

Fall 2022 Retreat
Cougar Aquatics Board (Southfork)
August 16, 2022

In attendance was Russ Whitaker, Alex Davis, Jennifer Ellsworth, David Leonard, Kirsten Frichette, Darcell Myers, Jacob Hogg, Hongyan Chen, and Dave Jones

1. Welcome and introductions:
2. Due and due structures (vote): *Information shared regarding the importance of greater financial stability; importance of developing a safety net; no one received substantive feedback regarding the proposal. Discussed clarifications on the document: 1) must join at start of season; 2) National are those who do weights and AM practices; 3) one month notice for those who pause month-to-month membership*
 - a. Nonrefundable – accommodation policy? *Discussion responded to parent question on whether it would be refundable. In 8-0 vote, it was decided that it would be nonrefundable but there would be a process to appeal under extenuating circumstances. The Board would then meet to discuss. If approved, person would lose discount for months participated and receive refund of remaining funds. Family registration and USA Swimming is nonrefundable*
 - b. Check for entire year and credit card otherwise; alternatives? *For those paying monthly, credit card through team unify will be required. There will be a processing fee. For those paying for the year, check or credit card (additional processing fee). **Passed** 8-0 vote*
3. Policy for participation in football cleanup and swim-a-thon (discuss and vote): *Lengthy discussion about the importance of participation from everyone; not just in terms of financial but the lessons about responsibility and everyone contributing to this community. While being mindful of equity issues, and wanting to be respectful of each family's unique situation, Board sees a system of accountability and stability with respect to fundraising as essential. In 8-0 vote, board agree to policy that required participation in football cleanups and swim-a-thon and authorized required payment for nonparticipation (in 4 days for football; in reaching certain thresholds). David would create language for these policies and the Board would discuss via text in the days after the meeting. The specifics were sent to parents on Friday, August 19*
4. Football Cleanup (update and discussion): *Discussion on importance to make sure each day has enough people; right now, certain days are very full whereas others are not. With new policy, hope is that people will fill in those light days. Further recruitment will take place at BBQ*

5. Upcoming events: BBQ and parade (updated and discussion): *Kirsten provided update on parade as well as BBQ. Kirsten and Jacob will arrange signups for food. BBQ is September 1 at 5:30 at the Sandberg's house. In addition to bringing food, parents asked to bring chairs*
6. Team t-shirt (update and discussion): *Kirsten shared a few examples to the board; subsequent the meeting, she emailed several more for input*
7. Committees: Only a couple volunteers. *We need additional participation on fundraising committee and with the rest of club. Suggested to be a point of emphasis and have I-pads for people to sign up during the BBQ. Also, suggested that we specifically recruit parents and ask for increased participation with committee and with other essential work with Club*
8. Board Meeting – day/time. *Monthly meeting via Zoom. Any parent can attend. If discussing matters related to specific athletes or personnel, executive session would be limited to Board. Dates and times figured out. Schedule included on calendar (which is attached)*
9. Goals for the year (discussion): With little time
 - a. Develop cash reserve of _____ dollars? *The Board discussed the importance of having a safety net given shifting costs and very small margins. Board learned that Gibb unavailable for much of next summer, which means we will need to rent pool time. Such costs and hopes to further grow necessities further efforts in terms of fundraising, policies, and sponsorships. The Board hopes to have raised 10,000 dollars beyond the expected revenues.*
 - b. Secure 3-5 sponsors: *The board will look to secure sponsors within the community to support the club. We will need parent volunteers to support this effort. Key item for September meeting*
 - c. Complete club recognition: *More information will be provided at future meeting; Russ explained this program that rewards clubs for completing and providing evidence for the completion of certain benchmarks. The Board will be working on this throughout the year.*
 - d. Coaches' contracts: *In addition to finalizing Russ's contract (David taking lead on this), Board would like to complete contacts for each assistant coach.*
 - e. Develop relationship with School of Business to secure person to audit books 1-2 times per year. *Discussed possibility. Dave Jones discussed partnering with club involved in CCE. Will follow up and investigate possibilities*

Other Matters

- Discussion or ordering of new caps; swim outlet slow so Russ will provide contact for alternative. Subsequently, Kirsten provided Russ and David with designs.
- Discussed potential WA Grant; **Jacob Hogg will help facilitate** this

10. Goals and priorities for club (what role can the Board, and parents play in reaching those goals) – *Did not discuss. Will focus on at future meetings*

11. Things to do over next week. Please send any corrections and/or thoughts by August 23, 2022

- a. Review Handbook – *Will be emailed; Board members should review*
- b. Review Budget (Russ: please note update on coaches' salaries) – *Board presented budget; Board asked to review and provide some discussion of items and importance of tracking to see if we need to allocate and adjust in future years. Importance of safety net given increased costs of things With departure of one coach, Russ proposed that those remaining monies be distributed to strength and conditioning coach and to Alex, who has been helping with mornings. The Board agreed.*
- c. Read, Sign, and Return conflict of Interest statement (bring to retreat or sign and return today) – *These were distributed and returned by all parent board members. They will be scanned (by DJL) and put on Team Unify*