

**Naperville Park District Swim Conference**  
**February 11, 2008**  
**Minutes—Corrected w/Course Codes 3/13/08**

**7:30 Call to Order**

**Attendance:**

ASH:	Johnson, States	NCH:	--
BRE :	Brinker	NV:	Zimmerman
BRO:	Collins	RC:	Holzhauer
CB:	Mayor, Wronski	RR:	Martinez, Schoose
COM:	Olsen	S:	Hill, Hutton
CC:	Becker, Dionesotes	SP:	McGovern
F:	Piccininni, Stern	SR:	Reed, J.
HW:	Lamb, A., Lamb, D.	SW:	Rolbiecki
H:	Weinewuth	TG:	Tobiason
HE:	Moosemiller, Tatara	WV:	Rooney
MBI:	Metz , Wirth	WE :	LeVant
MBII:	Silver, Theis	NPD:	Brad Wilson

**Secretary's Report: (Kate Linnen)**

Kate Linnen requested that PD Reps be sure to put [klinnenpdsec@yahoo.com](mailto:klinnenpdsec@yahoo.com) into their address books so that they will receive notifications, etc. Minutes and Agendas are posted to Park District website the week prior to meetings. Meetings are always second Monday of the Month at 7:30 p.m.

Reps were asked to complete a PD Rep information sheet if they did not do so previously. It is important that updated contact information for all PD Reps and new Head Coaches including *cell numbers* be available. Dividing PD Rep address list into 3 groups seemed to reduce the number of mail delivery failures. A listing of email replies to the test email was distributed. She noted that if Reps were not accounted for on the list, they should go back and check their email as communication will become very important over next few months.

Motion to approve the minutes by Holzhauer (RC). Seconded by Dianna Hill (S). Minutes approved.

**Treasurer's Report: (Dianna Hill)**

Dianna Hill called for preliminary team roster size estimates for insurance purposes. Teams reported as follows:

Ashbury	180	Maplebrook II	150
Breckenridge	120	Naper Carriage Hill	130
Brookdale	150	Naperville Racquet Club	90
Centennial Beach	125	Neuqua Valley	125
Cress Creek Commons	130	River Run	120
Cress Creek Country Club**	120	Saybrook	170
Farmstead	120	South Pointe	140
Hobson West	135	Steeple Run	55
Huntington`	80	Stillwater	90
Huntington Estates	180	Tall Grass	180
Maplebrook I	80	Waubonsie	80
		White Eagle**	120

SubTotal	2870
CCCC & WE (Non Ins.)**	365
Total	2505

Adjustments for insurance billing will be made in July after roster sizes are finalized.

Dianna distributed budget sheets and recommendations and reported that the Executive Board met to discuss solutions to the financial condition of the league and the deficit of \$2,334.95 as discussed at the January meeting. The Board proposed the following measures and budget changes:

Team fee increase based on team size: It should be noted that team fees have not increased for 10 years. Team fees would be based on the following 2-tier team size fee structure:

--Teams with final rosters of less than 115 swimmers will have their fees increased from \$75 to \$100, a \$25 increase.

--Teams with final rosters of 115 or more swimmers will have their fees increased from \$50 to \$100, a \$50 increase.

The 2-tier structure was proposed as it was felt that smaller teams might suffer financial hardship with a \$50 increase. Initial billing will be made based on team size estimates provided tonight. Final adjustments will be made for team fees after July 1.

Computer costs were reduced: There are very few new computer people needing manuals and software; software updates are available for downloading from the website.

Copying Costs: All Park District Swim Conference Copying will be done by Office Depot due to the substantial discount that they will provide. It was noted that copying could cost as much as four times what Office Depot will charge. The discounts are available at all area Office Depots. Another advantage is that they will direct bill the Conference. It was noted that if Park District Reps turn in copying expense reimbursement requests from other vendors, they would be responsible for paying the difference in cost. It was noted that reduced copying costs would have a substantial savings in officials and computer training, and championship meet heat-sheet costs.

Heat Sheets: City and Classic Committees were asked to examine the number of heat-sheets that need to be printed for championship meets. It was felt this number could be reduced.

Officials Badges: Provide newly-trained officials with pin-back badge holders instead of the more expensive clip-ons used previously. It was noted that in past officials training sessions, officials were asked to keep their badge holders and simply change the updated badge inserts; therefore, many will still be able to use the clip-ons .

Bag Tags: As the Bag Tags are very popular with the swimmers and are being purchased annually by the league, this item should be included in the budget.

Concession Bids: The league will continue to seek competitive bids on championship meets.

Ribbon & Awards: The estimated costs can be reduced because in the consolidating and organizing of awards/ribbons storage, it was determined the league has a substantial surplus of some ribbons.

Please review these budget changes/recommendations and be prepared to approve them next month.

