

**Southern Masters Swimming      Minutes of the Board of Directors Meeting**  
August 9, 2005    7:40 pm Elmwood Fitness Center

*Present:* David Miner, Chair, Ed O'Brien, Treasurer, Vicki Buccino, Records Chair and Ellen Hall, Secretary

*Absent:* Bill Cleveland, Sanction Chair, Baker Kearfott, Registrar, Conrad Gardner, Webmaster

David Miner called the meeting to order and proposed that it not last more than one hour. He suggested weekly meetings until the Board has a firm grasp of SMS matters. Members present were asked to give their thoughts about membership, meetings and a newsletter.

David wants a record of the decisions made by the Board, and introduced the concept of "Action Items" whereby a specific individual would be assigned a specific task to be completed. This individual would report on his or her action at the next Board meeting, or sooner, if necessary. Bill, Conrad and Baker will participate as necessary.

- Action Items:
- Ellen: Identify decisions and policies of SMS in the Minutes of past years. Look specifically for a decision that Sunday swim meets start at 8:00 am. Find records of finances and financial decisions.
- Ed: Put together a budget.
- Baker will be asked to explain how information flows and how his E-mail list works.

David asked if there were other Board positions which have been abandoned, since other Board positions are listed on the USMS website under our club.

SMS is delinquent in turning in the Minutes and Financial reports for 2004 and 2005. This will be taken care of without delay.

The Chair would like the Board to build a "Working Calendar" without delay. He suggested that it be modeled after the example on the USMS website, and asked each Board member to go to this site and refer to the calendar guidelines. This website also gives direction to the other Board positions. David asked the members to review the insurance section for the liability issues. Ed, in particular, will study these issues.

The Secretary should get one copy of everything that is submitted and official correspondence needs to be filed with the secretary.

A date for the upcoming Short Course Meters meet in December must be set. Vicki asked if it is indeed a Dixie Zone meet.

- Action Items:
- Vicki will research the Dixie Zone meet calendar and check if the SCM still qualifies.
- David will get together with John Roth to set a date for this meet. Officials should be present.
- Ellen will look through files for committees which have gone into "limbo".
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The 2005 USAS Convention was discussed. SMS should send two delegates but they will have to pay late entry fees.

The next Board meeting will take place at 7:30 on Monday, August 15 at Elmwood.

Meeting adjourned at 8:40 pm

Respectfully submitted, Ellen Hall, Secretary

