

Newport Swim Team

February 7, 2024

Newport High School, 6:00 p.m.

Board Members Present: Kacey Baxter, Kasey Postlewait, Claire Hurty, Kevin Gibson, Shayna Swanson, John Wray, Faith Brandenburger, Kelly Corbett, Susan Taylor

Board Members Absent: none

Other Attendees: none

1. Call Meeting to Order & Welcome (Kacey B) – meeting called to order 6:03PM

2. Secretary Report (Kelly)

a. January meeting minutes – Sent these to the group on 1/16, no changes requested through email received as of today. Are there any changes people have today to the minutes from last month? None.

- John made motion to approve minutes, Kevin seconded. Motion passed.

3. Questions from General Membership

- no general membership in attendance

4. Financial Report

a. Account balances as of February 6, 2024 (Kacey B)

Checking: \$8,071.50

Money Market: \$16,194.60

5. Team Manager Report (Kasey P) – see details on page 3

a. Profit & Loss Review – looking much better than last time.

- John made motion to approve minutes, Faith seconded. Motion passed.

b. Fundraising Report – see attached.

- Bylaws and handbook are under review. Changes to board positions is biggest change. Board will need to review and approve the changes once they are ready.

- Registration fee increases will need to be discussed before next season gets underway. Any increases will need board approval.

6. Coaches Report (Shayna)

- Skyla did great at her recent meet.

- 3 swimmers going to 10U state meet – Olive, Kenlie and Zoey. Two more qualified but are not attending - Maya and Helen.

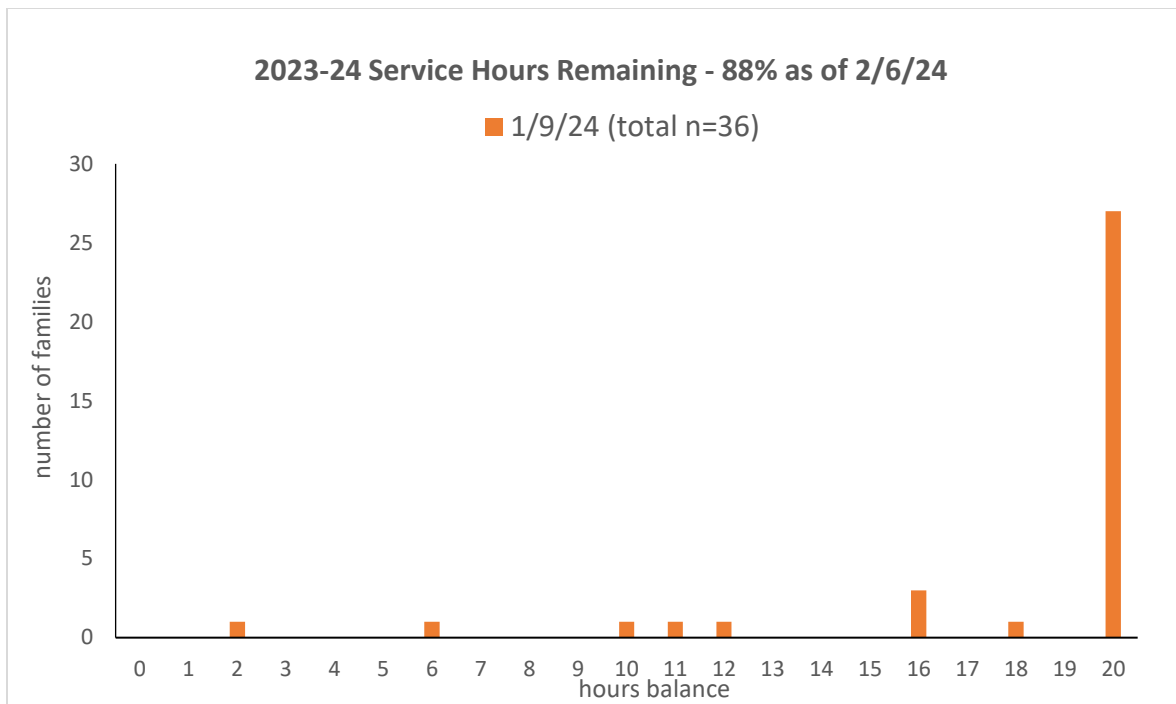
- Number of swimmers signed up for 11-14 state meet and she is following up with a few more that are qualified.

- Highschool districts coming up soon.

