



Board of Directors Meeting Agenda

Tuesday, April 2, 2024

Zoom

Sierra Nevada Swimming Mission

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

Board of Directors

General Chair

- Scott Sewell

Admin Vice-Chair

- Daryn Glasgow

Finance Vice-Chair

- Roberta Savage

Senior Vice-Chair

- Brian Clark

Age Group Vice-Chair

- Summer Huntsman

Program Development Vice-Chair

- Adric Jope

Technical Planning Chair

- Alan Rosenfeld

Safe Sport Co-Chairs

- Deanna Hogenboom
- Jason Shibata

Athlete Representatives

- Julianna Gibson (SR)
- Ella Ching (JR)
- Aved Gorji
- Cooper Zarro

Coaches Representative

- Betsy Aird

Officials Chair

- Scott Hastings

Diversity, Equity, Inclusion Chair

- Leslie Juarez-Michel

Operational Risk & Safety Chair

- Stephen Adams

At-Large

- David Karacozoff
- Ted Curley
- Tim McCormick

Disability/Adaptive Coord. (NV)

- Vacant

Open Water Chair (NV)

- Marc Stanley

Staff

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

Roll Call of Board Members

Open Session for Guest Comments

Reports of Officers, Chairs, Committees and Staff

Action/Discussion Items:

1. Adoption of minutes from the January 11, 2024 Sierra Nevada Swimming Board of Directors Meeting
2. Brief Discussion of Treasurer's Reports (Informational Purposes Only)
3. Discussion Regarding Budget Survey

Adjournment

Next General Sierra Nevada Swimming Board Meeting is May 21, 2024.



Sierra Nevada Swimming

Board of Directors Meeting Minutes

January 11, 2024

Meeting called to order by Scott Sewell at 6:32pm. **Quorum present (12).**

1. Roll Call of Board Members
2. Guest Comments: None
3. Reports Given
4. Adoption of minutes from the October 18, 2023 Sierra Nevada Swimming Board of Directors. Ongaco spelled wrong in the minutes.

Motion 2324-14: **Motion to approve minutes as modified. Motion Hastings, Second Sewell. For 13, Against 0, Abstained 0. Approved**

5. Discussion Regarding Remote Voting.
6. Discussion Regarding Job Descriptions for Board Positions.
7. Discussion Regarding Treasurer's Report and Investment Fund.
8. Discussion Regarding Mixed Relays and Short Course Meter Times for Championship Meets.
9. Discussion Regarding Updated Senior Travel Reimbursement Fund Policy.

Brian Clark - Proposed Changes

Additional Criteria for Athlete Eligibility

"The Athlete must train within a registered SNS Club Team *or Coach*.

"The Athlete must hold continuous SNS registration for the 6 months *prior to the competition.*"

Why is it worded this way given qualifying times can be fairly lengthy?

Betsy Aird - Should participating in SNS meets be included in the policy?

Roberta Savage joined.

Roberta Savage - Adopt as is and watch for athletes that do not meet the policy and revise later. Data should also be reviewed. Time Standard and Reimbursement Maximum Amount - Keep our standards or adopt Mark's changes. Would recommend adopting without the change and seeing if anyone is left out.

Motion 2324-15: **Motion to approve Senior Travel Reimbursement Fund Policy as proposed except for leaving the Current Standards unchanged for Time Standard and Reimbursement Amount and modifying the first sentence of Section 3 of "Additional Criteria for Athlete**

Eligibility” to read as “The Athlete must train within a registered SNS Club Team or Coach.”
Motion Clark, Second Savage. For 11, Against 1, Abstained 1. **Approved**

Adric Jope joined.

10. Discussion and Board Action Regarding Updated Officials Reimbursement Program and National Evaluator Reimbursement for OQMs.

Motion 2324-16: **Motion to approve Updated Officials Reimbursement Program and National Evaluator Reimbursement for OQMs as presented.** Motion Clark, Second Hastings. For 13, Against 0, Abstained 1. **Approved**

11. Discussion and Board Action Regarding Updated Olympic Trials Reimbursement Policy.

Brian Clark: Why are entry fees not reimbursable? Why does it state SNS Club and not SNS Coach/Athlete? “The Athlete must hold continuous SNS registration for the 6 months *prior to the competition.*” Why is it worded this way given qualifying times can be fairly lengthy? Why “All travel expenses submitted must be directly related to the Athlete’s participation in the Olympic Trials and must be within 3 days of the Trials (before and after)?”

