

# TAC Board Meeting Minutes

Date: 10/1/2025

## Call to order

The monthly board meeting of the Thunderbird Aquatic Club was held at Fidalgo Pool and Fitness Center conference room on 10/1/2025. President, Letitia Houtby, called the meeting to order at 4:56pm.

## Present

- George Minkel, TAC Head Coach
- Letitia Houtby, President / SafeSport Liaison
- Joanna Rolfes, Co-Vice President / Meet Director
- Melyssa Stephens, Co-Vice President / Meet Director
- Lara Knowles, Co-Hospitality / Parent Representative
- Emily Wray, Co-Hospitality / Parent Representative
- Robin Chambers, Secretary

## Vacant Positions

- Treasurer
- Fundraising Coordinator

## Guests

- Arik Dahlen, Executive Director of Fidalgo Pool and Fitness Center
- Mari Imaizumi, potential treasurer candidate

## Approval of Agenda

The agenda was unanimously approved as distributed via email on 9/15/2025.

## Approval of Minutes

The minutes of the previous meeting unanimously approved as distributed on 9/29/2025.

## Roundtable Reports

### TAC:

Our Fall Thunderbird (Oct 25-26) will have around 320-360 swimmers from 6-8 teams. Due to the large number of people attending, George recommends getting portable toilets again. Last time, it cost about \$500 and the board did budget for this expense at a few meets this season. George will email a reminder about registration deadlines for swimmers and volunteers as well as having no practice Mondays after meets Oct 7th and 14th. There will be a few sleep in days for Senior group with no AM dry land. Halloween downtown will be from 3-5pm so practice will be cancelled. AM practice will still be on for the Senior group and the Junior group practice will be optional. The BBST meet on Oct 4th-5th will have about 38 swimmers and about 30 will attend the Mighty Marlins meet on Oct 11th-12th in Snohomish over 3 sessions.

More swim assessments for 12 & under are underway. Because of the multi-sport option this season it has resulted in more room in the pool that can be explored in the future for lap swim, etc. There will be swimmers returning in November and again an increase in the spring. Currently there are 78 swimmers total.

George is considering posting an advertisement on Swim/Swam website for an assistant coach from 4:30-6:30pm and a lead age-group assistant coach 4:30-8pm. He will find out if it is a paid service, but will also consider the PNS website, FPFC website, Facebook, and an email from the pool to get the word out.

Trying out some new drills and it has been very successful, even for the younger swimmers. Attendance at the Senior AM practice has been awesome. The printer that we use for swim meets needs a new power cord. In a pinch, Robin has a printer she was going to donate that can be used.

Polar Plunge date discussion was had and will be on the calendar for January 31st.

PNS announced a Senior level championship meet that will be held in Hawaii March 17th-21st. The time standards are a little more relaxed than our LSC and sectionals to encourage travel. They will allow 400 swimmers max on a first come first serve basis. If we have swimmers interested, we may need to put a deposit and meet fees down to secure a spot with the understanding that they cannot be refunded (meet fees are roughly \$60 per swimmer). There was a discussion about travel expenses, fundraising, and in what way the board would be willing to help financially for potentially 5-8 swimmers. Alternatively, there will be championships in Federal Way (Age Group Invitational Feb 27-March 1st; Sectionals March 12th-15th; Regionals March 19th-22nd).

George will be virtually attending a Paralympic conference on Sunday the 5th after the BBST meet as a continuing education opportunity.

### **Budget:**

Treasurer's report was emailed by Sam Hollenbach to Letitia on 9/29/2025 with the following note:

- The TAC fees have been processed. As of today, the registration fees of \$100/family have not been processed. George is on this.
- I sent an email to the three women interested in helping out with the treasurer role. My goal is to meet the three of them at one time. I have a few ideas of how to divide the treasurer duties. We will see what they think will work with their schedule. My certifications expire December 31st. I will remain on for bookkeeping purposes until I can train someone. I will try to join the November meeting! Hopefully with my replacement.
- There are bank deposit slips in the safe, alongside the checkbook. I will come to the end of the swim meet on the 26th to go over the process for depositing concession cash and away team entry fees.
- TAP Fee report post swim meet. If we have three sets of hands on deck, one of them can complete this report for PNS. I will make sure this is completed.