- Group practice for week before spring break, no practice during spring break, group tryouts week after that.

- All going pretty smoothly right now, not much to report.

7. Volunteer Report (Kelly) – very few families have reported hours to-date, see graph below.



8. New Business (Kacey)

- a. Potential Meeting Date/Time Change – no change needed, conflict was resolved.

9. Old Business

- a. Vinny Memorial (Kacey B) – still needs to go to the back to get this done, she will make a priority soon.

10. Next Meeting: March 13

- a. 2024 meetings: 4/10, 5/8, 6/12, 7/10

11. Executive Session

12. Adjourn – 07:51

Notes submitted by Kelly Corbett 3/8/24

Team Manager Report-February 2024

Admin

- Team Handbook and Bylaws

Financials

- Profit & Loss
- Changes in accepted payments for billing.
 - No one opted out of card/ACH.

Fundraising

- Yummy Bowl will host dine-out Monday, March 25.
- Swim-a-Thon May 11, kick off in March. Goal is \$20,000.
 - Prize-Arena gift cards, Limited edition cap for earning \$250 and embroidered duffle bag (two options) for earning \$400. If \$20,000 goal is met-NST pizza party.
- Can/bottle drive done by the swimmers-March
- Taphouse dine-out in spring-sent in proposed dates for May (15 or 29)
- Car wash-would like to do 2 this summer at Les Schwab, 8/3 & ? 6/29 (Relay meet at Forest Grove)
- Race in July
- Home meets
 - Committee has been formed.
 - Need Square, cash box and cash bags. \$30
 - Need Hospitality Chair
 - Could charge a home meet charge. Recommending charge of \$15 for all active swimmers.
- Siletz Grant

Category	Income	Expense	
<i>Coaches Travel</i>	\$2,410.00		\$2,410.00
<i>Coach Travel-Mileage</i>		\$1,905.40	-\$1,905.40
<i>Coach Travel-Lodging</i>		\$514.26	-\$514.26
<i>Coach Travel-Meals</i>		\$236.30	-\$236.30
<i>Swim Dues</i>	\$20,010.00		\$20,010.00
<i>Staff Payroll</i>		\$20,090.62	-\$20,090.62
<i>Coach Training</i>			\$0.00
<i>Payroll expense</i>		\$485.00	-\$485.00
<i>Taxes-IRS</i>		\$6,040.31	-\$6,040.31
<i>Taxes-OR</i>		\$2,392.47	-\$2,392.47
<i>Tax Filing Fees</i>			\$0.00
<i>Pool Fee</i>	\$3,845.03		\$3,845.03
<i>Pool Rental</i>		\$11,077.28	-\$11,077.28
<i>Insurances</i>		\$879.00	-\$879.00
<i>Website (Team Unify)</i>		\$1,216.10	-\$1,216.10
<i>Microsoft/Intel Match</i>	\$3,133.43		\$3,133.43
<i>Bottle Drop</i>	\$725.00		\$725.00
<i>Kroger/FM Rewards</i>	\$310.53		\$310.53
<i>NHS Boosters</i>	\$697.00		\$697.00
<i>Race</i>	\$1,000.00		\$1,000.00
<i>Sponsorships/Donations</i>	\$11,787.97		\$11,787.97
<i>Swim-a-Thon</i>	\$0.00	\$625.00	-\$625.00
<i>Car Wash</i>	\$0.00		\$0.00
<i>Dine Out</i>	\$0.00		\$0.00
<i>Newport Open</i>	\$0.00		\$0.00
<i>Seahorse</i>	\$2,680.25	\$3,541.46	-\$861.21
			\$0.00
<i>Arena Gear</i>	\$0.00	\$3,145.60	-\$3,145.60
<i>Entry Fees</i>	\$3,913.00	\$4,037.00	-\$124.00
<i>Team Apparel</i>	\$2,521.26	\$3,811.81	-\$1,290.55