Roberta Savage: Does sponsorship/NIL funds create an exclusion in this policy?

Ella Ching left.

Motion 2324-17: **Motion to separate Olympic Trials Athlete Funding from the Officials Reimbursement and Club Team Stipend in the Olympic Trials Reimbursement Policy.** Motion Savage, Second Hastings. For 12, Against 0, Abstained 1. **Approved**

Motion 2324-18: **Motion to table Olympic Trials Athlete Funding in the Olympic Trials Reimbursement Policy to a time certain through an email vote two weeks from January 11, 2024.** Motion Clark, Second Glasgow. For 11, Against 0, Abstained 2. **Approved**

Motion 2324-19: **Motion to approve the Officials Reimbursement and Club Team Stipend in the Olympic Trials Reimbursement Policy.** Motion Savage, Second Hastings. For 11, Against 0, Abstained 2. **Approved**

12. Discussion and Board Action Regarding Updated Equipment Rental Policy.

Motion 2324-20: **Motion to approve Updated Equipment Rental Policy.** Motion Savage, Second Hastings. For 12, Against 0, Abstained 1. **Approved**

13. Discussion and Board Action Regarding Funding of the DEI Western Zones Camp.

Motion 2324-21: **Motion to approve funding of the DEI Western Zones Camp consistent with our finance policies with respect to a non budget expense approval.** Motion Juarez Michel, Second Hogenboom. For 12, Against 0, Abstained 1. **Approved**

14. Return to Discussion Regarding the Treasurer's Report and Investment Fund.

Roberta Savage: Investment Fund is by and large really doing well. Using it for items like Olympic Trial Funding is going to be good in the long run. Budget is good.

Adjournment at 8:12pm.

Present: *Scott Sewell, Daryn Glasgow, Roberta Savage, Betsy Aird, Deanna Hogenboom, Scott Hastings, Summer Huntsman, Adric Jope, Leslie Juarez Michel, Alan Rosenfeld, Brian Clark, David Karacozoff, Ella Ching (Athlete), Cooper Zarro (Athlete), Marc Stanley (Non Voting)*

Staff: *Alex Ongaco*

Absent: *Jason Shibata, Ted Curley, Stephen Adams, Julianna Gibson (Athlete), Aved Gorji (Athlete), Mark Brown, TJ Kay, Alison Appel, Hope Gawlick*

Guests: *Chris Breitbart (WAC), Sam Cooc (EGAC), Andrew Hasek (CAJ), Dara Warner (ROC), Grace Erkeneff (VACA)*

Respectfully submitted,

Hope Gawlick

SNS Secretary



SIERRA NEVADA SWIMMING BOARD REPORT

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

Date of Board Meeting: 4/2/24

Date of Next Committee Meeting: TBD

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

Please contact Daryn Glasgow at CoachGlasgow@gmail.com to receive the Zoom Link for any upcoming Governance Meeting.

Action Items Completed: No Report

Action Items In-Progress:

- SNS HOD planning
- Chapter 5

Announcements:



SIERRA NEVADA SWIMMING COMMITTEE REPORT

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

Board Member: Roberta Savage – Finance Vice Chair

Date of Next Finance/Audit Meeting: April 9 @ 6:00 p.m. via Google Hangout/Meet (if needed). All are welcome. Contact me to join (robertasavage2004@gmail.com)

Action Items Completed:

1. Developed SNS Budget Survey with Alison Appel and Alex. Survey results will be presented at HOD.
2. Worked with Alison Appel to develop Senior Travel, Olympic Trials and National Evaluator jot forms for submitting reimbursement requests.
3. Met with Investment Team in February 2024. Agreed to keep our investment profile as it was. Determined how to invest funds that would later be used for Olympic Trials support.
4. Reviewed Treasurer's Reports in January and February including Quarterly Report. See attached.
5. Held a Finance Committee Meeting in March to discuss the results of the SNS Budget Survey.
6. Discussed the SNS Budget Survey with the Board on March 28th.

