

Board Meeting

December 14, 2022

In attendance: David Leonard, Kirsten Frichette, Matt Leach, Jacob Hogg, Darcell Myers, Russ Whitaker, Heather Sandberg, Yi Gu, and Behnoosh Armani

Absent: Jennifer Ellsworth, Dave Jones, Hongyan Sheng

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

1. Approval of minutes
 - a. Approved unanimously
2. Meeting schedule for next year
 - a. 3rd Wednesday of each month except in January. Board asked to review
 - i. January 25 at 7:30
 - ii. February 15 at 7:30
 - iii. March 15 at 7:30
 - iv. April 19 at 7:30
 - v. May 17 at 7:30
 - vi. June 21 at 7:30
3. Update from Russ
 - a. Been busy
 - b. Jrs went well for Jake and Will. Lots of travel for Russ.
 - c. Alex is leaving December 28th.
 - d. New coach, a WSU advisor and former WSU swimmer, Samantha Howell will start on January 2nd. She will start at 600 dollars per month. David will get contract completed
 - e. With salary savings from difference of Alex and Sam's salary, motion to move Ben to salary of 800 – Approved
4. Few updates from DJL
 - a. Zoom link – Shelley Jones has an account and will provide for this year. We are good and can decide/figure out best route going forward over the summer
 - b. Insurance – It has been renewed for the year
 - c. Report to Secretary of State – Checked and we are good
 - d. USA Swimming for club and IES registration taken care of
 - e. On USA Swimming, David added a lot of information for Club Safe Sport. Based on conversation, he wondered if a lot of what we had uploaded previously got lost or wasn't visible yet with new site; will look more at this in spring as well as see if club recognition portal is there b/c last I checked it was not

- f. Waiting to hear back from folks at the bank; potential for ACH directly into our account

6. Events

- a) Pancake/Waffle Feed is December 28 – Breakfast for dinner; Need sausage links and paper cups. Will also serve as goodbye party for Alex; small gifts will be purchased (larger rubber ducky for athletes to sign)
- b) Other events:
 - a. Group posters making for Champs!
 - b. Parent Education – First installment will take place January 18 at 7:00. We will discuss nutrition and eating; a nutritionist will give presentation and take questions
 - c. Other possible events
 - i. Mental health awareness.
 - ii. Collette edge offered doing a forum for athletes about shoulder stretches/strength

7. Budget and Financials

- a) Any questions? See documents provided by Darcell below
- b) Slightly ahead of projections
- c) Gift for Will and Jake's Jrs? Passed unanimously. After meeting, DJL ordered gifts for them – 80 plus tax and shipping x 2
- d) Discussion of Gift for athletes that went above and beyond for cleanups? Decided that those who did 6 or more (athletes or their families) would receive a gift. That was 9 athletes. After meeting, DJL ordered gifts for them – 37.33 plus tax and shipping x 7. DJL then ordered two more after realizing we didn't order enough

8. Football cleanups wrap up and discussion

- a) Cleanups income were a little higher than anticipated \$18,950, which amounts to 20% of budget. Without fundraiser, each athlete would need to pay more than 300 dollars more. This fundraiser allows us to keep costs down and also support club; this helps us make club accessible to more families
- b) 43 families participated. The following is breakdown for number of games
 - o 3 families did 7 Games
 - o 3 families did 6 games
 - o 5 families did 5 games
 - o 22 families did 4 games
 - o 9 families did 3 or less (Of those, 3 did minimum as they were late start or were given COVID waiver)
- c) Jacob suggested that next year in addition to 100 per game surcharge for those who do less than 4, we also develop reward system. Those who do 5 games gets a small gift. 6 gets larger gift. 7 gets even larger gift. This and other policies (such as no-shows; excused absences; late joining families) will be discussed and developed

- d) We had 6 families that did not meet required expectation cleanups and therefore have a surcharge ranging from 100 to 300 dollars. Discussion of how to bill and potential options. Families will be sent email in January and given option of either paying or raising that amount as part of swim-a-thon. For example, if a family with two athletes who are in Jr Cougs and Seniors, they are expected to raise 150 dollars (Jr Cougs) and 250 (Senior) during swim-a-thon. If this family only did 3 cleanups, they will have the option of either pay 100 or raising 100 dollars more so that the Jr Cougar athlete would raise 200 and the Senior would raise 300. This was approved unanimously.

Cougar Aquatics

Statement of Activity

September 1 - December 12, 2022

	TOTAL
Revenue	
Program Income	49,773.65
Membership Dues	415.00
Payment	40,251.60
Total Program Income	90,440.25
Total Revenue	\$90,440.25
GROSS PROFIT	\$90,440.25
Expenditures	
Business Expenses	119.00
Business Registration Fees	685.00
Card Processing Fee	134.85
Software Expenses	431.40
Total Business Expenses	1,370.25
Club Equipment Purchases	3,780.28
Contract Services	
Accounting Fees	382.00
Total Contract Services	382.00
Meet Entry Fees	3,685.00
Operations	
Books, Subscriptions, Reference	1,184.41
Total Operations	1,184.41
Other Types of Expenses	2,127.95
Insurance - Liability, D and O	771.47
Other Costs	203.72
Total Other Types of Expenses	3,103.14
Payroll Expenses	
Taxes	3,382.77
Wages	18,487.50
Total Payroll Expenses	21,870.27
Supplies & Materials	
Fundraising Expenses	300.15
Total Supplies & Materials	300.15
Travel and Meetings	1,172.45
Travel	661.69
Total Travel and Meetings	1,834.14
USA Reg Fee	411.92
Total Expenditures	\$37,921.56
NET OPERATING REVENUE	\$52,518.69
NET REVENUE	\$52,518.69

Cougar Aquatics

Statement of Activity

October 18 - December 12, 2022

	TOTAL
Revenue	
Program Income	9,301.78
Membership Dues	415.00
Payment	29,651.60
Total Program Income	39,368.38
Total Revenue	\$39,368.38
GROSS PROFIT	\$39,368.38
Expenditures	
Business Expenses	106.00
Business Registration Fees	685.00
Card Processing Fee	44.95
Software Expenses	215.70
Total Business Expenses	1,051.65
Club Equipment Purchases	2,466.00
Contract Services	
Accounting Fees	382.00
Total Contract Services	382.00
Meet Entry Fees	3,625.00
Operations	
Books, Subscriptions, Reference	497.74
Total Operations	497.74
Other Types of Expenses	
Insurance - Liability, D and O	771.47
Total Other Types of Expenses	771.47
Payroll Expenses	
Taxes	1,575.45
Wages	12,955.00
Total Payroll Expenses	14,530.45
Supplies & Materials	
Fundraising Expenses	300.15
Total Supplies & Materials	300.15
Travel and Meetings	286.05
Travel	303.73
Total Travel and Meetings	589.78
USA Reg Fee	337.92
Total Expenditures	\$24,552.16
NET OPERATING REVENUE	\$14,816.22
NET REVENUE	\$14,816.22