



Newport Swim Team

September 11, 2024

Newport High School, 6:00 p.m.

Board members present: Kacey, Kasey, Shayna, Susan, Kevin, Kelly, John, Faith

Board members absent: none

General membership: Alicia

Agenda – called to order 5:55PM

1. Call Meeting to Order & Welcome (Kasey P)
2. Secretary Report (Kelly)
 - a. July meeting minutes – **John made motion to accept the minutes, Kevin seconded. Motion passed unanimously.**

3. Questions from General Membership - none

4. Financial Report
 - a. Account balances as of September 10, 2024 (Kacey B)
Checking: \$23,460.47
Money Market: \$15,308.71
Vinny Memorial Scholarship: \$1,020.93

5. Team Manager Report (Kasey P) – See page 4 for the report.
 - a. Profit & Loss Review

John made motion to past profit and loss report, Shayna seconded. Motion passed unanimously.

- b. Fundraising Report

6. Coaches Report (Shayna)
 - a. Communication Classes
I have taken one through USA swimming- it was very dry and while I learned a lot, I found podcasts easier to digest.
I am currently listening to PodCasts involving coaches (no swim specific) and communication. I am learning a lot about not communicating in the moment but sitting back and thinking. Also learning that most parents have no idea what coaching is like but often think they do so how to take in their ideas and put them in a “file” for later reflection.
I already have a schedule in place for monthly communications to be done the night of a board meeting with pre-selected communication topics for the parents.
 - b. Meet schedule will be on the calendar along with entry due dates (on team snap and personal calendar). Cancellations will be done 4 ways for communications - email, snap blast, on team calendar on unify and on team snap calendar. I will ask all swimmers parents to email me back otherwise I will call them the week before.
 - c. I am sitting down with the seniors and writing our expectations for each other day 1 of practice, then posting them on the senior box, we can ask each other to please review them if we feel like we are not meeting them.
 - d. I am asking the board to 100% support my policy and procedures, meaning if something is broken, they agreed to it they must live with the consequences. No refunds, no compromises etc. To efficiently pose a strong united front, we need to apply the rules fairly across the board. If there is an issue, they talk to me then we will escalate it to the board. I am also asking (per communication podcast numerous times brought up) I am given notes on meetings that I’m not present for about myself and my coaching so I can properly take care of the issue, if it is something concerning myself or the team within my power.

- e. I will be sending emails home for “trouble” swimmers weekly. Right now I don’t anticipate any in the fall.
- f. I will be available for communication from 12pm-8pm M-F for swim matters. If it’s urgent I will respond or if I am free I will respond, but please don’t abuse this. This is so I can properly think about issues, and not be burnt out which leads me to more improper communications.
- g. I will be switching to a coach account. I will set that up NSTHeadCoach@gmail.com so all communication goes there for swimming, that way I can silence notifications outside of my hours and properly deal with things (organize via folders).
- h. Also I would like to set up a Google calendar on my account that everyone can access for swimming. It’s another way to keep things straight
- i. Also I will be doing weekly check ins with coaches on Mondays possibly Tuesdays to make sure we are completely are the same track .
- j. New idea- can we put it on social media we have meets. Call for volunteers and let local businesses know how many swimmers are coming into town and if they could provide discounts/coupons/specials? Might gather more community support!
- k. During parent meeting- free swim for swimmers/talk to Chloe? So more parents are tempted or can stay, less distractions from swimmers

l. Mileage

I have sent a Mileage chart to the president and general manager, I am asking that the board pre-pays coaches to go to meets for Milage and per-diem and books all hotels. This will ensure our coaches aren’t broke for going into a meet and I believe save money. Just the Milage to the competition pool from our pool and home. Food money- I will to lower this to \$20 for full day \$10 for half days. Since we are mostly fed by the pool we usually don’t eat anything but dinner and Starbucks on our own dime. Flights and everything for long distance meets can be discussed upon entry of swimmers. Kept the same by board but can ask for personal check before hand.

m. Season Awards- All awards are made and ready to be distributed.

Are we still doing the attendance award? Yes

Do we have anything for Gavin? Yes

Is there anything I should be including on my speech? Up to her to decide.

Swimmers not present can be mailed.

n. Season Start -We are going to meet as coaches on Sunday for a brief meeting about the start of the season and making sure we have plans for the season.

o. Schedule for practices - Mondays PM vs Wednesday AM for Gold and Senior. Oct 13-21st Toledo pool lanes for Gold and senior? Or Just Gym time? Board supported pool time in Toledo for this week.

7. Volunteer Report (Kelly)

- 7 families were charged for hours, 6 for their entire amount

8. New Business

a. Officer Vote

i. Planning for transferring roles

John made a motion to add Kelly Corbett as NST Treasurer, Shayna seconded. Motion passed unanimously.

