

Board Meeting
October 18, 2022
7:30-8:10 (via Zoom)

In attendance: Russ Whitaker, Kirsten Frichette, Matt Leach, Darcell Myers, Hongyen Shen, Jennifer Ellsworth, and David Leonard

Absent: Jacob Hogg, Dave Jones, and Heather Sandberg

Minutes edited by DJL for additional detail and information

1. Approval of the Minutes: Kirsten motioned, and Matt seconded; minutes approved in 7-0
2. Quick Items/updates
 - a. Russ reminded everyone that will not be at the meet this weekend and Nick will be there; Corrine and Alex will likely be coaches for Adam England. There should be more updates about Champs by December. Other potential updates forthcoming after House of Delegates Meeting on 10/19
 - b. Bylaws submitted to SOS
 - c. Contracts – All contracts except one have been completed, signed, and returned to coaches; we needed to adjust the date to have contracts end in July so need to get each coach to initial. Will get this last one finished by next week
 - d. USA Swimming registration sent to all families in National, Senior, and Cougs groups
 - e. Handbook needs updating as there are things in there that are boilerplate or suggestions; Will work on this over the next few months
 - f. DJL will work on Team Recognition in coming months as well
3. Discussion of Budget and other financial items
 - a. Presentation of financial information for the last six weeks (document is included below). Financial situation looks good. Specific expenses included \$203.72 (pizza), \$186.67 (QuickBooks), \$107.85 (Team Unify), \$1007.86 (payroll taxes), \$36.21 (WA Security Employment); \$60 (Winter National Reservation), \$443.20 (Athlete Flight to Colorado– will receive full reimbursement); \$443.20 (Coach Flight to Colorado– will receive partial reimbursement); \$357.96 (Winter National Travel), \$284.97 (IRS Late Fee), and \$44.95 (Team Unify Fee).
 - i. There were also expenses for meet fees (Spokane - \$565), but those will be reimbursed as families get charged. Costs of coach travel will be covered by a 15 dollars charge per family for each meet.
 - ii. Checks also issued for families who were reimbursed by IES.
 - iii. There are a few payments (both with card and check) that we have made that have yet to appear on bank statement: T-shirts (\$2466); USA Swimming Registration and Background checks (\$159), Intuit QB Payroll Annual Fee (\$500); WA SUI Employer Tax (\$78.50); WA Paid Family and Medical Leave Tax (\$46.57); \$382 (accountant); Secretary of State (\$10), Caps (\$1314.28).

- b. Projections: Projections/Revenues: a few athletes alerted us to shifts (breaks; swimming HS; change in swim group; no longer swimming club) but also added two new athletes: Projection is now \$62,089. This does not include athletes who will start later in the year. We will continue to keep an eye on these numbers especially as we approach Swim-a-thon. Important to remember that this number will fluctuate because of changes to swimmer's schedule; with these shifts and shifting costs (expenses), need to make sure to continue to emphasize importance of fundraising
- c. Accountant suggested that the Board sign off on each month's bank statement; going forward Darcell will upload the Bank statement and send it to members of the Board for review and initial/signature. David will then store those initial in Binder and electronically in main email
- d. Board will create electronic (and hard copy when possible); all receipts should be scanned and sent to both Darcell and David to be stored both electronically and in various notebooks. (Post-meeting: David created form for travel reimbursement for coaches; included below). Coaches need to submit
- e. Darcell reported that invoice sent in mail for cleanups; going to email contact at WSU to confirm receipt and see about ACH going forward
- f. Darcell provides updates on submission of application for nonprofit status – Has been a significant amount of work not only in terms of application but fixing past submissions. Is hoping to have submitted by end of month
- g. The club decided to move hourly coaches pay cycle to around the 25th of each month so he has time to submit hours and so club has enough time to generate checks for all coaches by the
- h. DJL reports that Columbia Bank is merging/becoming part of Umpqua Bank – to ensure online banking works properly, Darcell should go into bank

4. Fundraising

- a. Kirsten and Kayla going to Costco to get food for districts; menu being developed; Kayla will oversee as Kirsten is working computer at Districts
- b. Cleanups - Don't have a lot of people for the Thursday night game. Will send push given how few have signed up

Quick discussion of illness and absences with respect to cleanup and concerns about credit card fees. Ended before any conclusions. Due to illness, lack of board quorum toward the end, and end to zoom session, the meeting ended around 8:10. As such, not all items were discussed. November meeting will address the following:

1. Payment method/credit card fees. Should we have another method of payment available outside of credit card (and checks for annual payment)?

2. Excused absences (for cleanups) due to illness
3. Resolving Accounts with credits/outstanding balances
4. Zoom account?? Do we need an annual zoom subscription?
5. Website: Been updated; will continue to update over the year
6. Newsletter: Need help from Board in this regard; would like articles; meet recaps; fun stories with athlete quotes; and other ideas
7. Parent and Athlete Education: First event for each??

Cougar Aquatics

Statement of Activity

September 1 - October 18, 2022

	TOTAL
Revenue	
Program Income	36,791.72
Payment	10,600.00
Total Program Income	47,391.72
Total Revenue	\$47,391.72
GROSS PROFIT	\$47,391.72
Expenditures	
Business Expenses	13.00
Card Processing Fee	89.90
Software Expenses	107.85
Total Business Expenses	210.75
Club Equipment Purchases	1,314.28
Contract Services	
Accounting Fees	382.00
Total Contract Services	382.00
Meet Entry Fees	625.00
Operations	
Books, Subscriptions, Reference	686.67
Total Operations	686.67
Other Types of Expenses	2,127.95
Other Costs	203.72
Total Other Types of Expenses	2,331.67
Payroll Expenses	
Taxes	1,030.70
Wages	6,032.50
Total Payroll Expenses	7,063.20
Travel and Meetings	886.40
Travel	357.96
Total Travel and Meetings	1,244.36
Total Expenditures	\$13,857.93
NET OPERATING REVENUE	\$33,533.79
NET REVENUE	\$33,533.79

Reimbursement Form

Please find the reimbursement form for travel to swim meets. This will primarily be used for reimbursement for mileage and for meals not provided by the swim meet host (**please get receipts**). Hotels will be paid for in advance with Team Card. We do ask you get **a receipt** once you check out and then submit that along with this form and any receipts. Please return to Russ within 3 days of your return. He will then submit to Board so that we can issue reimbursement for any expenses

Per Diem Amounts for meals (Maximum allowable for each meal for most locations):
\$14 (breakfast); \$17 (lunch); \$28 (Dinner) = \$59; for Spokane, the rate is a bit higher:
\$18 (breakfast); \$20 (lunch); \$36 (Dinner) = \$74

Mileage reimbursement rate is **\$0.625 per mile**, as of July 1, 2022.

Name: _____

Summary of Expenses

	Meet Location/Dates/	Ground Trans	Hotel	Meals	Other	Total
#1						
#2						
#3						
#4						
Total Expenses						

Total Reimbursement amount _____

I certify these are expenses that took place.

Signature: _____

Name: _____

Date: _____

I have reviewed these expenses and I believe they are true and accurate.

Approved by (Head Coach): _____ Date: _____

Approved by (President): _____ Date: _____