

March 14, 2003

Following is an email sent to Kim Viera and Tim Anderson summarizing a meeting held on March 11, 2003 between Kim, Tim, Greg & Laura

Kim & Tim

(Kim, could you please forward this on to Tim as I don't have his email.)

Thank you for taking your time to meet with us Tuesday afternoon. It was extremely informative, and I believe we finalized most of the issues and defined just a couple items for further work. Based on our meeting, I put together some notes. Hopefully, most of this makes sense.

The first section of numbered items are just notes from the meeting. A couple items are highlighted for further work/consideration. The second "lettered" section are items that we would like to request/confirm.

1. The base swim team fee will be \$320. I modified the initial revenue/expense analysis (attached) to take this into account; along with other factors we discussed such as vehicle costs (not a reimbursable expense), equipment allowance and a sibling discount.
 - * The sibling fee worked out to a discount of about 33% for a fee of \$215.
 - * An allowance for equipment of \$900. *Below is an initial listing of what we would like to use some of these funds for.*
2. The coach will need to use the city van, or else their own vehicle at their own expense; as the only direct cost for city vehicles is gas. There would be no reimbursement for mileage should they use their own vehicle.
3. The assistant coach will be paid for by the team. The team will fund the appropriate account to cover these costs. *When we have finalized our assistant, I will let you know the details and you can tell me how we should proceed to accomplish the funding, etc.*
4. Practice times will be per our initial discussion in January.
 - May: 3:30 - 5:30 PM, Mon - Thurs; first full team practice May 1st.
 - June & July: 6:30 - 9:00 AM Mon - Fri; 4 lanes from 6:30 - 7:00, 6 lanes from 7:00 - 9:00

April: New swimmer practices are requested as noted below.
5. The team fee will include pool time for practices only. Any other use of the pool will require a typical pool pass *There will be consideration in creating some type of Team Pass that may be purchased by team members for pool use at other times.*
6. The team will have a sign-up night on Wednesday, April 16 from 5:30 - 7:30 PM. The meeting room will be available for this meeting and kids will be able to swim during this time. The use of the meeting room will be gratis for this meeting, but future meetings will likely require the payment of a fee.
7. The team will advertise the sign-up night and will also make up flyers that can be distributed by the rec department

8. Sign up for the team may be done at the ARC, Red Brick or Ice Garden.
9. The team will obtain the Ducky Derby discount amounts and provide them to the city.
10. The team will volunteer at the Triathlon for lap counting. *A donation of \$500 to the team fund may be available for this event.*
11. A swim day hosted by the Aspen Team for the Sopris team will be held in May; *date and costs to be determined.*
12. *A practice swim meet is expected to be held in August (tentatively 9th or 10th). The meet will be between Aspen and Sopris. The pool facilities will be closed to the public for that day. A fee will be paid to the city, amount to be determined.*
13. *Investigation into possibly purchasing the timing equipment starter console for use at the August meet.*
14. *A location can be provided for installation of a team bulletin board.*
15. *The team website should be able to be linked to the rec department site.*

Following are issues we discussed in general and are requesting final confirmation of:

- A. Sibling fee of \$215, based on attached revenue/expense.
- B. Current equipment requests:
 - * increase kickboard and pull buoys to a total of 50 each. Victoria had requested a particular style of pull buoys (not adjustable I believe)
 - * bulletin board (4x8)
 - * Hy-Tek Meet Manager software for use at the swim meet(s); team to purchase for reimbursement
 - * 1 large lap clock (seen by all lanes), 1 small lap clock for use in 1 lane (for 8 & unders). If the pool is purchasing a large clock for general lap swimming, then only the smaller clock would be needed.
NOTE: During our January meeting, there was a commitment made of \$500 from the Friends of Moore Pool for equipment. Assuming that these monies are available, then we would request that the above items be paid for from that amount first; and if any additional money is needed, that it be taken from the equipment fund.
- C. New Swimmer practice sessions requested:
 - * Tuesday, April 22nd and Thursday, April 24th from 4:30 - 6:00 PM, 3 lanes
 - * Saturday, April 26th and Sunday April 27th from 1:00 - 4:00 PM, 3 lanes

If you could confirm the above or let me know if something doesn't work or doesn't look right, I would appreciate it.

With only a couple minor outstanding items (e.g. exact date of our Sopris swim day), I believe we are ready to get our swim season under way.

Thanks for all your help and we look forward to a great season.

Greg