

Coeur d'Alene Area Swim Team (CAST) Board Meeting Minutes

Date: September 25, 2025

Location: Kroc Center – Waterfront Room

Time: 6:00 PM

1. Call to Order and Mission Statement

The meeting was called to order by: Kami Shaw, Board Chair at the Kroc Center.

The CAST Mission Statement was read aloud, reiterating the team's commitment to promoting competitive swimming, sportsmanship, and community.

Attendance: Board members present included: Janice Gibler, Jenn Windsor, Jen Carlson, Kami Shaw and Ryan Chase. Coach Brian Marker (arrived late). Brody Leidecker was noted as absent.

The agenda and previous meeting minutes were reviewed and approved.

Action was noted to post approved minutes on the team website within 48 hours.

2. Teaching Minute and Board Responsibilities

A new "Teaching Minute" was introduced by Mike Novell, designed to share USA Swimming education topics at the start of each board meeting.

Discussion followed on the need for:

- A framework of board roles and responsibilities, with members asked to document their duties.

- Review of Secretary duties, shared by Sean Muncy, as a model for formalizing other roles.

Action Items:

- Each board member to draft their roles and responsibilities.
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3. Open Water Bid Situation

Jen Carlson provided an update on the ongoing bid dispute over open water zones 27 and 28.

- A competing team submitted a bid, creating uncertainty in CAST's hosting plans.
- A formal letter was sent to Inland Empire Swimming (IES) outlining CAST's position.
- Concern was expressed that if the bid were reassigned, swimmer costs could increase significantly.

Action Items:

- Continue outreach to the opposing team and IES chair to resolve the dispute.
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4. Adam England Memorial Meet

Jen Carlson reported strong progress for the Adam England Memorial Meet:

- 99 swimmers registered and 10 officials confirmed.
- Discussion held about selling Adam England Memorial caps for a minimal fee.

- Suggestion made to shorten the meet's name to simply "Adam England Memorial."
- Additional officials and volunteers are still needed.

Action Items:

- Create a Google Doc for swimmer cap sign-ups.
 - Contact officials needing to renew credentials prior to the meet.
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5. Committee and Newsletter Updates

Ryan Chase emphasized the need to clarify committee direction and appoint committee leads.

Erin Cole was introduced as the newsletter editor. Members were reminded to submit content by Friday evenings for inclusion.

Action Items:

- Assign leads and goals for each committee.
 - Submit newsletter content to Aaron Cole by Friday PM.
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6. Registration and Membership Update

Maddie Crow shared a registration report:

- 99 active swimmers across various levels.
- A \$150 annual registration fee was implemented.

- Discussion on offering a flex USA membership for intro or 12-and-under swimmers.
- Plans for improved discount card distribution and reminder systems for bulk USA registration.

Action Items:

- Explore flex USA membership options.
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7. D1 Program and Dry Land Training

Discussion introduced the D1 Dry Land Training Program with a new facility on Government Way.

- Target audience: older swimmers.
- Proposed options: 2 days/week or unlimited training.
- Program would be billed through the club, not the gym.
- Cost for unlimited training estimated at \$1,100 annually.
- The Kroc Center restricts group training sessions, but allows individual personal training.

Action Items:

- Brian to contact the gym regarding program setup.
 - Create a Google survey to gauge family interest.
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8. Financial Report and 2026 Budget Approval

Janice Gibler presented the August Financials:

- Cash balance: \$300,000
- Net loss (August): \$2,216.79
- Net loss (YTD): \$1,679
- IRS refund of \$3,678 pending, to be issued by check.

The 2026 Budget (Version 1.0) was presented and approved, with acknowledgment of an expected deficit due to high expenses and reduced revenue. Efforts to boost high school swimmer recruitment, fundraising, and sponsorships were discussed to improve sustainability.

Action Items:

- Pay IRS \$3,678 and obtain receipt.
- Recruit parent volunteers with financial or accounting experience.

9. Coaching Staff and Budget Discussion

The board reviewed coaching structure and budget needs:

- No immediate changes planned for lead assistant coach position.
- Lane rental fees are approximately \$1,050.
- Approval given to purchase a Windows laptop (\$700) for meet management.
- Proposal to replace the current \$50 per session official stipend with a tiered compensation system.

Action Items:

- Implement tiered official compensation system.
 - Purchase Windows laptop for administrative use.
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10. Upcoming Events

- Christmas Cruise: Scheduled for November 24 (\$14 per ticket).
- Poster-making and tie-dye event: To be held prior to the Adam England Memorial meet.
- Parent Meeting: To be scheduled at a local library or similar venue.

Action Items:

- Organize Christmas cruise and tie-dye event.
 - Secure location for parent meeting.
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11. Fundraising and Volunteer Criteria

The team will join Raise, a new fundraising platform offering 5% back on purchases.

A fundraising opt-out option will be considered to encourage participation.

Volunteer hour criteria will be revised to recognize nontraditional contributions such as sponsorships and donations.

Action Items:

- Launch Raise fundraising program.
 - Revise volunteer hour policy for flexibility.
 - Offer waived registration for new high school swimmers joining post-season.
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12. Transparency and Closing Remarks

Board members emphasized the importance of transparency and communication, especially during coaching transitions.

The meeting concluded with gratitude to all attendees and transitioned into a closed session.

Next meeting tentatively scheduled for second Monday of each month.

Meeting adjourned at 7:35 p.m.