

Dec 15th, 2025

Meeting began at 5:37p.m.

December Board Meeting Review

Approval of Previous Meeting Minutes

The board reviewed the October and November meeting minutes. A motion was made and seconded to approve both sets of minutes. The motion passed unanimously.

Financial Review – November & December

The board reviewed the November and December financials. Cash on hand was reported at \$337,000. November reflected a net loss of \$28,000 due to delayed meet fee expenses, while December showed a net profit of \$13,000. Combined, the two months reflected a net loss of approximately \$1,000.

Key expenses included:

- Meet fees totaling \$28,000
- Current operating expenses totaling \$14,000
- Apparel purchases and USA registration fees
- Boat cruise expense, expected to be reimbursed by parents

The board discussed the importance of submitting all outstanding expense reports promptly to ensure accurate year-end financial reporting. The board agreed to focus on a December 31 fiscal close for government compliance purposes. A detailed profit and loss statement will be distributed for board review.

The board anticipates a net profit for 2025, though some months may show temporary losses. Hosting swim meets was emphasized as critical to maintaining financial stability.

Form 990 and Finance Committee

The upcoming finance committee meeting will focus on reviewing financials and preparing the Form 990. The committee will also evaluate whether to outsource Form 990 preparation and present recommendations to the board in January.

Workers' Compensation Policy

The board reviewed the new workers' compensation policy. The policy includes updated payroll adjustments and reflects an expected annual increase of \$1,200. The board approved the policy and noted the need for minor budget adjustments.

Board Member Code of Conduct

A draft board member code of conduct was presented for review. The document outlines expected professional behavior, accountability standards, and committee roles. The board discussed the need for feedback and refinement before final approval. Board members were asked to submit comments for consolidation.

Board Governance & Committee

Board and Coach Roles

The board discussed the importance of clearly defining the roles of the board and coaching staff. Training resources through USA Swimming University were discussed as beneficial for new or growing organizations. New athlete representatives will be appointed in January.

The board agreed to use digital documents for governance feedback and avoid unnecessary in-person meetings.

Committee Structure and Leadership

The board acknowledged challenges in committee leadership and emphasized the need for clearer guidance and structure. Temporary leadership may be assigned until permanent committee chairs are identified. Greater parent involvement in fundraising and activities was encouraged.

Fundraising and Events

The board discussed upcoming fundraising efforts, including:

- A sponsorship drive
- Potential fundraising gala
- Pool party event with a \$10 per swimmer fee to cover costs

The board also discussed bidding for 2027 long course championships and adjusting the open water bid to a September timeframe.

Parent Feedback and Surveys

The board approved sending an anonymous survey to parents to gather feedback on recent coaching changes and board operations. The survey will focus on constructive feedback and transparency. Results will be summarized and shared with parents.

Swim Team Feedback & SafeSport Meeting Minutes

Feedback System

The board approved implementing a general feedback form for parents and swimmers. Survey results will be reviewed by the board, sanitized to remove personal identifiers, and shared as summarized themes.

SafeSport and Grievance Process

The board discussed the importance of SafeSport training for parents and agreed to encourage completion of training. A SafeSport coordinator role was established, separate from board relationships for transparency.

The grievance process will be updated to ensure:

- Submissions go to the correct contact
- Issues are forwarded to the Chair and Vice Chair
- Submitters are notified once issues are reviewed and addressed

A motion was passed encouraging parents to complete SafeSport training.

Action Items Summary

- Collect all outstanding expense reports and finalize year-end financials
- Send December-close financial statements to the board
- Hold finance committee meeting to review Form 990
- Develop recommendations on outsourcing Form 990 preparation
- Collect and consolidate feedback on board code of conduct
- Send governance document digitally for board review
- Finalize logistics for upcoming swim events and bids
- Send parent f