

# TAC Board Meeting Minutes

Date: 11/5/2025

## Call to order

The monthly board meeting of the Thunderbird Aquatic Club was held at Fidalgo Pool and Fitness Center conference room on 11/5/2025. President, Letitia Houtby, called the meeting to order at 5pm.

## 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
- Mari Imaizumi, potential treasurer candidate
- Stacy McDonough, potential treasurer candidate

## Absent

- Trish Bratten, potential treasurer candidate
- Sam Hollenbach, current treasurer

## Approval of Agenda

The agenda was unanimously approved as distributed via email on 10/22/2025.

## Approval of Minutes

The minutes of the previous meeting unanimously approved as distributed on 10/10/2025.

## Roundtable Reports

### TAC:

A black with pink logo 5'x4' banner will be donated by Kyle Mahoney of Westward Design.

George is considering posting an advertisement on Swim/Swam website (cost is \$150 for nationwide attention) for an assistant coach, but is not confident that the salary will be competitive.

There will be a campaign recruitment for more swimmers since numbers are down this year overall because of the seasonal offerings. Looking to add 4 Bronze, 10 Silver, and 8 Gold to meet goals.

Commissioners are considering switching to hourly wage for overtime exempt employees. This may not be attractive to coaches because overtime will not get paid for long weekend swim meets, etc. If this is approved, it may be implemented as of January. This will be discussed at the commissioners' special meeting on Monday the 10th.

PNS Senior level championship meet in Hawaii is March 17th-21st. The time standards are a little more relaxed than our LSC and sectionals to encourage travel. There was a discussion about travel expenses,

possible fundraising, and in what way the board would be willing to help financially for swimmers who qualify. 4 have qualified, and maybe 3 more could versus only 1 qualifier for the Northwest Regionals and Sectionals. Costs could be close to about \$5000 per person. Swimmers can swim up to 6 bonus events, entries open on December 15, and entries close on March 4th. Possible fundraisers include: selling perogies, GoFundMe, sponsorships, car washes, airline mileage donations. Discussion on how much the board is willing to contribute was tabled until a more accurate evaluation of costs was assessed. Alternatively, there will be championships in Federal Way (Age Group Invitational Feb 27-March 1st; Sectionals March 12th-15th; Regionals March 19th-22nd).

Starting blocks will be shipped on Friday the 7th and will be installed once they are received.

Looking forward to the November Age Group Invitational and Divisionals. There will be 2 weeks off for the holidays and 1 week off for spring break. Lara mentioned that Mark met a division 1 swimmer from Hawaii in LaConnor who might be interested in talking to swimmers to motivate toward college swimming.

### **Budget:**

Treasurer's report was emailed by Sam Hollenbach to the board on 10/30/2025 with the following notes added on 11/3/25:

- The Fall Thunderbird Open was a success with about \$6000 in profits.
- Due to late invoicing last year, PNS was contacted with post swim meet paperwork to ensure they have received and to check if we are filing correctly.
- Checks were ordered from Banner Bank and we got a deal, 160 checks for \$60. Next time, it will cost \$160 for 160 checks (order at Costco-cheapest). These should last longer due to the debit card being used more often.
- Sam is meeting with Tammy on Monday, November 3rd to prepare taxes.

The three ladies who are potential treasurer candidates; Mari, Stacy, and Trish are still processing paperwork, logistics, training, and background checks. For Mari, the background check will be more expensive for the state of New York and Internationally. It will be estimated around \$250. The board recognizes the need for good help, especially in the treasurer position and approved this spend.

United Service Rentals is increasing the price for portable toilets and now is charging double the amount for 4. We will continue to rent only 2 toilets and 1 sink, due to this price increase.

Custom caps have been ordered but we were short of the minimum by 11 black caps. The additional were ordered without names and will read "What's for dinner?". We may need to increase the price to \$30 for 2 next year to cover the expense (we were offering them as a set of 2 for \$25).

There are 11 backpacks left after providing to new swimmers. It will be \$20-25 for personalization for anyone needing one going forward. We can provide T-shirts to incoming swimmers, but parkas will have to be provided by parents.

There were 31 officials at the Fall swim meet, which was a lot! Many were training, but this did put more of a demand on our hospitality team and gifts for officials. It was mentioned that maybe we should look for ways to support our team and families, including volunteers, and reduce the official gift cards back down to \$5 and/or raffle off a few. Currently we give ribbons for up to 12th place, trophies for high point winners, etc. and we may consider cutting back. Maybe we can track our team's best times and celebrate those victories or ask parents to donate food as a way to keep our costs down. This may require a revision to our budget allocations.

### **Administrative:**

The volunteer rate at the Fall Thunderbird swim meet was at about 88% with about 7 families not participating. The younger sessions were short-handed. There was a discussion on how we can encourage more volunteers to help out.

Clarification was asked from PNS regarding the difference between non-athlete USA Swimming memberships “Other” and “Administrator”. This distinction can save our board \$50 per member in reimbursements. For those of us who are not a coach, official, or meet director, it was determined that “Administrator” is sufficient. This includes those who do not have contact with athletes and requires APT and BGC per USAS. Our board still requires the addition of concussion training as a precaution during swim meet volunteering.

A Sign Up Genius will be created for the holiday party and Letitia will handle the pool and Wibit rental.

After the treasurers are voted in, Trish Bratten will need access to Sports Engine Management Console Financial Admin (George will handle this).

O’Conner Photography or Northwest Sports Photography will be rescheduled for the team photo now that 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:**

Nothing to report.

### **Fundraisers:**

**Spirit Wear Store:** October 27th- closes November 14th

**Polar Plunge:** January 31st

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

### **SafeSport:**

Nothing to report.

### **For Action**

- Treasurer candidates will finish paperwork, training, and background checks
- Joanna will manage spirit store orders through November 14th
- George will charge the \$100 registration fee!
- Letitia will handle pool and Wibit rental for holiday party

- Create Sign Up Genius for holiday party
- Sam will meet with Tammy to prepare taxes
- Board will continue to revise and edit by-laws

## **Adjournment**

Meeting adjourned at 6:05pm. The next TAC Board Meeting is on 12/3/2025 at 5pm in the FPFC conference room.

Minutes submitted by: Robin Chambers, Secretary

Minutes approved by: Letitia Houtby, President

Date: 12/11/2025