



Newport Swim Team

January 08, 2025

Newport High School, 6:00 p.m.

Agenda

Board Members Present: Kacey B, Kasey P, Kelly, Shayna, John, Ben, Faith, Alicia, Josh and Kevin

1. Call Meeting to Order & Welcome (Kacey B)
Meeting called to Order 6:04
2. Secretary Report (Kevin)
 - a. Last meeting minutes
John made a motion to approve December minutes, Kelly seconded, motion passed
3. Questions from General Membership
No General Membership Questions
4. Financial Report
 - a. Account balances (Kelly)
Main Checking- \$27,398.98
Money Market \$25,367.34
5. Team Manager Report (Kasey P) -**Full Report included below-**
 - a. Profit & Loss Review **John made Motion to Approve P&L Report, Shayna Seconded, Motion to Approve passes**
 - b. Fundraising Report
 - **Booster funds for basket, \$575**
 - **Hilarie Conrad will take over as Team Events and Fundraising Coordinator**
 - **\$1721 Arena Value in Kind**
6. Coaches Report (Shayna) **Full report included below**
7. Volunteer Report (Kevin) **173.5 hours reported**
8. New Business
 - a. Practice Schedule Request (Kelly)
 - Asked for changes to practice schedule be communicated as early and clearly as possible. There has been multiple times when Team Snap app has said there was practice and team emails say there is not practice, its confusing. Shayna said she would take practice notices out of Team snap and only post information on Team snap about practices if there is a schedule change.
 - b. Grant Opportunity List (Kelly)
 - Notified the board about a USA Swimming foundation community grant that NST might be qualified for and should consider applying. Grants are 3-5K and can be renewed up to 3 years. Applications are due each October. Kelly said she would flag it for Hilarie.
9. Old Business
 - a. Fourth Coach Update (Shayna)

Shayna is communicating with a potential candidate and will keep the board posted if it looks promising.

10. Team Manager Duties **See Position Duties Chart Attached**

11. Next Meeting: February 12

a. 2024-2025 meetings: 3/12, 4/9, 5/14, 6/11, 7/9, 8/13

12. Executive Session

13. Adjourn **Adjourned 7:34**

Report-January 2025

Admin/Calendar

- Board Positions & Terms
 - Kacey Baxter, President 10/25
 - Kelly Corbett, Treasurer 10/25
 - Kevin Gibson, Secretary & Volunteer Tracker 10/25
 - John Wray, 10/25
 - Faith Brandenberger, 10/25
 - Alicia Billings, 10/26
 - Josh Conrad, 10/26
 - Shayna Swanson, Head Coach
 - Kasey Postlewait, Bookkeeping/Registrar
 - Ben Hurty, Athlete Rep 24-25 season

Financials

- Profit & Loss

Fundraising

- Booster funds for basket, \$575
- Hilarie Conrad will take over as Team Events and Fundraising Coordinator

2024-2025-9/1/24-12/31/24			
Category	Income	Expense	
<i>Coaches Travel</i>	\$1,110.00		\$1,110.00
<i>Coach Travel-Mileage</i>		\$555.16	-\$555.16
<i>Coach Travel-Lodging</i>		\$368.51	-\$368.51
<i>Coach Travel-Meals</i>		\$62.00	-\$62.00
<i>Swim Dues</i>	\$12,544.25		\$12,544.25
<i>Staff Payroll</i>		\$12,477.03	-\$12,477.03
<i>Coach Training/Expense</i>		\$355.00	-\$355.00
<i>Payroll expense</i>		\$373.75	-\$373.75
<i>Taxes-IRS</i>	\$123.01	\$2,504.56	-\$2,381.55
<i>Taxes-OR</i>		\$1,110.31	-\$1,110.31
<i>Tax Filing Fees</i>		\$0.00	\$0.00
<i>Pool Fee</i>	\$2,300.00		\$2,300.00
<i>Pool Rental</i>		\$808.35	-\$808.35

