hank Kirkland.

Discussion Topics:

- **Minutes from Dec 2005 Board Meeting** – MSA to accept minutes.
- **Financial Report**
 - Financial Report not ready. It will be emailed to the Board
 - Many people were short \$5. Adjustment expected in February.
 - Holly wants to wait on Credit Card setup until she has all financial records ready.
 - Hank agreed to assist Holly with 2005 taxes.
 - Need to balance swimmer with payment.
 - Wendy checks swimmers with PNA Registration. Last update on PNA website was Dec 20th.
- **Board Member Transition**
 - Holly has signed bank signature cards.
 - Julie transitioned Membership information to Kim...
- **Membership**
- **Board Member Transition**
 - Wendy is ready to start swim lessons. She will send a flyer to the Board to review.
 - Turnover is natural. Need to keep recruiting all the time.
 - Visibility in the Federal Way News is good.
- **Calendars**
 - Have been printed and were distributed today after work-out.
 - The break-even point was 20 calendars
- **Check-off Challenge**
 - 187 entries for 2006 have been received. Profit from each shirt is \$4-5 per shirt.
 - About 20 orders have been received for the Feb 28th deadline. USMS website updated with new deadline.
 - Hugh requested letter to be distributed 500 USMS clubs.
 - Thirty-five shirts from 2005 have been sold. Approximately 40 remain.
- **2006 Champs**
 - FWM owes money from 2005 Champs to NW Zone for ribbons. Need to resolve by estimating amount owned and pay it. Next time, need to inventory before and after.
 - Hank suggested that there should be an Administrative Assistant for the Meet Director. Hank volunteered for the job.
 - Hugh will draft entry form.
 - Hank recommended that we get names and addresses of timers for mailing checks.
 - Volunteer Check List:
 - Referee - Ken Brieding
 - Entries - Holly
 - Timers - Mike Anderson (?)
 - Shirts - Mary Ann to design
 - Announcers - Gregg
 - Heat Sheets - Hank/Holly/Hugh
 - Officials - Mary Coddington
 - Runners - Hank and Joanne's children
 - Check-in - Holly
 - Relay Clerk - Hank
 - Hospitality - Judy/Julie/Kim
- **New Business**
 - MSA to post Board Meeting minutes on FW Masters website after approval. Hugh to summarize meeting in monthly President's Letter in the newsletter.
- **Next Meeting** – Feb 4, 8:30 a.m. at Starbucks at Dash Point Road and 312th

MSA to adjourn at 9:35 a.m.