

**Agenda**  
**Sierra Nevada Swimming**  
**Board of Directors Meeting**  
**Thursday, March 16, 2023**  
**Zoom Format**



**Board of Directors**

General Chair

- Ricky Silva

Admin Vice-Chair

- Daryn Glasgow

Finance Vice-Chair

- Roberta Savage

Senior Vice-Chair

- Andrew Savine

Age Group Vice Chair

- Matthew Paige

Program Dev't Vice Chair

- Adric Jope

Technical Planning Chair

- Steve Lazaraton

Safe Sport Chair

- Niffey Carmody
- Deanna Hogenboom

Athlete Representatives

- Audrey Bull-SR
- Julianna Gibson-JR
- Ella Ching
- Aved Gorji

Coaches Representatives

- Betsy Aird

Officials Chair

- Melissa Szpik-Serrao

Diversity, Equity, Inclusion

- Phuong Nguyen

Operational Risk/Safety

- John Richardson

At-Large

- Kathy Myers
- David Karacozoff
- Scott Hastings

**Chairs:**

Disability/Adaptive Coor.

- Laura Crouch

**Staff**

- Alex Ongaco
- Mark Brown
- Alison Appel
- T.J. Kay
- Hope Gawlick

**Sierra Nevada Swimming Mission**

*Promoting swimming by offering competitive and safe opportunities to athletes, support to coaches and educational awareness to clubs and volunteers.*

Roll Call of Board Members

Adoption of minutes from the February 16, 2023 Sierra Nevada Swimming Board of Directors Meeting.

Open session for Guest comments.

Reports of Officers, Chairs, Committees and Staff.

Financial Update (Savage)

Championship Meet Fees (Continued from 2/16/23 Meeting)

HOD Planning (Glasgow/Savage)

Next General Sierra Nevada Swimming Board Meeting will be Thursday, April 20, 2023 @ 7:30 PM via Zoom

3/15/23



# Sierra Nevada Swimming

Board of Directors Meeting Minutes

February 16, 2023

7:33 PM Meeting called to order by. **Quorum present (15)**

1. Motion 2223-18: *Approve minutes from the January 19, 2023 Sierra Nevada Swimming Board of Directors Meeting as modified. Motion Richardson, Second Aird. For 15, Against 0, Abstained 0.*  
**Approved**

2. Brian Clark provided public comments.

3. Reports of Officers, Chairs, Committees and Staff given.

4. Championship Meet Fees (Lazaraton/Technical Planning Committee). Kathy Myers presented.

Motion to use Option 1: Allow the host teams to set championship meet fees, fees to be included as part of the meet bid process, LSC to receive trial finals fees for the meet. *Motion Lazaraton, Second Paige, For 4 Against 10, Abstained 1*

Motion to use HOD approved Trials/Finals fees for Bill Rose Classic. *Motion Savage, Second Hastings, Motion Tabled to the March 16, 2023 Meeting*

5. HOD Planning (Glasgow/Savage) - June 20, 2023. Only 3 Board Meetings left for preparation of items.

6. 2023-2024 Meet Bid Process (Lazaraton/Technical Planning Committee). Lazaraton presented. Bid process modified to show packages with this process outlined will go out March 17th.

7. Motion to adjourn the meeting. *Motion Glasgow, Second Savage. For 15, Against 0, Abstained 0.*  
**Approved**

8. Meeting closed at 8:34

Next SNS Board Meeting is scheduled for Thursday, March 16, 2023 @ 7:30 PM via Zoom.