<i>Insurances</i>		\$747.00	-\$747.00
<i>Website fees</i>		\$1,113.99	-\$1,113.99
<i>State License</i>		\$0.00	\$0.00
<i>Background check</i>		\$0.00	\$0.00
<i>Team Snap</i>		\$127.49	-\$127.49
<i>Office supplies</i>		\$9.95	-\$9.95
<i>Postage & PO Box</i>		\$294.40	-\$294.40
<i>Gifts</i>		\$0.00	\$0.00
<i>Equipment</i>		\$63.94	-\$63.94
<i>Team Party</i>		\$191.91	-\$191.91
<i>Team Meeting</i>		\$0.00	\$0.00
<i>Merchant Fees</i>	\$764.69	\$1,080.13	-\$315.44
<i>Bank Charges</i>		\$0.00	\$0.00
<i>Awards</i>		\$0.00	\$0.00
<i>Marketing/supplies</i>		\$48.33	-\$48.33
<i>USA Registration</i>	\$0.00	\$270.00	-\$270.00
<i>Swim caps</i>	\$75.00	\$327.48	-\$252.48
<i>Arena Gear</i>	\$360.00	\$2,998.80	-\$2,638.80
<i>Team Apparel</i>	\$1,300.00	\$2,512.75	-\$1,212.75
<i>Entry Fees</i>	\$1,533.50	\$2,292.00	-\$758.50
<i>Swim-a-Thon</i>	\$14,959.00	\$885.74	\$14,073.26
<i>Sponsorships/Donation Program</i>	\$4,550.00		\$4,550.00
<i>Wray Open</i>	\$0.00	\$0.00	\$0.00
<i>Seahorse</i>	\$512.00	\$2,524.02	-\$2,012.02
<i>Car Wash-PUD</i>	\$460.00		\$460.00
<i>Dine Out</i>	\$0.00		\$0.00
<i>Microsoft/Intel Match/Donation</i>	\$278.52		\$278.52
<i>Bottle Drop</i>	\$375.00		\$375.00
<i>Kroger/FM Rewards</i>	\$96.12		\$96.12
<i>NHS Boosters</i>	\$575.00		\$575.00
<i>Race</i>	\$690.00		\$690.00
<i>Triathlon</i>	\$615.30		\$615.30
<i>Siletz Grant</i>	\$0.00		\$0.00
<i>Late Fees</i>	\$0.00		\$0.00
<i>Bank Interest</i>	\$58.63		\$58.63
<i>Volunteer Hours</i>	\$1,560.00		\$1,560.00
<i>Vinny Memorial Scholarship</i>		\$0.00	\$0.00
			\$0.00
	\$44,840.02	\$34,102.60	\$10,737.42

Hello All!

I hope everyone made it through the Holiday season with lots of cheer and memories that will bring you joy. A new year brings us new exciting challenges, firsts, betterment and new goals.

New challenges are around the corner for every swimmer. One such challenge is achieving the Iron Seahorse. I encourage you to talk to your swimmer and their coach so they all reach the Iron Seahorse award by the end of summer season. The Iron Seahorse is an annual award in which we recognize every swimmer who swims every event in their age category legally. On the team website this is where you can find more information! <https://www.gomotionapp.com/team/ornst/page/record-swims/a>

A first for NST is a summer training trip. Details are in the works but we need to start fundraising. This trip will be open to active senior and gold level swimmers. I am looking for a few parents and swimmers to take the lead on this and organize this. We are working to get you an amount. Possible locations are Bend Oregon, Colorado Idaho or Montana. Not only will we be swimming in long course pools but bonding and enjoying each other's company. This is a great opportunity for our team to set up a tradition!

Along with a new year, I'm sure a few of us have started new resolutions for ourselves. I am hopeful that some of my swimmers have set resolutions to work on their swimming and fix habits. From a coaching perspective resolution was to give every swimmer 30 seconds more patience and listening before speaking. It is proving hard, but I am working towards accomplishing this. I encourage you and your swimmer to talk about their swimming with their coach and figure out what habit they could break this season.

Also, the coaches have been granted a membership to American swim coaches association. It is a huge organization spanning the world, which connects coaches to numerous resources, classes, and other coaches. So far our coaches have been looking up numerous drills, watching hours of videos and analyzing data provided with that membership. I am hoping that we can get them to take a few classes in the future that will continue their always continuing education.

Looking forward to championship meet at the end of the season there is a lot of confusing things to look at. The qualifying time for state are in the following document.

https://drive.google.com/file/d/12fjhP90-mKUYdR2hKcMOqN0Kw_kRnulN/view?usp=drivesdk

If your swimmer is hitting these times and wishes go to a faster meet such as regionals or zones please talk to Coach Shayna and we can see if they qualify for those meets.

A few notes moving forward for the season

Please message Coach Shayna (headnstcoach@gmail.com) if you need added to Team Snap. Please don't text or call Coach's personal cell phones. We are trying to create healthy work life balances for our staff and giving them their own space such as not messaging their phone helps with that.

Practice schedule will be updated on TeamSnap calendar with days that we do not have practice.

This Thursday 1/16 we don't have practice.

Monday 1/20 no practice

Starting 1/21 AM practice will start at 6:15 AM.

Thank you for your continued support!

Shayna

Team Bookkeeper

Comp'd Club Fees

Head Coach

Paid Positions

Volunteer Manage team's bookkeeping in QuickBooks and reconcile accounts and statements

General information including new family questions and on-boarding, and logistics

Provides financial reports, budget planning and recommendations at board meetings

Team correspondence with families, board members, coaches, recreation staff and public

Maintains and manages billing and accounts in Team Unify software

Assist/manage in employee on-boarding, other needed staff and volunteers

Completes and files annual taxes and CT-12

Website and social media updates/management

Assist payroll contractor with filing quarterly taxes and any necessary tasks

Meet Director-organizes two home meets a year plus up to three high school meets a year

Complete and file annual club USA Swimming registration

Plan team events such as bowling party, team awards potluck, team photos etc. (varies)

Annual state business registration

Marketing and development

Annual insurance renewal plus notifying and sending insurance to correct establishments.

Board member and attends monthly board meetings (TBD)

Fundraising Chair

Comp'd Club Fees

Board of Directors

Volunteer

Team gear and arena management

Recruiting potential board members

Fundraising management/planning/creation: Sponsorship program, car wash, swim-a-thon, etc.

Marketing and development

Board member and attends monthly board meetings (TBD) Board decided position does not need to be a Board Member