Board Meeting Agenda/Discussion Items:

1. Discuss results of Budget Survey
2. Brief discussion of Treasurer's reports for information purposes only

Action Items In-Progress / Pending:

1. Continue to review/update all finance related policies as needed
2. Budget for 2024-2025 season

Announcements:

Questions for the Board / Larger Group: _____

For Period: December 30,2023 - January 31, 2024

Account Cash Balance 12/29/2023:	\$ 273,582.30
Income Registrations:	\$ 27,662.00
Income Meet Fees:	\$ 29,670.25
Income Sanction Fees:	\$ 170.00
Income Equipment Rentals:	\$ 2,065.00
Fines & Penalties	\$ -
Expenses*:	\$ (10,529.61)
USA Swimming 4% Tech Fee	\$ (1,066.08)
Transfer to Investment Account	\$ -
Account Cash Balance 1/31/2024:	\$ 321,553.86

*(payroll, professional fees, supplies, storage, taxes, Officials travel, Coaching Connection meetings w/ USA Swimming, Colorado Training, Partial Awards Banquet

**registration income does not include Clubs – they have not been billed

***Check deposits for December were not processed by bank until 1/2/2024 and are included as well as January 2024 checks

I have reconciled the SNS bank account for January 2024 and found that our known and recorded transactions match our bank statement.

Account Cash Balance 1/31/2024:	\$ 321,553.86
Savings Account Balance 1/31/2024:	\$ 521,518.84
Assets:	\$ 843,072.70

For Period: February 1,2024 - February 29, 2024

Account Cash Balance 1/31/2024:	\$ 321,553.86
Income Registrations:	\$ 10,719.00
Income Meet Fees:	\$ 22,595.50
Income Sanction Fees:	\$ 90.00
Income Equipment Rentals:	\$ 850.00
Fines & Penalties	\$ -
Banquet Attendee Fee	\$ 5,580.00
Expenses*:	\$ (12,240.00)
USA Swimming 4% Tech Fee	\$ (428.76)
Transfer to Investment Account	\$ (50,000.00)
Account Cash Balance 2/29/2024:	\$ 298,719.60

*(payroll, professional fees, supplies, storage, taxes, Partial Awards Banquet expenses)

**registration income does not include Clubs -- they have not been billed

I have reconciled the SNS bank account for February 2024 and found that our known and recorded transactions match our bank statement.

Account Cash Balance 2/29/2024:	\$ 298,719.60
Savings Account Balance 2/29/2024:	\$ 582,628.26
Assets:	\$ 881,347.86

Sierra Nevada Swimming

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

September 2023 - August 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
301 Meet Fees	102,054.25	202,500.00	-100,445.75	50.40 %
Fines and penalties	140.00		140.00	
Total 301 Meet Fees	102,194.25	202,500.00	-100,305.75	50.47 %
302 Sanction Fees	590.00	1,375.00	-785.00	42.91 %
304 Equipment Rentals	4,140.00	5,000.00	-860.00	82.80 %
5011 Banquet Attendee Fee	5,580.00	11,000.00	-5,420.00	50.73 %
50704 WZ Officials Travel Reimbursement	0.00		0.00	
5131 WZ Team Swimmer Contribution		58,675.00	-58,675.00	
5151 CTS Camp Athlete Contribution - Spring		2,400.00	-2,400.00	
5152 CTS Camp Athlete Contribution - Fall		2,400.00	-2,400.00	
5153 Age Elite Camp Athlete Contribution		8,000.00	-8,000.00	
5154 Leadership Camp Athlete Contribution		4,000.00	-4,000.00	
5155 Senior Athlete Camp Contribution		5,000.00	-5,000.00	
5156 5156 DEI Camp Athlete Contribution		0.00	0.00	
660 Investment Income				
Interest and Dividend Income	35,683.81		35,683.81	
Total 660 Investment Income	35,683.81		35,683.81	
Registrations				
300 Member Fees	71,174.54	94,000.00	-22,825.46	75.72 %
3002 Dues to USA Swimming	-1,000.00		-1,000.00	
3012 USA Swimming Tech Fee 4%	-2,797.50		-2,797.50	
Total Registrations	67,377.04	94,000.00	-26,622.96	71.68 %
Total Revenue	\$215,565.10	\$394,350.00	\$ -178,784.90	54.66 %
GROSS PROFIT	\$215,565.10	\$394,350.00	\$ -178,784.90	54.66 %
Expenditures				
500 Registration/General Office				
50001 Executive Director Discretionary Fund		1,000.00	-1,000.00	
50002 Staff Holiday Bonuses		600.00	-600.00	
5001 Office Equip		50.00	-50.00	
500116 Diversity & Inclusion (DEI) Camp WZ	1,696.20	288.00	1,408.20	588.96 %
5002 Postage	14.37	50.00	-35.63	28.74 %
5003 Phone/Internet	260.97	525.00	-264.03	49.71 %
5004 Copying/Supplies		275.00	-275.00	
5005 USA Staff Annual Dues	402.70	432.00	-29.30	93.22 %
5010 Workers Compensation	3,279.00	2,310.00	969.00	141.95 %
524 Office/General Administrative Expenditures/Thank You's		250.00	-250.00	
Bank charges	5.00		5.00	
Payroll Expenses (ATA Payroll runs)				
Taxes	3,128.53	11,520.00	-8,391.47	27.16 %
Wages	38,299.62	96,000.00	-57,700.38	39.90 %
Total Payroll Expenses (ATA Payroll runs)	41,428.15	107,520.00	-66,091.85	38.53 %