**Present:** *Betsy Aird, Jennifer "Niffey" Carmody, Daryn Glasgow, Scott Hastings, Adric Jope, David Karacozoff, Steve Lazaraton, Kathy Myers, Matthew Paige, John Richardson, Roberta Savage, Ricky Silva, Audrey Bull (Athlete), Ella Ching (Athlete), Julianna Gibson (Athlete),*

**Staff:** *Alex Ongaco, Alison Appel, Hope Gawlick*

**Absent:** *Andrew Savine, Deanna Hogenboom, Phuong Nguyen, Melissa Szpik Serrao, Aved Gorji (Athlete), Laura Crouch (non-voting)*

**Guests:** *Brian Clark (DDUR), Crystal Wooten (COR), Dara Warner (ROC), Laura Juarez Michel (CCA), Tim McCormick (SMST)*

Respectfully submitted,

Hope Gawlick

SNS Secretary



## SIERRA NEVADA SWIMMING BOARD REPORT

**Board Member:** Governance Committee / Administrative Vice Chair / Daryn Glasgow

**Date of Board Meeting:** 3/16/23      **Date of last Committee Meeting:** 3/7/23

**Members Present:** Daryn Glasgow, Betsy Aird & Roberta Savage

**Date of Next Meeting:** 4/11/23

Committee Meetings are open to anyone that would like to attend.

Please contact Daryn Glasgow at [CoachGlasgow@gmail.com](mailto:CoachGlasgow@gmail.com) to receive the Zoom Link for any upcoming Governance Meeting.

### **Action Items Completed:**

- Completed Coaches Representative job description
- Worked on Senior Chair and Age Group Vice Chair job descriptions. Need to be proofed by chairs before finalizing.

### **Action Items In-Progress:**

- Sierra Nevada Swimming Inc. Board of Directors Policy Manual & Handbook for 2023-2024.
- Chapter 5
- Organizational chart
- Board Master Calendar
  - a. Anything in the budget
  - b. Description and plan
- Discussed At-Large becoming a 1-year position. Looking for more feedback.

### **Announcements:**



## SIERRA NEVADA SWIMMING COMMITTEE REPORT

To be submitted to Hope Gawlick ([hope@gawlick.com](mailto:hope@gawlick.com)) the Monday prior to the next BOD meeting

**Board Member:** Roberta Savage – Finance Vice Chair

**Date of Next Finance/Audit Meeting:** March 14, 2023 @ 6:00 p.m. via Google Hangout/Meet (if needed). All are welcome. Contact me to join ([robertasavage2004@gmail.com](mailto:robertasavage2004@gmail.com))

### Action Items Completed:

1. Met with Daryn Glasglow and Betsy Aird for Governance and completed the Senior Chair and Coaches Chair descriptions.
2. Treasurer's Report for February 2023 reviewed. Attached is the current Budget to Actuals.
3. On March 13, 2023, Alison Appel and I met with our investment fund managers for the semi-annual review.
4. March 12th - emailed out parts of the Budget to Board members. Need feedback by March 31st. Will meet with staff about the remaining items.

### Board Meeting Discussion Items:

1. Financial Update.

### Action Items In-Progress / Pending:

1. Continuing to look at all Finance Policies to ensure consistency across them all. May create a reference chart of finance items.
2. Board Manual

