



Newport Swim Team

April 12, 2023

Newport High School, 5:30 p.m.

Board of Directors Meeting Minutes

In attendance: Kasey Postlewait, John Wray, Randi Weisz, Kacey Baxter, Shayna Swanson, Mike Perucci, Kelly Corbett

Not in attendance: Anneke Brown, Anastasia Kaldy

1. Welcome

The meeting was called to order by President Kasey Postlewait at 5:29 pm.

Kelly Corbett was introduced to the Board as a parent volunteer considering a seat on the Board next season. Kelly currently manages the volunteer hour reporting for the team.

2. Secretary Report

Kasey Postlewait sent out February Minutes via email prior to the meeting. No corrections were suggested or made. John Wray made motion to approve the minutes. Mike Perucci seconded. The motion to approve the minutes passed.

3. Financial Report

a. Account balances: Checking: \$27,713.01 Money Market: \$25,033.98

b. Profit & Loss Report(s)

Kasey Postlewait shared the Profit & Loss for this season to date with the Board and commented that the team accounts continue to look good and income is at over \$14,000.

Kasey noted that the VCSL meet was recorded on the financials as the "Newport Invitational" in order to have a year to year comparison since we always have a spring meet and do not have a separate line item for VCSL. It was shared that VCSL does have higher meet fees than Seahorse, which contributes to the higher income. Kasey also noted that the t-shirt vendor did give us a profit share from sales at VCSL which is one of the line items on the P&L.

John Wray explained that the VCSL meet has more expenses due to number of ribbons given. This is why the meet fees are higher. OSI wants fees reigned in. So that could be impact future income for the VCSL host(s). Taking ribbons to the required 18th place needs to be reviewed. Travis Howard bought ribbons to 12th place and a participant for all places after that. He did have to reorder some ribbons as we fell short and we will pass on unused ribbons to Eugene at a fair price for next year's meet.

It was noted that we are currently sitting at about \$3400 raised from hosting VCSL, which compares to around \$2000 for Seahorse.

John did mention that Seahorse will be in demand this year and he already has teams requesting to be on the waitlist for the meet.

John Wray moved to approve the financials as presented to the board. Mike Perucci seconded the motion. Motion passed unanimously.

4. Fundraising Report

Kasey Postlewait updated the board on recent fundraising activities. The Yummy Bowl Dine-Out was a great success, with the restaurant donating profits and tips in excess of \$1500.

It was also shared that Amazon has cut their Amazon Smile charitable giving. It is not a huge source of funds for the team.

New Horizons has been brought on as a new sponsor. They have been added to the sponsor TV.

There was brief side discussion about the record screens, their maintenance and how often they are updated. John explained that the updates to the slides are donated in kind by Pacific Digital. He tries not to abuse their generosity, so he only asks for annual updates to the information.

Kasey reported that the Swim-A Thon has logged over \$8k to date this year. Over \$10k is expected. This is short of the \$15k goal, but still a strong fundraiser. There is hope that funds will continue to come in that inch us closer to the goal.

5. Coaches Report

John Wray reported that we are down 6 swimmers net. This is for a variety of reasons including taking a break and other sports. We are looking to add new swimmers through connections made with new families.

John gave an update on upcoming meets. We have 13 swimmers competing in Dallas this weekend and three going to Cottage Grove at the end of the month. He has posted the long course meets for May to the site.

It was shared that the participation in the Eugene meet may not happen this year. Last year's meet went long, which created issues with OSI. So Eugene is looking to restructure in order to comply with the 4 hour limit. This pushes NST to the second group of invitations. John was extremely disappointed by this decision and a brief Board discussion followed about alternative meet options.

John reported that the meets since the last board meeting have been very successful. We won VCSL with some outstanding swims. Shayna added that there were "some light bulb moments" for kids, which was great.

John updated the Board that at all of the State Championships all kids swam outstanding and did well. He was very pleased with their swims. He also shared that it was our first time participating in NW Age Group Championships since the pandemic began and it was a great performance from our small group.

It was shared that we had some group moves this month in anticipation of long course season. These should be the only moves for a while.

Shayna Swanson gave an update that motherboard in the scoreboard was replaced. Some switches still need to be turned on, but things are looking good. Shayna reported that about a month before Seahorse the plan is to turn on the entire system and run it through a full test to

make sure everything is working as it should.

