

Humboldt Swim Club – Board Minutes

February 18, 2021

Meeting Called to Order at 5:34 pm

Board Members Present: Rebecca Baugh (President), Ivy Breen (Vice President), Amy Martin (Secretary), , Kit Meyer, and Karin Grantham, Kristin Johnson, Russ Turpin, Thomas Blair, Breanna Cahoon (Treasurer), Neal Guthrie, Jan Ross

Board Members Absent:

Staff Members Present: Mike Nichols, Kelly Nathane

Review of Minutes - MOTION for approval of December minutes by Kristy and seconded by Thomas, passes unanimously, with changes.

Public Comment: None

Treasurer's Report:

- See attached Treasurer's Report (Page 3-5)
- Still working on payroll set up
- If there are line items that people do not understand email Breanna

Fundraising

- Big Lagoon Swim Update
 - July 31st date is set
 - Working on permitting - Karin, State will not charge us for permit
 - Mike is working on certifying with USA swimming
 - Paper registration for non team swimmer, team unify for swim team members
 - Meeting with the County at Big Lagoon on Sunday at 11.
 - Support of the State Guards
 - Kristy will help with sponsorships when it gets closer
- Virtual Movie Night - Mike reached out to The Minor and Arcata Theater Lounge hasn't heard back
- Sponsorships
 - Letters to the editor to thank sponsors
 - Reach out to Humboldt Sports - News press release (adding note of sponsorship)
 - Can we add Healthsport & The Club to our Membership to thank them for their support

Coach's Report

- See attached Coach's report (Page 6-7)
- Healthsport - Mike is adjusting the schedule to meet Health Sports schedule
- The Club is waiting for a part - when that gets fixed we will be able to swim there too
- Shifting Broze groups to 2 45 minute instead of 3 - 30 minute practices
- May have to shift coaches around groups
- Facilities: The Club & Healthsport when we get into the orange tier it will change the schedule. Healthsport is willing to make a long term plan/contract.
- Mike is working with Willits Pool for a possible non-sanctioned meet

New Business

- Annual Safe sport acknowledgement
 - We have gotten about a third in so far
- 2021 ACP Contract - Will ask the contract dates reflect when the facility opening date. Mike and Rebecca will get it signed
- The Club - Flat rate until they open, then back to senior kids when they are back in orange
- Healthsport - Flat rate - week by week
- March Dues - MOTION by Ivy, March dues will be 75% of regular dues, seconded by Karin, all in favor for Bronze, Silver, Gold & Senior. Intro will stay at \$50
- High School Season
 - Ukiah and Willits are open to having meets
 - Hopeful to move forward with a season
 - Rebecca is the coach on record for Eureka High, we swim exhibition. CIF recognizes it as a certified time
- 2020 Taxes due 5/15 - Table
- Survey - Table
- Newsletter

Closed Session - 7:05

We took action on employee contract

Out of closed session - 7:25

No other agenda items

Adjourn - 7:25

FEBRUARY HSC Board Meeting 5:30pm 2/18/2021

● **PAYROLL ACCOUNT:**

- Breanna & Jennifer to work on setting up ACH/Direct Deposit within our Coast Central Payroll account.
 - Will need employees direct deposit information
- Head Coach Mike's Family Health Insurance will be auto debited from this payroll account starting March 1st.
 - Currently we have paid \$1,756 (3 months, Dec, Jan & Feb health insurance, \$585/month)

● **Jennifer's QB Reports Attached:**

- **2020 Profit and Loss, Jan P&L, Jan Budget, Jan Balance Sheet**
- Checking: \$59,903, Payroll: \$19,954, CD: \$10,772
 - INCOME
 - Membership: \$3,476
 - Sponsors: \$1,120
 - 2020 Fundraising: \$2,687.50
 - **TOTAL Income Jan: \$7,284**
 - EXPENSE
 - Risk Management: \$75 + \$940 (paid in Dec 2020, will not show in 2021)
 - Legal & Accounting: \$500 Jennifer + \$255 Nancy Diamond Law (ACP contract Review)
 - USA Reg: \$255 Team Renew + \$63
 - Team Unify/Sport Engine Annual: \$1,099
 - Office Supplies: \$300 Gift Cards for Coaches Christmas Presents
 - Storage Unit: \$255 for 3 months
 - **TOTAL Expenses: \$2,817**
- CD to matured on January 28th: \$10,772

- Financial Advisor mailed me a packet of information on two different types of investments; a Bond Mutual Fund & a Fixed Annuity. This packet came in after the board meeting and too late to decide to do anything before maturity.