### Announcements:

Questions for the Board / Larger Group: \_\_\_\_\_

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# Sierra Nevada Swimming

Budget vs. Actuals: FY' 2022-2023 - FY23 P&L

September 2022 - August 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
301 Meet Fees	100,412.00	200,168.00	-99,756.00	50.16 %
Fines and penalties	595.00		595.00	
<b>Total 301 Meet Fees</b>	<b>101,007.00</b>	<b>200,168.00</b>	<b>-99,161.00</b>	<b>50.46 %</b>
302 Sanction Fees	870.00	1,375.00	-505.00	63.27 %
304 Equipment Rentals	2,620.00	5,000.00	-2,380.00	52.40 %
5011 Banquet Attendee Fee	5,275.00	5,250.00	25.00	100.48 %
50704 WZ Officials Travel Reimbursement	0.00		0.00	
5131 WZ Team Swimmer Contribution		41,225.00	-41,225.00	
5151 CTS Camp Athlete Contribution - Spring		2,560.00	-2,560.00	
5152 CTS Camp Athlete Contribution - Fall	2,400.00	2,560.00	-160.00	93.75 %
5153 Age Elite Camp Athlete Contribution		4,000.00	-4,000.00	
5154 Leadership Camp Athlete Contribution		2,600.00	-2,600.00	
5155 Senior Athlete Camp Contribution		10,350.00	-10,350.00	
5156 5156 DEI Camp Athlete Contribution		2,200.00	-2,200.00	
<b>660 Investment Income</b>				
Unrealized Gains/Losses	7,231.47		7,231.47	
<b>Total 660 Investment Income</b>	<b>7,231.47</b>		<b>7,231.47</b>	
<b>Registrations</b>				
300 Member Fees	71,651.00	94,000.00	-22,349.00	76.22 %
3002 Dues to USA Swimming	-1,002.00		-1,002.00	
3012 USA Swimming Tech Fee 4%	-2,866.04		-2,866.04	
<b>Total Registrations</b>	<b>67,782.96</b>	<b>94,000.00</b>	<b>-26,217.04</b>	<b>72.11 %</b>
<b>Total Revenue</b>	<b>\$187,186.43</b>	<b>\$371,288.00</b>	<b>\$ -184,101.57</b>	<b>50.42 %</b>
<b>GROSS PROFIT</b>	<b>\$187,186.43</b>	<b>\$371,288.00</b>	<b>\$ -184,101.57</b>	<b>50.42 %</b>
<b>Expenditures</b>				
500 Registration/General Office	31.25		31.25	
5001 Office Equip		50.00	-50.00	
5002 Postage	28.65	100.00	-71.35	28.65 %
5003 Phone/Internet	182.98	525.00	-342.02	34.85 %
5004 Copying/Supplies	60.62	275.00	-214.38	22.04 %
5005 USA Staff Annual Dues	312.00	432.00	-120.00	72.22 %
5010 Workers Compensation	-299.00	2,310.00	-2,609.00	-12.94 %
524 Office/General Administrative Expenditures/Thank You's	153.78	250.00	-96.22	61.51 %
<b>Payroll Expenses (ATA Payroll runs)</b>				
Taxes	4,534.63	10,091.72	-5,557.09	44.93 %
Wages	53,494.00	84,097.69	-30,603.69	63.61 %
<b>Total Payroll Expenses (ATA Payroll runs)</b>	<b>58,028.63</b>	<b>94,189.41</b>	<b>-36,160.78</b>	<b>61.61 %</b>
<b>Total 500 Registration/General Office</b>	<b>58,498.91</b>	<b>98,131.41</b>	<b>-39,632.50</b>	<b>59.61 %</b>
501 Awards Banquet	300.00		300.00	
5012 Facility	700.38	3,500.00	-2,799.62	20.01 %