John and Shayna both reported that the epoxy on the pool cracks appears to be holding. The vendor had been out recently to inspect it and everything is looking good.

John discussed the dryland safety protocols planned by coaches to make ensure outdoor dryland is safe. It was also mentioned that coaches are doing periodic locker room sweeps for safety.

John mentioned that he hoping to get some Saturday to trainings set up in Corvallis for long course practice.

It was shared that Ilona Weisz was invited to participate in a special training in Corvallis and John will be one of the volunteer coaches. This is a very exciting honor for Ilona and there will only be a limited number of kids training.

Newport will be taking a small group of swimmers to train in San Diego this summer. They group will have 4 hours of training per day and a meet at the end of the week-long training. John commented that this is the first time in his years at Newport that the team has been able to do this. They will be partnering with his old team in Alaska to offer this opportunity to the Newport swimmers.

John explained that in the fall the House of Delegates implemented the Invite to Compete. It was a success in short course, but a bookkeeping challenge. A proposal on the table at the next House of Delegates meeting is to use time standards and eliminate Invite to Compete. John has identified kids close to qualifying and will be talking to those families should the proposed change pass. For 10 and under the proposal is to use B times. For 11-14 the proposal is to use B+ times. The 15 and over group would still use A times. If the proposal passes, we could have a large team going to state.

John commented that the coach in-service was held and it was very productive.

John updated the Board that Kathy Benzo is now on deck. Both John and Shayna commented that are very impressed with her as a coach and they are pleased with her as an addition to our team.

There was a brief discussion about VCSL. Shayna said the only issue she heard of was in regard to Blue Water's location. There was concern that people were taking products to the Rec Center front desk to pay and product may not have been paid for as a result. This meant a loss for Ryan at Blue Water. There was a discussion about renting the multipurpose room near the kitchen for future meets so that vendors have a more secure place to set up. Tables could be set up and this would also give a place for eating, vendors, concessions. It would also take food out of the stands and off the pool deck. There was mention of the high cost of renting rooms at the Rec Center. John explained that the City will give us a reduced rate on rentals. We simply have to apply for an exception. Shayna suggested that this information be passed on to the Meet Director for future use.

John mentioned that we have a new Arena Representative named Matt who is based in Portland.

6. New Business

- a. ODOJ Charities Annual Report and Fee filed and 990-EZ (taxes)

Kasey Postlewait reported that all required paperwork was filed on 4/11/23

b. Volunteer Coordinator Report

Kelly Corbett has updated the reported volunteer hours and 24 families have 10 + hours of service. There was discussion that many families who have been volunteering recently at meets (VCSL) and Swim-a-Thon may not be reporting their hours or know to report their hours. Kelly asked if she should send an email out to the families who are short on hours. It was suggested that we keep reminding families as many times as we can so they are not charged the hourly rate. John said he would also put a reminder out in the weekly update

c. Shayna's team communication app

Shayna Swanson presented the idea of a communication app to the Board in order to streamline team communications and reduce the number of emails sent. She felt this would be helpful for everyone affiliated with the team, but particularly for coaches.

Shayna looked at Slack specifically. It allows for easier communications with the coaches and allows them to build "channels." It works on computers, phones, etc. The cost is \$7.25/per person/month when billed annually. She used a free version of the app with her team in Montana, but unfortunately the company has restructured their pricing and NST would not qualify for the free option.

Shayna also looked at Team Snap which she also has experience with. That prices at \$149.99/year. The big difference is that there are not channels to filter information and communications. So the team is one channel that cannot be broken down.

Shayna was asked if either platform would be overlapping with what is available in our current subscription to Team Unify. There does not appear to be any overlap.

Since Team Unify is a "required" expense for the team, John recommend we see if they offer any communications add-ons or bundles first before we invest in a secondary system.

General consensus and feedback from the Board was that a communication platform would be helpful next season. We just need to fully explore to make sure there is not something available through Team Unify first.

d. Need to replace Dani Williams board seat

It was shared that Dani Williams has left the board as her family is no longer with NST. Kasey had a conversation with Nelly Landa and she is open to filling the vacancy created by Dani's departure. The term would end October 2024.