Sierra Nevada Swimming

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

September 2023 - August 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 500 Registration/General Office	47,086.39	113,300.00	-66,213.61	41.56 %
501 Awards Banquet				
5012 Facility		3,500.00	-3,500.00	
5013 Dinner	1,350.00	5,000.00	-3,650.00	27.00 %
5014 Speaker Honorarium		1,000.00	-1,000.00	
5017 Awards	1,373.05	1,500.00	-126.95	91.54 %
5020 Programs	57.42		57.42	
Total 501 Awards Banquet	2,780.47	11,000.00	-8,219.53	25.28 %
502 Equipment				
5021 Locker Rental	1,718.00	3,000.00	-1,282.00	57.27 %
5022 Insurance	635.49	470.00	165.49	135.21 %
5023 Supplies		450.00	-450.00	
5024 Repairs		2,000.00	-2,000.00	
5026 Shipping Fees		400.00	-400.00	
5028 Equipment Training/Seminars	350.00		350.00	
5029 New Equipment		0.00	0.00	
Total 502 Equipment	2,703.49	6,320.00	-3,616.51	42.78 %
503 Governance				
5006 PO Box Rental Fee	97.00		97.00	
50300 Other Professional Services		800.00	-800.00	
503001 Registrar, Membership & Meet Sanctions Chair Contractor	11,845.02		11,845.02	
50305 SNS Board Offsite	1,218.44		1,218.44	
5032 Other LSC Travel to Conventions, Seminars non USAS	954.87	1,600.00	-645.13	59.68 %
5034 Other LSC Per Diem to Conventions, Seminars non USAS	170.25		170.25	
5035 Misc		500.00	-500.00	
50364 Safe Sport		500.00	-500.00	
5037 WZ / USAS Spring Meeting Registration Fees				
50371 WZ / USAS Spring Meeting Travel		6,195.60	-6,195.60	
50372 WZ / USAS Spring Meeting Hotel		996.48	-996.48	
50373 WZ / USAS Spring Meeting Per Diem		1,095.00	-1,095.00	
Total 5037 WZ / USAS Spring Meeting Registration Fees		8,287.08	-8,287.08	
509 General Chair Expense Fund		800.00	-800.00	
Total 503 Governance	14,285.58	12,487.08	1,798.50	114.40 %
504 Communications				
5041 Web Site	12.00	50.00	-38.00	24.00 %
5044 Zoom License	50.00	400.00	-350.00	12.50 %
Total 504 Communications	62.00	450.00	-388.00	13.78 %
507 Officials				
50701 Officials Tier 1 Meet Travel Reimbursement		2,400.00	-2,400.00	
50702 Officials Tier 2 Meet Travel Reimbursement		2,400.00	-2,400.00	
50703 Officials Tier 3 Meet Travel Reimbursement	1,200.00	2,400.00	-1,200.00	50.00 %
5077 Officials Training		1,000.00	-1,000.00	