- **Coast Central PPP 2nd Draw – Funds disbursed!**

- o **\$14,095** same as last time, disbursement on 2/17/2021. Funds are in our checking account!

- **Directors and Officers Insurance/Risk Management**

- o Insurance checks cashed 2/12/21 (\$75 & \$940)
- o Only \$75 will show for 2021 Insurance
- o \$940 check cut 12/3/2020, won't show on reports for 2021, probably shouldn't pay Insurance early.
- o Certificate of Insurance emailed to HealthSport Eureka, confirmed Sam received

- **Sponsorship 2021!!!**

- o Kristi sent out over 300 sponsorship letters along with emails!
- o Exciting news! We received **\$8,753** in sponsorships so far this month, February 2021 + last month's January \$1,120 for a **TOTAL \$9,873 so far!!!**
- o Thank You's will be sent out as donations come in!
 - Rebecca is looking into a team picture (we state that we send one out to all Gold sponsors and above)
 - Kit made a suggestion to send a gift, possibly custom to high level sponsors/friends of HSC?
 - Ideas, suggestions?

- **Grants:**

- o Coast Central Grant **SUBMITTED February 2nd**.
 - \$4,300 requested to buy a Storage Shed from local company **Junior Barns**
 - Total cost estimation: \$4,300 shed + \$700 foundation + \$300 Shipping/tax = \$5,300 (\$1,000 in team fundraising)
- o \$15,000 Lendistry Grant application submitted 1/11/2021
 - We are on the list for round 2

- **Articles of Incorporation**

- o Request mailed to the Secretary of State (in January) for a copy of our filed Articles of Incorporation. Have not received anything back yet

- Should probably file an updated amendment with current officers.
 - o **TO DO:** I need to file a new Statement of Information (SI). Will need to update Secretary to Amy.
- Team Unify Online Registration:
 - o Still need to figure out, especially with Open Water Swim event registration for HSC swimmers. Other swimmers will need paper registration

Coaches Report for February Board Meeting
Head Coach Mike Nichols

Programming:

With us having access to HealthSport and the potential to be in The Club next week, I will be moving forward with a month long scheduling plan for all of the groups in those two facilities. The in-pool workout times will be a bit different than the ones listed in our budget as we work with two locations and scheduling coaches. Between the two facilities, we have enough room to expand our roster. Both of them are allowing us to operate within our County approved operating capacities.

We are going to switch the Bronze practices to 2 x 45 minute practices instead of the 3 x 30 minute practices.

In-person dryland practices will be on pause until we get the in-pool schedule set. The potential schedule will have each of the coaches on deck everyday of the week working with one of the cohorts of their group. The coaches will continue to post workouts for the participants to do on their own.

Staffing:

The group assignments might change once we get rolling. Kelly mentioned there might be scheduling conflicts with the drive to HealthSport, which could cause a shift in coaching assignments. My only academic conflict this Spring is Wednesday evenings, which has been discussed with the other coaches. I plan on being on site for all practices even when we're in The Club.

Competitions:

The Willits pool is open and operational. I would like to schedule an unsanctioned meet. It would be an almost all day event to offer adequate time for all of our groups to come down. I would like to have the Senior I & II groups head down Friday or Saturday evening, which would let them start the day/event early. Each of the Senior groups would need 2-hour blocks, Gold and Silver II would be 1.5-hours, Silver and Bronze would be 1-hour each. If we

wanted to have each of the groups be a full 2-hours, we would have both of the Silver groups and Bronze swim Saturday (10:00 a.m. to 4:00 p.m.), Senior groups head down midday Saturday for a practice, and compete Sunday morning, with Gold coming in afterward around noon (8:00 a.m. to noon).

Public comment:

Our Eureka families appreciate us finding space and scheduling practices in Eureka.