John Wray made a motion to accept Nelly Landa as the new Fundraising Board Member. Mike Perucci seconded the motion. Motion passed.

e. Bank account changes

Kasey Postlewait explained that when Randy Moore stepped down as Treasurer earlier this year, his understanding is that he relinquished his position on the board since he was near the end of his term anyway.

Kasey explained that as Kacey Baxter was doing some account clean up at Oregon

Coast Bank to remove Randy, it was brought to her attention that Natasha Knight was also on the account which needed to be corrected.

As such we need to clean up the bank account. We need to remove Randy Moore and Natasha Knight. We would like to add Shayna Swanson since she will be taking on more responsibility as the season progresses, including booking travel and making purchases for the team.

John Wray made a motion to accept the proposed changes of removing Randy Moore and Natasha Knight from all NST accounts and adding Shayna Swanson. Mike Perucci seconded. Motion passed unanimously.

- f. Recommendations to create a Team Manager position
Kasey Postlewait presented a proposal to create a part-time Team Manager position for NST. As president her role has begun to encompass 20-40 hours of unpaid work per week. Her presentation explained that other large teams fold these duties into the roles of coaches or paid staff. NST has grown to a size where it needs someone to manage these duties and it can no longer be expected of a volunteer. In fact it may scare future volunteers from taking the post of president.

Kasey presented what the job duties would entail and how the role would be compensated to keep it fair to the employee and the team.

John Wray commented that he is very much in support of creating this position.

Kacey Baxter also commented that when the proposal was vetted by her, she was in support of the idea and suggested that the position be separated from the role of president and have its own position on the board going forward.

After a brief discussion and answering of questions, John made a motion to create a part-time Team Manager position for NST. Mike Perucci seconded the motion. Kasey Postlewait abstained from the vote. Motion passed.

John Wray made a motion to hire Kasey Postlewait as the new part-time Team Manager. Randi Weisz seconded the motion. Kasey Postlewait abstained from the vote. Motion passed.

Kasey Postlewait made a motion to create a new board seat. Randi Weisz seconded the motion. Motion passed.

- g. Fundraising opportunity
Shayna Swanson brought up that OSU is looking for organizations to run concessions at their games and events. This can be a huge fundraising opportunity in the thousands of dollars, but it can come with a year-long commitment. She said that Kathy Benzo has experience with this and has some connections with OSU if we are interested in exploring this. The Board expressed interest in at least exploring what is involved as far as commitment goes and thought it could be a great opportunity for some of our older kids.
- h. Kasey Postlewait has been in conversation with a NST family that are members of the Siletz Tribe. They felt it was worth once again exploring a grant from the tribe. Kasey

explained that in the past we have looked at grants and the Tribe really likes it to be for tangible items. Kasey asked the board what they thought about asking for suits, caps, etc. Maybe even a supply of new equipment for when a swimmer onboard with the team. It was asked of the coaches if there are training equipment needs we could request from the Tribe. They said yes, but the concern was where to store it at the Rec Center. It was recommended maybe a list be put together for the grant, and then work out with the Rec Center what we can reasonably purchase/store if a grant were approved. Perhaps storage shelving/units could be written into the grant as well. Kasey said the grant deadline is June 1. She will be working with the Tribal member family on the grant as hopefully part of their volunteer hours.

7. Old Business

a. Board vacancies 2023-2024

We will have four board vacancies next season. Kelly Corbett, John Wray, Kevin Gibson and Kathy Benzo have been nominated for the open positions.

There was a brief discussion about our by-laws and limits on terms. It was asked if a board member can serve multiple terms. John and Kasey explained that our by-laws do not have anything that prohibit serving multiple terms so long as there is no challenge or other person wishing to fill the position.

b. Need new meet director-flyer posted on bulletin board

It was discussed that this can be taken down as the Team Manager will act as Meet Director for both NST and NHS

c. Treasurer role vote was done via email-passed on 2/15/23, Kacey Baxter is now the NST Secretary/Treasurer

d. Water dispensers for home meets vote via email-passed 2/25/23, total cost was \$79.98.

8. Next Meeting

a. Future meetings: May 8 *NOTE: This is a change from May 10

9. Executive session

No executive session was held.

10. Adjourn

The meeting was adjourned by Kasey Postlewait at 7:15pm.

Respectfully submitted,

Kacey Baxter
NST Board Secretary