

NST Board Meeting Minutes

June 9, 2021

In attendance: Kasey Postlewait, Cheryl Brown, Natasha Knight, John Wray, Travis Howard and Jinji Wimalasena.

- I. Welcome and meeting called to order by Kasey at 5:30PM
- II. April Meeting minutes were approved.
- III. Treasurer report: Profit & Loss Statement was emailed to board members by Natasha on June 7th. Net Income for April showed \$756.22. Profit Loss for May will be available in June. Treasurer report was approved.
- IV. Volunteer Coordination -Cheryl contacted every family and let them know about volunteer requirements, how to submit hours and that families will be charged if they do not complete/report hours. Some reported they did not know about the requirements. 14 families have not completed any hours. John suggests leniency due to lack of opportunity this season. This is an ongoing discussion and final determination will be made at a later date.
- V. Fundraising -PPP Loans have been used up for payroll. Forgiveness application was mailed in a month ago by Kasey. This completes our obligations for the loan.
- VI. Coaches Report:
 - a. Group breakdown: seven kids on hold due to other sports. Currently there are 12 Seniors, 10 Gold, 6 Silver, 6 Bronze I and 8 Bronze II swimmers.
 - b. Attendance over the last two months has ranged from 76-79%.
 - c. Practice times during the summer: John requested a 3pm start time however it is not likely that this will be granted. John will continue to have practice at 3:30PM. Bronze groups I & II are back up to an hour swim as of this week. Seniors will start at 5PM in the summer. This schedule will hold for the remainder of the season.
 - d. TEAM DISTANCE MEET: Some swimmers received A times at this meet, nearly every swimmer got PB. Kids did a great job with behaviors and team comradery.
CAT JUNE INVIT: this weekend, Sat/ Sun. it's expected to be a moderate size meet.
TEAM LC INVIT: Long course meet in Eugene, entries due by Saturday.
10 & UNDER LC CHAMPS: July 10/11- one swimmer is close to making A times.
11 & OVER LC CHAMPS: July 22-25
SENIOR ZONES: July 27-31 -Layla has qualifying times and is interested is going. Sam Cortez is a possible candidate. John will travel to coach Layla at the family's request.
SEAHORSE: July 31-Aug 1. Keeley completed an assessment and we are allowed to have 87 swimmers. Possibly have 12& under session in the morning & 13+ session later in the day. No concessions and limited hospitality. No spectators will be allowed. 4 teams have reached out to John about wanting to swim. Forest grove is surveying swimmers. It maybe a dual or three team meet. Sheila Otterstrom will be head ref. John is working on identifying teams to invite based on those teams that have been loyal in the past.
 - e. Coaching Changes - Jenna's last day will be July 23rd. Connie will be available as she is able to be, she has committed to the last two weeks in July leading up to Seahorse. John will attend 11 & Over LC Champs in Pendleton, then fly to Fresno for Zones. John

will miss the 1st day of Seahorse. John plan is to recruit a new coach at the beginning of August. Gavin plans to return next season. Tim's status is unknown.

- f. Track Start Attachment is on site. Can't use it for meets, does not meet rule requirements.
- g. Training and meet officials: Debbie smith will be available. Cheryl and Jason need to complete ET time.
- h. Pool Supervisor: Keeley interviewed for the position and has not heard back.
- i. Beach cleanup: Surfriders will get in touch with NST when there is an opportunity.
- j. Quote contest – two quotes received thus far.
- k. Next school year starts on Sept. 7th. John will have some rough estimates about the start of next season.
- l. House of Delegates is scheduled in October. John will leave for a couple of weeks on vacation soon after that. Practices will be covered by other coaches. John's time off was approved by the board.

VII. New business:

- a. Role changes: Combine treasurer and registrar back together. Randy is on board; Natasha will start training and Randy will start next season. The following role changes were discussed and approved:
 - i. Bookkeeper: Added to bank account, processes payroll and coach reimbursements, processes and mails quarterlies and files the CT-12 and 990 (or outside accountant can do this).
 - ii. Registrar/Treasurer: Added to bank account -retains checkbook. Adds charges to family accounts for meets, events and attire in Team Unify; enter income and expenses into QuickBooks & reconcile with monthly bank statements, prints or emails reports for monthly board meetings; notifies families of late payments or failed credit cards on file; pays bills to bookkeepers, Newport Aquatic Center, OSI for home meets, host teams for away meets and other periodic bills; parent and official reimbursements; and team laptop provided with QuickBooks. Additional estimated hours for role change are 5-8 hours/month.
 - iii. Head Coach: Added to Bank account & retains debit card; picks up mail at PO BOX and received annual insurance notice and reapplies.
 - iv. Meet Director: Calculates amount due to OSI after home meets- OSI needs a check after each home meet. Check amount is based on how many "splashes" and participating swimmers. OSI website provides form and information on how to calculate cost. Meet Director reports amount due to Treasurer, who sends OSI a check.
- b. The following changes to the Newport Swim Team bank account were approved by the Board:
 - i. Need to add:
 - John Wray (Head coach and board member)-needs a debit card, with \$1500 transaction limit (jmwray54@gmail.com)
 - Randy Moore (upcoming Treasurer) -needs online access with bill pay (coldbluenorth@gmail.com)

- Alycia Postma (team bookkeeper)-needs online access with bill pay (alyciapostma@gmail.com)
 - Jinji Wimalasena (Secretary)-jinjiw@hotmail.com
- ii. Need to remove:
- Chery Brown
 - Kasey Postlewait

VIII. Old Business

a. Board positions

- i. Travis 10/21 (Meet Director and VP)
- ii. Aaron 10/21 (Media Coordinator)
- iii. Cheryl 10/21 (Volunteer Coordinator)
- iv. Natasha 10/21 (Treasurer)
- v. Kasey 10/21 (President)
- vi. Jinji 10/22 (Secretary)
- vii. Randy 10/23 (Registrar).
- viii. Mike Perucci is interested in a general board position – his work commitments require frequent travel out of town. Several new families may be good candidates for board positions.
- ix. John will approach Newport News Times for an article about NST.

b. Volunteer opt out option – raise amount? This will be revisited at a later time.

IX. Next Board Meeting, Wednesday, July 14th, 2021

X. Executive session:

On 5.25.21, a scholarship was approved via email for swimmer [REDACTED]. Capacity for scholarships have been met.