

Board Meeting  
November 9, 7:30

In attendance: David Leonard, Kirsten Frichette, Matt Leach, Jacob Hogg, Darcell Myers, Russ Whitaker, Jennifer Ellsworth, Dave Jones, Hongyan Sheng, Yi Gu, and Behnoosh Armani

Absent: Heather Sandberg

*Minutes edited by DJL for additional detail and information to ensure communication and transparency*

1. Approval of Minutes October meeting and October parent meeting
  - a. Approved motion to approve 6-0
2. Update from Russ
  - a. CA was chosen for USA swimming data initiative.
    - i. Russ will evaluate to see if it works for CA or if previously used Test sets are more useful
    - ii. Nice to have data on national level
    - iii. Test set times correlation
    - iv. Working with PHS boys to create data set.
  - b. New potential coach – Maisie (former SWAT swimmer); has experience coaching, especially younger kids. Will be doing necessary trainings and then join the club as a volunteer coach. Dave Jones suggested that if club affiliates with CCE, Maisie can get credit for volunteer hours
  - c. Russ will miss some upcoming meets because of schedule conflicts resulting from changes to IES schedule that now conflict with travel with WSU Team. He expressed disappointment but beyond his control
  - d. Logjam of events in February at Gibb; three straight weeks of meets with Boys Districts (February 3-4), Cougar Classic (February 11-12), and “B Champs” (Feb 17-19); will need a lot of support from families (especially for B champs since that is also weekend of boy’s state is same weekend) to work concessions and everything else to make these events successful
3. House of Delegate update
  - a. There are plans to do swimposium in April in Spokane
  - b. IES is looking for athlete reps for various committees. Will share information with parents at next parent meeting but if there is interest, parents should contact the Board
  - c. In response to increasing cost of everything, there has been slight increase to meet fees. There is a House Delegate’s budget meeting on November 16 – updates at next meeting

- d. Meets are now required to have two meet marshals (1 male/1 female)
- e. Futures have moved from California to North Dakota; Russ expressed frustration about this move and is working with other coaches to see about possibilities of adjustments

#### 4. Matters to discuss

##### a. Budget/Financial

- i. Account balance: around 26k
- ii. Projected revenue from monthly and annual swimming is at \$64,616.93. Hope is with a few more late swimmers adding and maybe a few more new families, this number could get close to \$70,000. Fundraising (cleanups; swim-a-thon) remain important given costs for the club to run, inflationary pressures, and unforeseen costs that continue to pop up
- iii. Darcell was unable to provide Board with monthly report at meeting, (although Darcell emailed it after the meeting; the monthly and year-to-date report are enclosed below). She reported that there were the usual monthly charges as well as a few that don't occur every month (background checks; IRS for 1023 application; coaches workout program)
- iv. 1023 application for nonprofit status has been submitted; 990s for the last several years also needed to be resubmitted. [Added post meeting: Thanks to Darcell for several weeks of work, including a 20-hour week, and for quickly getting this all taken care of. The club hopes to hear next year (hopefully sooner than later) that CA is compliance. This was a huge lift and Darcell did amazing work. Thank you].
- v. Concessions fundraiser was successful. We have a lot of food left and that will be sold at the three meets in February. We made about 170 dollars. \$270 was deposited back in the account (170 plus 100 we had withdrawn as cash for change). In total, CA spent about \$300 for food and drink
- vi. Darcell noted there are a handful of old accounts that show either a balance due or a credit. While unclear as to the specifics in each case, tentative examination points to fact that some of these might be result of not properly crediting or reversing charges in team unify. To figure out specifics would require hours of audits and investigation; even then, we may not understand the situation. In discussion, the Board was clear that given the limited amount of money, the lack of knowledge about these situations, and the time it would require to figure out, to simply zero on these accounts. In 8-0 vote, the Board voted for Darcell to simply close and zero those accounts out

- vii. David noted some parent opposition, complaints, and frustration regarding credit-card only policy for monthly charges (monthly dues; meet fees; other costs). This system was put into place last year to ensure timely payment; to limit the already demanding labor on the treasurer and others; and to make the process much systematic. This has led to limited choices for parents and more importantly a service charge for families. Various Board members spoke about their desire to keep the system and not change dramatically as unfortunately increased options will invariably cause more work and challenges. The Board agreed to further investigate the matter. David will look into the possibility of adding Zelle as option for special circumstances (families will need to submit a request with justification as to why they cannot pay using credit card). Having mailed checks for special circumstances may be a possibility as well. The Board will revisit and formalize policy at December meeting
- viii. Zoom account - Can we use WSU Zoom for our meetings? Unclear as it relates to state ethics, policies, it being a WSU resource, as well as data privacy; Jacob will ask.

Board had to move to new zoom room after reaching 40-minute limit

- ix. Online banking: Bank switch to Umpqua. Darcel will continue to have access; David will go to bank to authorize and to also secure online access for himself and Russ

## 5. Fundraising update

- a. Kirsten taking inventory of remaining food; will sell at February meets
- b. Kirsten is working with shirt person in Walla Walla; will come for Cougar Classic on Saturday (which will be a Friday and Saturday) and for B Champs (Sat and Sunday). Club gets 15% of all sales
- c. Rubber duck race? Kirsten will investigate what possible with SOS in terms of nonprofits
- d. Discussion of cleanups
  - i. Two families have been given exemption for 1 game because of illness that prevented them from attending a particular game (and the lack of alternatives that worked in schedule); families that joined club late (when there were only 3 football games remaining) were asked to do 2 of the remaining 3 games
  - ii. David noted that we have a handful of families who will have not completed 4 required games. As the Board never wanted to see any family pay (the goal was always to have collective participation that was fair and equitable), this policy was put in place to ensure success and reasonable

demands on every family), the Board discussed options and alternatives going forward. As noted before, fundraising is essential for operations; as with many clubs, we rely on fundraising to pay for coaches and other essential costs

