

Athletes Committee Handbook/Manual Task Force- 5/24/20 6:30pm (via ZOOM)

Present: Mia Nagle, Zach Toothman, Megan Maholic

Absent: Paige McCormick (Graduation), Riley McNichols

- I. Minutes Review
  - A. Minutes from April 24th: **PASSED**
- II. Consideration of Agenda Items
  - A. Review of Sections
    - a. Mission Statement
    - b. Membership
    - c. Responsibilities
  - B. AEC Section
    - a. Create Responsibilities
    - b. Review Membership
  - C. Meeting with Tina and Erin Proposed Date  
Time/Date of Next Meeting: As needed  
Items to Discuss at Next Meeting:  
Meeting Adjourned – Via ZOOM 5/24/20 at 7:15pm  
Minutes Submitted By Zach Toothman

Athletes' Committee- 4/26/20 7:00pm (via ZOOM)

Present: Megan Maholic, Riley McNichols, Mia Nagle, Zach Toothman, Paige McCormick

Recap of our Meeting with Erin and Tina:

- In order to preserve all of the work and initiative Paige, Zach, and Riley did this past year for future generations of athlete representatives on the Board it was suggested we make an Athletes Manual similar to the LESI Committee Handbook already present.
- The task force that was designed will include the present Board athlete Representatives and the incoming ones as well.

What the Athlete's Manual Needs to Include

- An Introduction Section
  - This is the first 5 pages in the LESI Committee Handbook.
  - In order not to reinvent the wheel we will use much of the same verbiage already present with a few minor fixes to have it tailored to our needs as athletes.
  - We need to include in this section that the athlete reps need to look for someone they feel comfortable with on the BOD such as the Age Group Chair, Senior Chair, or Coaches Rep. This will need to be put in this section.
- The Committees
  - We currently have five committees: Athletes Executive Committee, Athletes Committee, Social Media and Online Engagement, Service Initiatives and Projects, and Athlete Events, Meets, and Operations.
  - We discussed adding a sixth committee, the Finance Committee, for future fundraising events we may host so there is a plan already set in place on how to handle these things. The five of us agreed that we should add this committee.
  - When drafting the committee sections for each there would be no need to report anything to someone higher up, but instead just discussed at the Athletes Executive Committee. One of the BOD Athlete Reps will chair each committee as they feel best suits their skill sets. As BOD Athlete Reps fade out the logistics of who heads each committee will be reconfigured. To set a structured date Paige suggested we do this at each Spring HOD.
  - In each section of the committees it is necessary to have the following sections:
    - Mission Statement
    - Membership of who comprises the committee
    - Election Process if needed (In our case just AEC)
    - Responsibilities
      - For AEC we will do it by month and everything else just bullet points.
- Writing the Manual
  - The following people will be writing the following sections of the Athletes Manual
    - Intro Section- Zach
    - Athletes Executive Committee- Everybody due to its complexity
    - Athletes Committee- Megan
    - Social Media and Online Engagement- Riley
    - Service Initiatives and Projects- Paige

- Athlete Events, Meets, and Operations- Zach
- Finance- Mia
- Zach will email out all of the specifics for each committee and where to look for reference when writing.
- The task force agreed to have this all completed by Memorial Day (May 25th) and will meet on May 24th to review everything that has been written. Once we feel confident we will send it to Tina and Erin to review before we ultimately send it to Julie Bare to get it approved and determined where each part should go in the Bylaws, P&P, etc.

Time/Date of Next Meeting: 5/24/20

Items to Discuss at Next Meeting: Finished Athlete Manual

Meeting Adjourned – Via ZOOM 4/26/20 at 7:30pm

Minutes Submitted By Zach Toothman