# Sierra Nevada Swimming

Budget vs. Actuals: FY' 2022-2023 - FY23 P&L

September 2022 - August 2023

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5013 Dinner	7,880.73	5,000.00	2,880.73	157.61 %
5014 Speaker Honorarium	500.00	1,000.00	-500.00	50.00 %
5017 Awards	2,932.86	1,500.00	1,432.86	195.52 %
5017A SNS Scholar Athlete Awards		1,750.00	-1,750.00	
<b>Total 5017 Awards</b>	<b>2,932.86</b>	<b>3,250.00</b>	<b>-317.14</b>	<b>90.24 %</b>
<b>Total 501 Awards Banquet</b>	<b>12,313.97</b>	<b>12,750.00</b>	<b>-436.03</b>	<b>96.58 %</b>
502 Equipment				
5021 Locker Rental	1,694.00	3,000.00	-1,306.00	56.47 %
5022 Insurance	632.42	470.00	162.42	134.56 %
5023 Supplies		450.00	-450.00	
5024 Repairs		2,000.00	-2,000.00	
5026 Shipping Fees		400.00	-400.00	
5029 New Equipment		2,900.00	-2,900.00	
<b>Total 502 Equipment</b>	<b>2,326.42</b>	<b>9,220.00</b>	<b>-6,893.58</b>	<b>25.23 %</b>
503 Governance				
50300 Other Professional Services	1,600.00		1,600.00	
5032 Other LSC Travel to Conventions, Seminars non USAS		1,600.00	-1,600.00	
5035 Misc		500.00	-500.00	
5037 WZ Spring Meeting Registration Fees				
50371 WZ Spring Meeting Travel		6,196.00	-6,196.00	
50372 WZ Spring Meeting Hotel		996.00	-996.00	
50373 WZ Spring Meeting Per Diem		1,095.00	-1,095.00	
<b>Total 5037 WZ Spring Meeting Registration Fees</b>		<b>8,287.00</b>	<b>-8,287.00</b>	
5038 Legal Fees	10,908.05		10,908.05	
5038a Reimbursed Legal Fees	-10,908.05		-10,908.05	
<b>Total 5038 Legal Fees</b>	<b>0.00</b>		<b>0.00</b>	
5039 House of Delegates Expenses		2,000.00	-2,000.00	
509 General Chair Expense Fund		1,000.00	-1,000.00	
<b>Total 503 Governance</b>	<b>1,600.00</b>	<b>13,387.00</b>	<b>-11,787.00</b>	<b>11.95 %</b>
504 Communications				
5041 Web Site	12.00	50.00	-38.00	24.00 %
5044 Zoom License	247.00	400.00	-153.00	61.75 %
<b>Total 504 Communications</b>	<b>259.00</b>	<b>450.00</b>	<b>-191.00</b>	<b>57.56 %</b>
506 Club Development				
5064 Safe Sport		2,500.00	-2,500.00	
<b>Total 506 Club Development</b>		<b>2,500.00</b>	<b>-2,500.00</b>	
507 Officials				
50701 Officials Tier 1 Meet Travel Reimbursement	100.00	2,400.00	-2,300.00	4.17 %
50702 Officials Tier 2 Meet Travel Reimbursement		2,400.00	-2,400.00	
50703 Officials Tier 3 Meet Travel Reimbursement	900.00	2,400.00	-1,500.00	37.50 %
5077 Officials Training		1,000.00	-1,000.00	

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September 2022 - August 2023

