

Agenda – Board Meeting
September 21, 2021 (Zoom)
7:30-9:00

In attendance was entire Board: David Leonard, Kirsten Frichette, Matt Leach, Jacob Hogg, Darcell Myers, Russ Whitaker, Jennifer Ellsworth, Dave Jones, Hongyan Sheng, and Heather Sandberg

Also in attendance were three parent members: Marcos Donolo, Shelley Jones, and Huong Trinh

1. Vote on minutes (any adjustments)
 - a. No adjustments. Voted to approve.
2. Email votes to be entered into the record
 - a. Hire accountant – 8-0 approved hiring pro acc (\$600)
 - b. Send Alex to CO with Will M US national training – 8-0 approved (\$443.50 X 2 reimbursed for Will's and \$200 covered for Alex, so \$243.5 from coach's education/training budget).
 - c. 3 child discount policy – Approved 7-1 whole year not just non high school months
3. Bylaws
 - a. Discussion
 - i. Changes to the bylaws to make things clearer to parents. Using parent talents to help modify it to be more mainstreamed:
 1. Clarified structure as it relates to Board and officers, role of parents
 2. Clarification of roles of coaches and responsibilities of each officer
 3. Monthly Board meetings and quarterly parent meetings
 4. Clarifying the board voting rules and board responsibilities
 5. Lots of polishing: clarity/formatting/grammar
 6. Fixed wording on paying employees and reimbursement
 7. Keep fiscal year same as always
 8. Tabled discussion of term of officers
 - b. Vote – New bylaws approved 8-0
4. Updates
 - a. Fundraising Committee (Kirsten)
 - i. Meeting scheduled for September 28th, 2022 (Zoom)
 - ii. USA Swim Youtube about raising money
 - iii. Football cleanup going well.
 - iv. Quickbooks invoicing?
 - b. Team Events Committee (Kirsten)

- i. No events committee scheduled yet
 - ii. After a home game? Ducks? Result was to have pizza following Duck football game
 - c. Start of season; meets; other updates (Russ)
 - i. Kids are organized well
 - ii. Workouts going well
 - iii. Team Unify – Meet Entry getting changed
 - iv. Oct 21-22 SWAT meet Russ can't attend
 - v. Trick or Treat more likely dual meet with Vandals
 - d. Registration (Kirsten)
 - i. Want to start earlier next year: August 15
 - ii. Registration moving forward. A couple of stragglers.
 - iii. USA Swim registration Oct 1 for all returning parents; Kirsten is going to confirm with Jody to make sure
 - iv. Also, Darcell can now register with USA Swimming as board member as well as do background check; club will reimburse costs. DJL and Jacob spoke about the value and importance of Athlete Protection Training
 - e. IRS (Darcell)
 - i. Waiting on fiscal year – that decision was made so we are good
 - ii. Needs bylaws
 - iii. Process started
 - iv. Process is more complicated because of the growth
 - v. CA was levied a 284 dollar fine for late payment of taxes last March
 - vi. Why fundraising is so important
 - f. Website (Jacob)
 - i. Register tab
 - ii. DJL will send social media logins
 - g. SOS
 - i. Pres sending off
 - h. Contracts: Russ (signed); assistant coaches (will try to get completed by Oct 1)
 - i. Russ's is signed by both parties
 - ii. Assistants' contracts almost ready (goal oct. 1)
 - i. Notebook
 - i. Everything is documented in this notebook (invoices, letters. Etc.)
 - ii. Send all docs to Pres
- 5. Budget
 - a. Projections (DJL)
 - i. \$62,008 for fees for swimmers (close to Russ's projection)
 - b. Expenditures for September and Projected expenditures for October
 - i. Expenditures – QuickBooks is wonky (next meeting Darcell will print report)

- ii. Future expenditures – Caps were ordered and so were shirts (Pizza will be an upcoming cost), flight for Russ to JR nationals. \$357.96 + 5 nights at hotel for \$532

6. Constituent concerns and questions

- a.