Sierra Nevada Swimming

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

September 2023 - August 2024

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5078 National Evaluator		2,000.00	-2,000.00	
5079 Official's OQM Social	767.36	1,500.00	-732.64	51.16 %
Total 507 Officials	1,967.36	11,700.00	-9,732.64	16.82 %
510 Adaptive Swimming		1,000.00	-1,000.00	
511 Swim Camps				
5111 Age Catch The Spirit - Fall Camp -1		4,163.00	-4,163.00	
5112 Age Group Elite Camp		8,068.00	-8,068.00	
5113 Leadership Camp		5,000.00	-5,000.00	
5115 Age Catch The Spirit - Spring Camp - 2		3,523.00	-3,523.00	
5120 Senior Athlete Camp		10,000.00	-10,000.00	
Total 511 Swim Camps		30,754.00	-30,754.00	
512 LSC Championship Meets / JOs / BRC / Scholar Athlete				
512-0 Award Mailing		100.00	-100.00	
51200 Promotional Incentives	368.52	500.00	-131.48	73.70 %
512017A SNS Scholar Athlete Awards		1,750.00	-1,750.00	
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		3,125.00	-3,125.00	
5122 SCY Championships Awards		3,050.00	-3,050.00	
5123 SCY Swimmer Bag Tags	1,105.93	1,000.00	105.93	110.59 %
5125 LCM Summer BRC Awards		3,150.00	-3,150.00	
5126 NVAL Bag Tags		1,300.00	-1,300.00	
5127 LCM Summer BRC Bag Tags		1,000.00	-1,000.00	
5128A 5128 A Senior Championship Trophies	182.09	350.00	-167.91	52.03 %
5129 A Medals		0.00	0.00	
Total 512 LSC Championship Meets / JOs / BRC / Scholar Athlete	1,656.54	24,075.00	-22,418.46	6.88 %
513 Western Zone Team				
5132 Ground Transportation		5,000.00	-5,000.00	
5133 Airfare		50,000.00	-50,000.00	
5134 Housing		32,000.00	-32,000.00	
5135 Meals		9,500.00	-9,500.00	
5136 Coach Stipends		3,850.00	-3,850.00	
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		1,350.00	-1,350.00	
5142 Team Uniforms		9,000.00	-9,000.00	
5144 Chaperone USA Swim Registration	38.00		38.00	
Total 513 Western Zone Team	38.00	117,350.00	-117,312.00	0.03 %
516 Senior				
51611 Travel Awards per Swimmer / Club Achievement		45,000.00	-45,000.00	
51611G Senior Travel Gold Award	1,256.32		1,256.32	
51611S Senior Travel Silver Award	5,400.00		5,400.00	

Sierra Nevada Swimming

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

September 2023 - August 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51611 Travel Awards per Swimmer / Club Achievement	6,656.32	45,000.00	-38,343.68	14.79 %
Total 516 Senior	6,656.32	45,000.00	-38,343.68	14.79 %
518 Finance				
519 Accounting & Tax Prep	8,608.50	19,800.00	-11,191.50	43.48 %
5191 Postage	34.07		34.07	
Total 519 Accounting & Tax Prep	8,642.57	19,800.00	-11,157.43	43.65 %
5190 Yearly Audit	2,525.25	3,410.00	-884.75	74.05 %
523 Quickbooks Online	433.75	924.00	-490.25	46.94 %
Total 518 Finance	11,601.57	24,134.00	-12,532.43	48.07 %
526 Coach Education	931.02		931.02	
Taxes & Licenses	100.00		100.00	
Total Expenditures	\$89,868.74	\$397,570.08	\$ -307,701.34	22.60 %
NET OPERATING REVENUE	\$125,696.36	\$ -3,220.08	\$128,916.44	-3,903.52 %
NET REVENUE	\$125,696.36	\$ -3,220.08	\$128,916.44	-3,903.52 %



SIERRA NEVADA SWIMMING COMMITTEE/CHAIR/BOARD MEMBER REPORT

To be submitted to Hope Gawlick (SNS Secretary) hope@gawlick.com and Alex Ongaco (SNS Executive Director) alex.ongaco@snswimming.org prior to the next meeting.

Committee/Chair/Board Member: Leslie Juarez Michel – DEI Chair

Date of Board Meeting: April 2, 2024

Date of last Committee Meeting: N/A

Members Present:

Date of Next Meeting: _____

Action Items Completed: With the assistance of Scott Sewell, Marc Stanley, and Brandon Yamada (Athlete) we reviewed the applications for the Western Zones DEI Camp and chose 2 athletes to attend. The athletes are Kota Charles from Sierra Marlins and Lynnmarie Wang from WAC. Both athletes accepted and payment was made. We must now purchase plane tickets. Alex Ongaco will be the adult representative who will accompany our athletes.

Action Items In-Progress / Pending: Must purchase tickets for those traveling to Indianapolis. Creating a description for the DEI chair roles and responsibilities.

Announcements: _____

Questions for the Board / Larger Group: _____

Notes/ Other: _____

