

# TAC Board Meeting Minutes

Date: 12/3/2025

## Call to order

The monthly board meeting of the Thunderbird Aquatic Club was held at Fidalgo Pool and Fitness Center conference room on 12/3/2025. 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
- Trish Bratten, potential treasurer candidate
- Stacy McDonough, potential treasurer candidate

## Absent

- Sam Hollenbach, current treasurer

## Guest

- Arik Dahlen, Executive Director of FPFC

## Approval of Agenda

The agenda was unanimously approved as distributed via email on 11/20/2025.

## Approval of Minutes

The minutes of the previous meeting unanimously approved as distributed on 12/11/2025.

## Roundtable Reports

### TAC:

Arik explained the process for how competitive aquatics is paid for by the FPFC. The commissioners are switching from an hourly wage to a salaried exempt employee structure for coaches. This excludes them from qualifying for overtime pay during long weekend swim meets, etc. This will be implemented as of January. The goal is to keep George's pay roughly the same with a raise, but restructure how he is paid. This new structure also allows additional funds to be allocated for assistant coaches. Coaches will need to track hours a little more carefully and allow for admin time while limiting overtime in the work week. TAC Board-paid holiday bonus, session bonus, mileage, etc will still be paid to FPFC and then passed through to George. It may appear on the pay stub as "overtime".

George updated the board on a discussion at PNS about a federal executive order issued regarding gender identity which has created a conflict with state law (and USAS) prohibiting discrimination. This has created a situation where teams can decide not to follow USAS admin rules while still following the

technical rules. Language has been added to PNS sanctioned meet packets that PNS will be held harmless from any liabilities or claims for damages or disputes. USA Swimming's policy:

-USA Swimming values inclusion while also respecting competitive fairness. For minor and non-elite athletes, our aim is to have full inclusion of all athletes. To do this, we follow a process that has been voted on and passed by our membership. For elite athletes of any age, we follow the recommended policy of the International Olympic Committee (IOC).

-USA Swimming is committed to a culture of inclusion and opportunity. We strive to create equity by providing resources specific to the needs of our members. This is consistent with USA Swimming's Code of Conduct Article 304.3.2 that states discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, gender identity, genetics, mental or physical disability, or any status protected by federal, state, or local law, where applicable is prohibited.

Senior Sectionals in March has been relocated to Boise due to some of these administrative issues. Some meets were threatened with cancellation because national meets require both the admin and technical rules to be met. Times will count except for those who violate the code of conduct or whose USAS membership has expired.

PNS Senior level championship meet in Kona, Hawaii is March 17th-21st. There are currently 5, maybe 6 swimmers who would qualify.

George received a resumé for a potential assistant coach candidate. Looks highly qualified but will need to relocate. Will follow up.

Starting blocks are here but still awaiting installation.

### **Budget:**

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

-Coaches' holiday bonuses and the swim meet session bonus for the AGI meet were paid.

-Tammy and I finally met after multiple delays due to sickness. With the goal of leaving all taxes/accounting in perfect order before I depart, I conducted a detailed review of past tax preparations. I noticed a clerical error that occurred before Forest and I took over. Tammy is amending the error with this year's taxes. Our bank accounts and accounting software are up to date and reconciled. Otherwise, we are good to go.

-Stacy and Trish have agreed to pick up the duties slated to Mari.

The background check for Mari ended up being more than anticipated with even more additional fees. \$230 domestic and will also need international. With the total being around \$500, she felt like this was too much so she withdrew her name from being a potential treasurer.

Custom caps have been ordered but have not arrived yet, neither has the spirit wear order.

Cheddar Up will be updated for the Polar Plunge set for January 31st.

Senior scholarship this year may have potentially up to 6 candidates.

### **Administrative:**

December 9th FPFC will be moving away from Civic Rec system and start using Club Automation system. Some swimmer information will be transferred over, but the billing information will need to be updated.

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

George will revisit the idea of team photos.

### **Motions:**

- Letitia moved to REMOVE Sam Hollenbach as a TAC treasurer and to also remove her as a check signer on all accounts at Banner Bank. Emily seconded and the motion carried with all in favor.
- Emily moved to ADD Trish Bratten and Stacy McDonough as treasurers to the TAC Board. Lara seconded and the motion carried with all in favor.
- Joanna moved to ADD Trish Bratten and Stacy McDonough as signers on the accounts at Banner Bank (including Letitia). Melyssa seconded and the motion carried with all in favor.

### **TAC hosted swim meets:**

**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:**

Will update and send out SignUp Genius for the holiday party potluck. Will also look into small holiday gift ideas for 82 swimmers.

### **Fundraisers:**

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

**Polar Plunge:** January 31st- Cheddar Up website, check, or Paypal

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

### **SafeSport:**

Nothing to report.

### **For Action**

- Treasurer candidates will finish paperwork, training, and background checks
- George will charge the \$100 registration fee!
- Stacy will finish Cheddar Up website with Sam for the Polar Plunge
- Letitia will go to Banner Bank with Trish and Stacy to fill out signature cards after these minutes are completed.
- Emily will send out sign up for holiday party potluck
- Emily and Lara will shop for small holiday gift idea for swimmers
- Board will continue to revise and edit by-laws

## **Adjournment**

Meeting adjourned at 6:10pm. The next TAC Board Meeting is on 1/7/2025 at 5pm in the FPFC conference room.

Minutes submitted by: Robin Chambers, Secretary

Minutes approved by: Letitia Houtby, President

Date: 1/2/2026