

Terre Haute Torpedoes Board Meeting
May 13, 2009
Meeting Minutes

Attendance: Jeff Thompson, John Newhouse, Corey Bray, Susan Powers, Greg Allen, and Sondra Teffeteller

President Corey Bray called the meeting to order at 6:05 pm

April meeting minutes approved as read

Retention Policy: Since a quorum was not present, Corey was going to send a proposal for voting out to the Board members.

- A. Sondra would send a copy to Corey for the members to look over
- B. Corey sent e-mail out on May 15th and proposed the approval
- C. Jeff Thompson 2nd
- D. Vote in favor 8-0
- E. Retention policy approved
- F. See attachment for the full policy

Head Coaches Report- Jeff Thompson

- A. Matthew Eller is leaving for the summer to work at Painted Turtle, a camp for children with illnesses, in California. He will be back in the fall.
- B. Jeff proposed 3 different budgets for the swimming season and dues
 - a. Discussion on all three
 - b. Discussion of what dues should cover: coaching, training, and shirts?
 - c. We suggested the \$107,045 scenario, and Jeff will finalize to Susan powers for approval – Jeff has the graph sheet with details

Age Group Report- John Newhouse

- A. John is going to a Team Unify presentation, which is an online management company
- B. John will organize 2 events in June
 - a. June 19th- Time Trial
 - * Warm ups at 5:30
 - * Start 6:15
 - b. June 20th- Swim-a-long
 - * 2 hour for older
 - * 2 hour for younger

Meet Director- Greg Allen

- A. Halloween Splash- October 25-27
- B. Arctic Blast- January 15-17, 2010

Treasurer's Report-Susan Powers

- A. Next year's budget is being formed
- B. Vince wants his own website for the Masters program ~ \$70/year

New Business

- A. Fundraising Ideas
 - a. Basket Bingo
 - b. Swim-a-long

Meeting Adjourned at 7:15 pm

Next Board Meeting at North High School on Wednesday, June 10th at 6:00 pm

Please see below with Retention Policy

Respectfully Submitted,

Sondra Teffeteller, Secretary

Terre Haute Torpedoes Document Retention

1. Personnel Files
 - a. Terminated employees – records kept for 2 years after termination (or until after any litigation is completed if applicable)
 - b. Employment applications – 3 years by Head Coach
 - c. Payroll records – 3 years by Treasurer (currently retained permanently in QuickBooks)
 - d. OSHA Logs and Summaries – 5 years by Head Coach
 - e. FMLA – 5 years by Head Coach
2. Corporation documents
 - a. Board Documents
 - i. Meeting minutes – in perpetuity and publicly available — *U.S. District Court*
 - ii. Other Board documents – 3 years by THT President
 - b. Legal Documents
 - i. Legal files – 10 years by Head Coach
 - ii. Original IRS Form 1023 Application for Exempt Status – permanently retained in Safety Deposit Box or by Head Coach
3. Accounting and Tax Records
 - a. Tax records – maintained for seven years by Treasurer. Available for public inspection upon request.
 - b. Accounting Records – 7 years by Treasurer (note QuickBooks does not allow deletion of information)
4. Digital Media

In the case of litigation, no officer or employee may destroy any documents. All related documents will be placed in the THT safety deposit box at the time of notice of litigation by the THT Board President.