John made a motion to add NST Kevin Gibson as Secretary and volunteer tracker, Shayna seconded. Motion passed unanimously.

Kacey made a motion to add Alicia Billings as a new NST board member, John seconded. Motion passed unanimously.

NST would like to remove Kacey Baxter from the Oregon Coast Bank Newport Swim Team accounts and add Kelly Corbett and Kevin Gibson. The signers on the account going forward should be: Kelly Corbett (Treasurer), Kevin Gibson (Secretary), John Wray (Board Member), Shayna Swanson (Board Member) and Alycia Postma (Payroll Manager). Kasey Postlewait (Bookkeeper) will continue to have access to the account for bookkeeping, but she will not be a signer on the account. Shayna Swanson is the only individual with a team debit card.

- b. Vinny Scholarship Account – 5 mo CD has matured. Plan is to leave alone for now.
- c. Coach evaluation – Kacey Baxter passed around evaluation forms to all board members to complete and submit to her for summary.
- d. NST Parent Code of Ethics – board members were asked to review and send feedback to Kasey.
- e. NST Athlete Code of Ethics – board members were asked to review and send feedback to Kasey.
- f. Update on Bylaws and Policies and Procedures
 - i. These both are outdated – Kacey will continue to work on these.
- g. John is working with Pacific Digital to get the NST records board updated.
- h. There was interest in inviting the new pool director, Chloe, to a future board meeting to get to know her and build a solid working relationship with her from the start.
- i. NST Senior scholarship was approved via email on 9/26/24.

9. Old Business

a. Fee Change

- First calculated estimated annual pool fee increase with the new rec center contract to get estimated need for fee increases.
- Laid out three options – raising dues, raising pool fees or a combo of both. All 3 options maintain bronze group charges as status quo.
- Due to no practices on Monday's for the foreseeable future and reduced coaching staff and lower numbers the Board decided not to address any fee increase at this time.

10. Next Meeting:

- a. 2024-2025 meetings: plan is for the 2nd Wednesday of each month at 6pm. Kacey Baxter will check with the school about the meeting space and send on the meeting dates when its confirmed.

11. Executive Session

12. Adjourn – 8:26PM

Notes respectfully submitted by Kelly Corbett, 10/3/24.

Team Manager Report-September 2024

Admin/Calendar

First practice for next season September 16-
group practice tryout week with parent meeting
September 20 at 6:00-Flyers are posted,
attended YV Resource Fair 8/29, submitted to
paper, social media posts
Suit fitting and Swim-a-Thon kick off, Monday,
September 30
Team photos October 28th with Halloween party
Shayna's contract and review
Team handbook information has been
summarized and inputted into the website.

- Athlete Code of Ethics, Parent Code of Ethics

Vinnie Memorial Scholarship
High School Season Volunteer hours
Coach reimbursements

Financials

Profit & Loss 2023-24
City fees
Coach addition
Fee and team comparison

Fundraising

Car wash at Les Schwab, August 3, raised \$1203+
Volunteer hours fees collected, \$1,560
Twisted Pine Run, Sept 8, estimate \$690
Sponsorship/Donation- Committed \$10,350, collected \$9,350
Triathlon, Sept 29-15% of adult division ticket sales, also offered 50% of sponsorships we collect
Swim-a-Thon, November 16-Goal \$15,000
Seahorse Invitational, August 9-11

2024	Income		Expenses	
Entry fees	\$13,713*	Facility rental	\$1,145	
Rental contribution	\$250	Officials lodging	\$1,500	
Concessions	\$1,356	Concessions	\$678.91*	\$677.09
Events by Idea	\$773.10	Hospitality	\$445.53	
		Official's gifts	\$100	
		Heat sheet printing	\$56.20	
		Admin desk supplies	\$102	
		OSI	\$1863.50*	
Total	\$16,092.10		\$5,891.14	\$10,200.96

*Not all in, cleared, or debited

2023	Income		Expenses	
Entry fees	\$10,587.50	Facility rental	\$1,928.96	
Rental contribution	\$325.75	Officials lodging	\$1,500	
Concessions	\$0	Concessions	\$0	
Events by Idea	\$480.50	Hospitality	\$0	
		Official's gifts	\$0	
		Heat sheet printing	\$0	
		Admin desk supplies	\$132.21	
		OSI	\$1612.50	
Total	\$11,393.75		\$5,173.67	\$6,220.08

Recommendations

Increase registration fee to equal the cost of monthly swim dues and pool fee
September registration doesn't have to pay Aug. All others do. Review registration timeline.
Review fee increases and team comparisons.
Senior group high school swimmers are billed for November.