**NPD Representative:** Brad Wilson

Brad collected DCFS forms and noted that they can be turned in to him at the meetings, or taken to Jan Rus at the Park District Office. He noted that the pool name needs to be listed in the left margin of the form. Forms specific to each team were distributed and it was noted that they would also be posted on the website. He urged all Reps to be accurate in completing the forms so they do not get returned from the State. Forms should be turned in as soon as possible.

Brad will soon be distributing insurance quotes for each team. He will provide a listing of pool names for the insurance certificates. It will be important that each Rep check for the accuracy of their pool on the list.

It was noted that the 2007 insurance policies are valid through April of 2008. If teams need to provide proof of insurance for registrations, suit-try-ons, etc. at District 203 or 204 schools, they can use last year's certificate.

### **Committee Reports:**

#### **Awards:** Colleen Wronski

Colleen reported that it will take between 4-6 weeks to receive ribbons after an order is placed. She obtained several bids. She noted that all vendors will separate and mark the ribbons. There was agreement that although the artwork could vary between old and new ribbons, it was important that new ribbons be the same colors as previous place ribbons in past years. Dianna noted that she believes she has the ribbon artwork on her computer.

It was noted that the current vendor had previously warned of an increase, but ended up submitting a bid with the same pricing as last year. However, other bids came in as much as \$900 lower. After considerable discussion, it was recommended that before the next meeting, Colleen contact last year's vendor to see if she would like to match the lower bid.

#### **Coaches:** Don Lamb

Don noted that all coaches new to the Park District League will need to complete the Coaches Training Program thru the Park District (formerly ASEP). Don is talking with Nora Schroeder about curriculum for the coaches' training program. Brad suggested that meetings be scheduled at the Barn as there are no rental charges for PD facilities. All new Coaches will need to call the Park District Office to sign up for the course. The following are dates and course codes for the ASEP training:

- # 70543 May 18 4:00-6:00 p.m., Main Floor at Barn 421 Martin Avenue
- # 70544 May 24 9:00-11:00 a.m. Main Floor at the Barn 421 Martin Avenue

The Coaches (Orientation Meeting) is:

May 28 7:00-9:00 p.m., gym, Ranch View Elementary. All teams must have a PD Rep, Head Coach, and an assistant Coach present at this meeting.

#### **Computer/Scoring:** No Report.

It was noted that all computer people should have the league software—all the teams own Team Manager. The team computer needs to be loaded with Meet Manager as well. For teams with timing consoles, Dianna can get licenses for that.

It was noted that because there are very few new computer people and no computer updates for 2008, Carol, Irene and Dianna will do training in a small group format. Dates for this training are forthcoming.

It was noted that teams using wireless timing systems at meets will need to have watch back-up procedures.

**Dual Meets:** Glenn Rolbiecki

The tentative dual meet schedule was posted to website and all seemed pleased with the new dual meet assignment process. A few changes were requested. Glen reminded everyone that all Tuesday and Saturday meets are mandatory and must be made up. They will be bolded on the final schedule that is put on the website. Dianna Hill moved to approve the dual meet schedule. Seconded by Don Lamb. Motion carried.

**Officials:** Pam Brinker

Pam noted that Officials Training Sessions will be held at Neuqua on the following dates:

Saturday, May 10, 8:00-10:00 a.m. in NV Forum Room C200

Tuesday, May 13, 7:00- 9:00 p.m. in NV Forum Room C202

Saturday, May 17, 8:00-10:00 a.m. in NV Forum Room C200

**Publicity:** No Report.

**Rules & By Laws:** No Report.

Jose Martinez will report back at future meeting with wording regarding backup timing procedures.

**Strategic Planning:** No Report.

**T-Shirts:** No Report.

**Classic Meet/City Meets:**

Classic: Mary Moosemiller noted that there are 2 morning sessions and 2 afternoon sessions. Still looking for computer people.

Derek Olsen did Classic Meet number estimates based on actual numbers from last year. If reps see drastic changes in their team size, please let him know.

City: No Report

**Old Business:** No Old Business.

**New Business:**

Team Waivers: Waivers are up on the Website, and PD Reps were asked to check name and address for accuracy. All teams must submit a signed waiver to the Park District for each swimmer before they can attend a practice.

Concessions Bids: Bids for Championship Meet Concessions will be due in April or May. Park District teams would provide all the concessions items and get all revenue. It was noted that it can be a fairly

lucrative fundraiser if a team wishes to make the commitment. If no PD teams wish to bid, then other organizations such as Band Boosters and various sports teams can bid and should be contacted. This will be discussed further.

Amplifier Permits: Reminder that each team will need to have a current Amplifier Permit for the 2008 Season with meet dates/times noted. The team or pool needs to do this now, prior to the start of the season.

Picininni (F) moved for adjournment. Seconded by Lamb (HW). Motion carried.

Next Meeting: Monday, March 10, 2008, at 7:30 p.m.