



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Puget Sound Swimming Association (PSSA)

September 12, 2023

Business Meeting Notes

Attendees:

1. Tom Wunderlich, Snohomish
2. Marilyn Grindrod, Bremerton
3. Jackie Barrat, South Sound
4. Nicole Evanson, Grays Harbor
5. Joseph Shelly, Skagit
6. Earl Long, Regional Officials Coordinator
7. Shannon Millican, Whatcom
8. Jenn Radford, SVYA
9. David Millican, Whatcom

Review of notes from previous meeting

The meeting kicked off with a call for questions on the previous business meeting minutes which were emailed out prior to the current meeting. The email string discussed the qualification period for Regionals and the difference in the initially adopted Y State meet eligibility window. Tom says that he could not find a standard Y State period for Idaho, and Earl mentioned that Oregon is considering having Y State meets again, and they may be a week before Washington's Y-State meet.

David brings up the Y National qualification period and suggests potentially using this as an example to follow and adopt similar language. Tom suggests we decide the exact dates for our own state and then follow the Regional and National qualifying periods as already established. Jackie and Marilyn voiced support for that and the group had no disagreement. David clarifies that the group wants the day after Y-State to mark the beginning of the qualification window for the next year's Y-State. Earl further clarifies that the Y-State qualification that is being discussed is a meet attendance qualification, not a time standard qualification. The number of meets required to attend the Y-State meet will be 3 meets.

Treasurer Report:

A new bank account is active and ready to be used! Checks will not be sent out until at least next week. The rebate check calculation was shown to the group (attached to the minutes) and corrections that need to be submitted will be sent by teams by the first of the month.

PSSA Board of Directors completed all necessary UMPQUA bank documents, and so access to the bank account was granted. Funds in the bank are approximately \$51,000.00 and there is about \$600 expected to be received in delayed meet fees. Invoices have been issued to teams with delayed meet fees.

Team Registration:

A quick reminder was given by Jackie that there is a \$50 registration fee to register the team with Y-USA, and coach registration and trainings will be due (it was noted that if registering coaches before November, coaches registration will be free).

Meet entry fee:

Jackie provided a brief review of the current meet entry fees: \$10 for duals, \$15 for challenge, Y-State is \$40-\$45. Marilyn adds that the Snohomish meet in May could be considered as a special meet that would qualify for that \$15 amount. Participation towards any of these meets goes towards the rebate checks.

Marilyn also explained that host teams get 25% of revenues made by meet entry fees, and at minimum \$100 for smaller meets or hosts that don't quite make the \$100 revenue after the PSSA covers the meet expenses.

Meet information:

Tom reminded the group that Meet announcements should be sent to him so that he can update and populate the PSSA website. He notes that event files cannot be sent to his YMCA email.

Officials Update:

Earl reports that advertisements were distributed for officials classes. He notes that several classes are available, though only 6 people are registered across all of those classes. None are scheduled for this Saturday. 3 recertification of level 2s and one new level 2. Two people are taking the level 1 and three taking the AO class. Earl makes a call for teams to advertise and warns that we are looking very low on officials this season.

Earl also mentioned that we are looking thin in terms of promotion of level 1s to level 2 (most have not met the standard to promote). A lot of level 2s are not available to fill that role for Y State especially since they are most likely filling different roles.

Swim meet 101 information and PSSA registration/payment discussion:

Shannon shows the group a PSSA Meet Announcement template, which is being created to help streamline and keep within branding requirements. There is customizable fields in the document so that Meet directors can customize certain information such as due dates, awards, where entries are to be sent, and other relevant information that needs to be defined before the start of a meet. This leads the discussion to the PSSA entry fee payment procedure.

Shannon says Marilyn has expressed that meet fees are not getting to the PSSA prior to meets. She suggests having a more defined and standardized meet entry fee protocol. Shannon also suggests that we find an electronic payment system that can help speed the transfer of payment between participating teams and the PSSA. Meet fees still need to go to Marilyn for now, until the transfer of treasurer duties to Riley occurs.

There was a discussion about the PSSA payment process in terms of the meet host accepting meet entry fees. It was clarified that the current standard is all costs are covered by PSSA and all entry fees are sent to PSSA and then 25% of the revenues are sent back to the meet hosts. Joseph and Tom agree that adopting a more similar approach to PNS can help simplify the process and reduce the work that the Treasurer has to do. A 30 day window to get the PSSA's cut was suggested and agreed to by meeting attendees.

Jackie suggests we continue the discussion for later, so that the group can more thoroughly go through the options and decide on what language or changes are needed to be made and applied to the entry fee policy. Nicole also suggested looking at the bylaws to see what exactly is already established. Marilyn expressed

concern that each Y has different accounting preferences and may not be inclined to do certain actions that would allow hosts to initially fund their own meets such as reimburse teams for hospitality.

David asked Joseph if the meet entry fees currently cover costs to which Joseph confirmed that they do and did provide about \$400 once all expenses were accounted for. Jackie suggests that she and Tom worked with Shannon and Earl to make sure there is a proposal on how to standardize the meet fee collection process. David and Tom voiced agreement, there was no one opposed to that suggestion, and Marilyn advised they also check the bylaws.

Swim meet 101 overview on coach/meet director training:

Earl says that there are different options being developed. One is about coaches and how to: do swim trainings, handle parents and meets, and other duties expected of a coach. The other is for meet directors and their specific duties at swim meets (which can be for coaches, but also a parent volunteer or other staff). Shannon explains that these 101 classes are to help streamline the process and give quick refinement for the PSSA. Jackie clarified that these trainings are all virtual. Earl says that the 101 group can send a survey to find logical dates that could best serve the teams in the PSSA.

Adjournment and next meeting

The next PSSA Business meeting will be Tuesday, Oct 10, 2023, at 7 p.m. The schedule for the remainder of the 2023-24 season is:

- October 10th
- November 14th
- December 12th
- January 9th, 2024
- Date of 2024 Y State = January 27th and 28th

Additional documentation

Rebate Check chart courtesy of PSSA Treasurer Marilyn Grindrod:

	# Swimmers	Bonus \$3	STATE #	X \$15	TOTAL REBATE
Auburn	42	\$126	11	\$165	\$291
BYST	230	\$690	47	\$705	\$1,395
GORDON	129	\$387	17	\$255	\$642
GH20	67	\$201	9	\$135	\$336
LAKEWOOD	71	\$213	12	\$180	\$393
MEL KORUM	77	\$231	1	\$15	\$246
MORGAN	110	\$330	31	\$465	\$795
OYST South Sound	195	\$585	49	\$735	\$1,320
TOM TAYLOR	108	\$324	22	\$330	\$654
SKAGIT	4	\$12	1	\$15	\$27
SNOCO	163	\$489	67	\$1,005	\$1,494
WHATCOM	4	\$12	1	\$15	\$27
					\$7,620.00