1. A policy will be developed and presented at the next meeting regarding families getting replacements (asking another family to do a 5<sup>th</sup> game) in cases of illness or other unforeseen circumstances. In these instances, families would write board and request that 1 game be excused, noting that another family will be doing extra game and sharing that with them. The family making request should work to try to get someone to fill-in (be substitute in these cases). The expectation will be that someone gets a family that is already not signed up so that we have sufficient participation at every game. For this year, several Board members and others have done extra to counteract for these absences related to illness and late joining families. The Board will finalize this policy for next year.
2. A policy will be developed for alternatives to the \$100 surcharge. As stated in policies, in cases where families do only 3 games, there will be a \$100 surcharge (2 games = \$200, etc.). While families can simply pay, the Board wants to give families options. Again, the goal is to have equitable participation across all families and to ensure financial health of club.
  - a. Increase swim-a-thon expectation. For example, if a family owes \$100 for only doing 3 game, they could instead raise an extra hundred dollars during the swim-a-thon
  - b. It was also suggested that families who have not fulfilled 4 games, can volunteer to work concessions at B Champs and Cougar Classic. Maybe, the Board will discuss what such a policy looks like and the specifics in December
  - c. Options will be presented to those families and a policy will be developed for the future

#### 6. Event Update (Kirsten)

- a. Pancake feed for swimmers after practice (which will be 7-9) on Dec 22<sup>nd</sup> – Pancake feed will be around 9 AM. Kirsten will work with events committee

#### 7. Publicity

- a. The website has been updated: We hope parents will look at the website and share with their friends who might be interested in learning more CA
- b. We hope all families are reading the newsletter; lots of valuable information. We will continue to have meet recaps and articles; would love to have volunteers to

write, to gather resources, and otherwise contribute to this monthly resources?  
Hope is for athletes to also write going forward

8. Outreach

- a. We will have our first parent education on food and nutrition in January. Looking to have nutritionist speak; Kirsten and David will plan
- b. Athlete Forum is in the works for late spring – it will allow CA athletes and WSU athletes to discuss team culture; swim-school-life balance and other potential topics. David will work with Matt to make this happen
- c. For the spring, idea of open house that allows families to watch practice; get presentation from Russ and otherwise ask questions. Importance of not only outreach but addressing myths about club swimming
- d. In spring, we will also look to have a promotional video to further our visibility and encourage growth

9. Constituent concerns and questions

Below you will find financial statement for last month and year-to-date

# Cougar Aquatics

## Statement of Activity

October 18 - November 9, 2022

	TOTAL
Revenue	
Program Income	5,752.30
<b>Total Revenue</b>	<b>\$5,752.30</b>
GROSS PROFIT	<b>\$5,752.30</b>
Expenditures	
Business Expenses	103.00
Business Registration Fees	600.00
<b>Total Business Expenses</b>	<b>703.00</b>
Club Equipment Purchases	2,466.00
Contract Services	
Accounting Fees	382.00
<b>Total Contract Services</b>	<b>382.00</b>
Meet Entry Fees	3,100.00
Operations	
Books, Subscriptions, Reference	305.67
<b>Total Operations</b>	<b>305.67</b>
Payroll Expenses	
Taxes	803.02
Wages	6,675.00
<b>Total Payroll Expenses</b>	<b>7,478.02</b>
Supplies & Materials	
Fundraising Expenses	300.15
<b>Total Supplies &amp; Materials</b>	<b>300.15</b>
Travel and Meetings	
Travel	173.73
<b>Total Travel and Meetings</b>	<b>173.73</b>
USA Reg Fee	119.92
<b>Total Expenditures</b>	<b>\$15,028.49</b>
NET OPERATING REVENUE	<b>\$ -9,276.19</b>
NET REVENUE	<b>\$ -9,276.19</b>

# Cougar Aquatics

## Statement of Activity

September 1 - November 9, 2022

	TOTAL
Revenue	
Program Income	46,224.17
Payment	10,600.00
<b>Total Program Income</b>	<b>56,824.17</b>
<b>Total Revenue</b>	<b>\$56,824.17</b>
GROSS PROFIT	<b>\$56,824.17</b>
Expenditures	
Business Expenses	116.00
Business Registration Fees	600.00
Card Processing Fee	89.90
Software Expenses	215.70
<b>Total Business Expenses</b>	<b>1,021.60</b>
Club Equipment Purchases	3,780.28
Contract Services	
Accounting Fees	382.00
<b>Total Contract Services</b>	<b>382.00</b>
Meet Entry Fees	3,160.00
Operations	
Books, Subscriptions, Reference	992.34
<b>Total Operations</b>	<b>992.34</b>
Other Types of Expenses	2,127.95
Other Costs	203.72
<b>Total Other Types of Expenses</b>	<b>2,331.67</b>
Payroll Expenses	
Taxes	2,610.34
Wages	12,207.50
<b>Total Payroll Expenses</b>	<b>14,817.84</b>
Supplies & Materials	
Fundraising Expenses	300.15
<b>Total Supplies &amp; Materials</b>	<b>300.15</b>
Travel and Meetings	886.40
Travel	531.69
<b>Total Travel and Meetings</b>	<b>1,418.09</b>
USA Reg Fee	193.92
<b>Total Expenditures</b>	<b>\$28,397.89</b>
NET OPERATING REVENUE	<b>\$28,426.28</b>
NET REVENUE	<b>\$28,426.28</b>