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5078 National Evaluator	408.46	5,000.00	-4,591.54	8.17 %
5079 Official's OQM Social		1,500.00	-1,500.00	
<b>Total 507 Officials</b>	<b>1,408.46</b>	<b>14,700.00</b>	<b>-13,291.54</b>	<b>9.58 %</b>
510 Adaptive Swimming		1,000.00	-1,000.00	
511 Swim Camps	299.26		299.26	
5111 Age Catch The Spirit - Fall Camp -1	4,034.39	4,066.00	-31.61	99.22 %
5112 Age Group Elite Camp		7,773.00	-7,773.00	
5113 Leadership Camp	100.00	5,000.00	-4,900.00	2.00 %
5115 Age Catch The Spirit - Spring Camp - 2		4,066.00	-4,066.00	
5116 Diversity & Inclusion Camp WZ	761.30		761.30	
5117 Diversity & Inclusion Camp SN		4,318.00	-4,318.00	
<b>Total 511 Swim Camps</b>	<b>5,194.95</b>	<b>25,223.00</b>	<b>-20,028.05</b>	<b>20.60 %</b>
512 LSC Championship Meets / JOs / BRC				
5121A LCM Summer BRC Host Team Stipend		5,000.00	-5,000.00	
5121B SCY Championship Host Team Stipend		3,750.00	-3,750.00	
5121C Senior Championship Host Team Stipend		2,500.00	-2,500.00	
5122 SCY Championships Awards	3,386.98	3,850.00	-463.02	87.97 %
5123 SCY Swimmer Bag Tags		1,250.00	-1,250.00	
5125 LCM Summer BRC Awards	19.30	4,000.00	-3,980.70	0.48 %
5126 NVAL Bag Tags		900.00	-900.00	
5127 LCM Summer BRC Bag Tags		1,250.00	-1,250.00	
5128A 5128 A Senior Championship Trophies		350.00	-350.00	
5129 A Medals		1,500.00	-1,500.00	
<b>Total 512 LSC Championship Meets / JOs / BRC</b>	<b>3,406.28</b>	<b>24,350.00</b>	<b>-20,943.72</b>	<b>13.99 %</b>
513 Western Zone Team				
5132 Ground Transportation		5,000.00	-5,000.00	
5133 Airfare		17,000.00	-17,000.00	
5134 Housing		32,000.00	-32,000.00	
5135 Meals		9,500.00	-9,500.00	
5136 Coach Stipends		3,200.00	-3,200.00	
5137 Team Social		3,200.00	-3,200.00	
5138 Coaches Business Dinner		250.00	-250.00	
5139 Meet Entry Fees		3,200.00	-3,200.00	
5140 Supplies, copies, first aid		100.00	-100.00	
5142 Team Uniforms		9,000.00	-9,000.00	
<b>Total 513 Western Zone Team</b>		<b>82,450.00</b>	<b>-82,450.00</b>	
516 Senior				
51611 Travel Awards per Swimmer / Club Achievement		45,000.00	-45,000.00	
51611B Senior Travel Bronze Award	2,100.00		2,100.00	
51611G Senior Travel Gold Award	5,700.00		5,700.00	
51611S Senior Travel Silver Award	7,800.00		7,800.00	
<b>Total 51611 Travel Awards per Swimmer / Club Achievement</b>	<b>15,600.00</b>	<b>45,000.00</b>	<b>-29,400.00</b>	<b>34.67 %</b>



# Sierra Nevada Swimming

Budget vs. Actuals: FY' 2022-2023 - FY23 P&L

September 2022 - August 2023

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
51612 Olympic Trials		6,000.00	-6,000.00	
<b>Total 516 Senior</b>	<b>15,600.00</b>	<b>51,000.00</b>	<b>-35,400.00</b>	<b>30.59 %</b>
517 OTC				
5172 Room & Board		4,000.00	-4,000.00	
5173 Transportation - Air Fare		13,600.00	-13,600.00	
5174 Transportation - Ground		1,200.00	-1,200.00	
5175 Coach Stipend		975.00	-975.00	
5176 Team Gear		1,000.00	-1,000.00	
<b>Total 517 OTC</b>		<b>20,775.00</b>	<b>-20,775.00</b>	
518 Finance				
519 Accounting & Tax Prep	9,166.84	19,800.00	-10,633.16	46.30 %
5191 Postage	68.72		68.72	
<b>Total 519 Accounting &amp; Tax Prep</b>	<b>9,235.56</b>	<b>19,800.00</b>	<b>-10,564.44</b>	<b>46.64 %</b>
5190 Yearly Audit	2,490.00	3,410.00	-920.00	73.02 %
523 Quickbooks Online	419.50	924.00	-504.50	45.40 %
<b>Total 518 Finance</b>	<b>12,145.06</b>	<b>24,134.00</b>	<b>-11,988.94</b>	<b>50.32 %</b>
526 Coach Education		1,700.00	-1,700.00	
Taxes & Licenses	100.00		100.00	
Unapplied Cash Bill Payment Expense	0.00		0.00	
<b>Total Expenditures</b>	<b>\$112,853.05</b>	<b>\$381,770.41</b>	<b>\$ -268,917.36</b>	<b>29.56 %</b>
NET OPERATING REVENUE	<b>\$74,333.38</b>	<b>\$ -10,482.41</b>	<b>\$84,815.79</b>	<b>-709.12 %</b>
NET REVENUE	<b>\$74,333.38</b>	<b>\$ -10,482.41</b>	<b>\$84,815.79</b>	<b>-709.12 %</b>