<i>USA Registration</i>	\$0.00	\$597.65	-\$597.65
<i>Background check</i>		\$56.00	-\$56.00
<i>Swim caps</i>	\$174.00	\$489.07	-\$315.07
<i>Team Snap</i>		\$127.49	-\$127.49
<i>Vinny Memorial Scholarship</i>	\$0.00		\$0.00
<i>UV System</i>		\$2,000.00	-\$2,000.00
<i>Supplies</i>		\$90.70	-\$90.70
<i>Postage & PO Box</i>		\$315.73	-\$315.73
<i>Gifts</i>		\$150.00	-\$150.00
<i>Equipment</i>		\$687.24	-\$687.24
<i>Team Party</i>			\$0.00
<i>Team Meeting</i>	\$40.00		-\$40.00
<i>Merchant Fees</i>		\$1,269.72	-\$1,269.72
<i>Late Fees</i>	\$0.00		\$0.00
<i>Bank Interest</i>	\$83.08		\$83.08
<i>Bank Charges</i>			\$0.00
<i>Volunteer Hours</i>	\$390.00		\$390.00
<i>Awards</i>		\$390.90	-\$390.90
<i>Marketing/supplies</i>		\$467.04	-\$467.04
	\$53,680.55	\$66,679.15	-\$12,998.60
2023-2024	Proposed		
Category	Income	Expense	Estimated
<i>Coaches Travel</i>	\$7,300.00		\$7,300.00
<i>Coach Travel-Mileage</i>		\$5,000.00	-\$5,000.00
<i>Coach Travel-Lodging</i>		\$5,000.00	-\$5,000.00
<i>Coach Travel-Meals</i>		\$750.00	-\$750.00
<i>Swim Dues</i>	\$41,500.00		\$41,500.00
<i>Staff Payroll</i>		\$46,000.00	-\$46,000.00
<i>Coach Training</i>			\$0.00
<i>Payroll expense</i>		\$1,000.00	-\$1,000.00
<i>Taxes-IRS</i>		\$10,500.00	-\$10,500.00

<i>Taxes-OR</i>		\$4,300.00	-\$4,300.00
<i>Tax Filing Fees</i>		\$350.00	-\$350.00
<i>Pool Fee</i>	\$8,340.00		\$8,340.00
<i>Pool Rental</i>		\$24,000.00	-\$24,000.00
<i>Insurances</i>		\$879.00	-\$879.00
<i>Website (Team Unify)</i>		\$1,216.10	-\$1,216.10
<i>Microsoft/Intel Match</i>	\$3,133.43		\$3,133.43
<i>Bottle Drop</i>	\$1,500.00		\$1,500.00
<i>Kroger/FM Rewards</i>	\$429.32		\$429.32
<i>NHS Boosters</i>	\$697.00		\$697.00
<i>Race</i>	\$2,000.00		\$2,000.00
<i>Sponsorships/Donations</i>	\$11,787.97		\$11,787.97
<i>Swim-a-Thon</i>	\$20,000.00	\$2,625.00	\$17,375.00
<i>Car Wash</i>	\$2,000.00		\$2,000.00
<i>Dine Out</i>	\$2,500.00		\$2,500.00
<i>Newport Open</i>	\$8,000.00	\$2,369.67	\$5,630.33
<i>Seahorse</i>	\$13,000.00	\$5,000.00	\$8,000.00
<i>OSI</i>			\$0.00
<i>Arena Gear</i>	\$0.00	\$3,145.60	-\$3,145.60
<i>Entry Fees</i>	\$11,000.00	\$11,000.00	\$0.00
<i>Team Apparel</i>	\$2,521.26	\$3,811.81	-\$1,290.55
<i>USA Registration</i>	\$0.00	\$597.65	-\$597.65
<i>Background check</i>		\$56.00	-\$56.00
<i>Swim caps</i>	\$174.00	\$489.07	-\$315.07
<i>Team Snap</i>		\$127.49	-\$127.49
<i>Vinny Memorial Scholarship</i>			\$0.00
<i>UV system</i>		\$2,000.00	-\$2,000.00
<i>Supplies</i>		\$350.00	-\$350.00
<i>Postage & PO Box</i>		\$350.00	-\$350.00
<i>Gifts</i>		\$150.00	-\$150.00
<i>Equipment</i>		\$687.24	-\$687.24
<i>Team Party</i>			\$0.00

<i>Team Meeting</i>		\$40.00	-\$40.00
<i>Merchant Fees</i>		\$1,529.00	-\$1,529.00
<i>Late Fees</i>	\$0.00		\$0.00
<i>Bank Interest</i>	\$100.00		\$100.00
<i>Bank Charges</i>		\$0.00	\$0.00
<i>Volunteer Hours</i>	\$300.00		\$300.00
<i>Awards</i>		\$700.00	-\$700.00
<i>Marketing/supplies</i>		\$600.00	-\$600.00
	\$136,282.98	\$134,623.63	\$1,659.35