Caps will be ordered that will allow 3 per swimmer (\$6.70 each) for a total of \$2686. If anyone goes over 3, they will be \$10 each. Custom caps will be open for ordering as a set of 2 for \$25. They cost \$7.95 each and \$2.50 for personalization). We will allow 2 weeks to order and get payments in before finalizing the order.

There are 11 new swimmers who will receive personalized backpacks, which should be ready next week. A group of swimmers is welcoming new swimmers with door signs at their homes before their first meet. Team provided t-shirts will take about 2 weeks now that we have all the sizes. Water bottles will be ordered once we ask what name personalization everyone wants and will take 1-3 weeks to receive. We need to decide when to open the team spirit store because T-Shirts By Design is backlogged and it may take up to 3 weeks to receive orders. If we leave it open for 2 weeks, we still may not receive orders before our home meet at the end of Oct. The board thought that the meet might increase demand and we decided to open after the meet for 2 weeks of ordering.

Vendors were contacted about a team banner. SignDog is giving a team rate of about \$125 for a vinyl banner. We need to contact to order. Swim Outlet also does banners. Arik has a contact at a local place called Westward Designs that might be able to get us a grommeted banner for \$150 (black with pink logo). He will contact and let us know.

### Administrative:

The board wants to streamline the registration process by digitizing the documents. So far, 77 swimmers have completed the online forms. Letitia will verify a duplicate entry with conflicting consent given.

The roster still needs to be updated in Swim Outlet and Emily will do so if someone sends her the login credentials.

O'Conner Photography or Northwest Sports Photography will be rescheduled for the team photo once we have our team T-shirts available.

### TAC hosted swim meets:

**September 19th: Intra-squad Pink vs. Black;** ~~non-sanctioned but will be a good practice meet for new swimmers and to train new volunteers.~~

**October 25th – 26th: TAC Fall Thunderbird Open;** First hosted swim meet of the season.

**February 7th: 2026 PN TAC Island Express Invitational;** Intra-island approve sanction meet inviting San Juan Islands and South Whidbey AC.

**February 27th-March 1st: 2026 PN February Age Group Invitational;** TAC has placed a meet bid to host this swim meet.

**March 27th-29th: 2026 PN Spring Showdown;** TAC has placed a meet bid to host this swim meet.

**May 15th-17th: 2026 TAC Spring Thunderbird Open;** timed final format

**June 6th-7th: 2026 PN TAC Summer Pentathlon and Distance Open;** rescheduled from January

### Hospitality:

Some ideas for food at the Fall Thunderbird meet will consist of soup, baked potato bar, and candy for concessions (a best seller!).

### Fundraisers:

**Spirit Wear Store:** October 27th- open for 2 weeks

**Polar Plunge:** January 31st

**Swim-TAC-ular!:** June

### SafeSport:

Reminders were made to check expiration dates and renew trainings, if necessary. Background checks are good for 2 years and Safe Sport/Athlete Protection Training needs to be done yearly in USA Swimming Education. Board members will check and should receive a reminder email 30 days prior to expiration.

## **For Action**

- Board will recruit a new treasurer -Sam is meeting with potential candidates on Tuesday.
- Letitia will order porta-potties.
- Order team banner -Arik will check with an additional vendor.
- Joanna will set up spirit store after the home swim meet.
- George will update roster in Swim Outlet.
- Letitia is ordering caps and preparing to send out link for personalized cap orders.
- Board will continue to revise and edit by-laws.

## **Adjournment**

Meeting adjourned at 5:47pm. The next TAC Board Meeting is on 11/5/2025 at 5pm in the FPFC conference room.

Minutes submitted by: Robin Chambers, Secretary

Minutes approved by: Letitia Houtby, President

Date: 10/10/2025