**November 18, 2013**

PAC Board of Directors’ Meeting

Knott Street Dermatology

301 Northeast Knott Street  Portland, OR

6:30 - 8:00 p.m.

**ATTENDANCE:**

* *Board members*: Aaron Leeb (President), Johanna Blackford (Vice President), George Hatzikos (Treasurer), Julie Solomon (Secretary),Kristin Bacon-Brenes (Volunteer Coordinator), Kristen Harquail (Scholarship Chair), Craig Smith (past President)
* *Coaches*: Jody Braden (Head Coach, Dishman)
* *Parents:*  Nancy Fogel (Fall In Coordinator), Courtney Lobo, Mark Alejos, Zoya Brown, Cindy Strecker (Swim-A-Thon)

**MINUTES**

* Approval of October Board meeting minutes deferred to December BoD meeting

**COACH’S REPORT**

* All pools full 218
	+ Columbia 60
	+ Dishman 35
	+ Mt. Scott 62
	+ SWCC 61
* Ongoing interest is high
	+ Long wait list at both Mt. Scott and SWCC
	+ CYO has made inquiries
	+ Two Age Group Regional Qualifiers have shown interest
* A few former PAC swimmers returning for the HS season
	+ PAC will accommodate them this year
	+ need to develop a plan for the future
* Fall In was GREAT!
	+ SWCC had the best times overall – in all age groups
* Bend and Madras meets
	+ Not the best times but…
	+ Lots of fun and good team bonding
* Upcoming meets
	+ Forest Grove meet
		- 150 swimmers registered
	+ Hillsboro Heat
		- 50 registered
	+ Monica Bottelberghe won Washington State HS 200 yard freestyle
* Logistics
	+ Morning practices will end the day after Thanksgiving
	+ Columbia pool will close early
		- Dishman will be providing extra lanes to cover the gap
* Overall, coaches working hard – busy time of year!

**TREASURER'S REPORT** (including Quick Books Update and Aging Accounts)

* Revenue returned to predictable pattern in October
	+ Income reported as $50.1K -
	+ Expenses reported as $30.6K
	+ Net Income $19.5K
* Accounts
	+ Checking: $73,011
	+ Reserve: $70,243
	+ Scholarship $2394
* Fall In exceeded plan – good news!
	+ Preliminary numbers ~$19K in fundraising activities
	+ Raffle well exceeded goal~ $14,350
		- Best raffle event in PAC’s “modern history”
	+ Silent Auction ~$2962
	+ Heat sheets ~$834
	+ Ads ~$885
* Coaches’ Bonus – input
	+ Overall feeling good about income based on the numbers of swimmers YTD
		- May have some attrition but confident the base is stable
		- Confident the team can afford to pay bonuses
	+ Last year PAC tried to implement a retention bonus but BoD didn’t think it was successful.
	+ Plan to replace with Holiday bonus with the following criteria:
		- Should be equitable
		- Should not exceed 10% of base
	+ Goal to distribute bonuses prior to the holidays
	+ Discussion about increasing bonuses
	+ Not all BoD members familiar with past or proposed bonus structure
	+ Johanna will send out bonus analysis (spreadsheet) by email
	+ BoD will vote by email
		- Decision within the next week to allow for timely delivery of bonuses

**OVER DUE ACCOUNTS**

* George confirmed with Deb that payments are applied to oldest debt first
* Deb and George determined that $2600 of aging accounts was not recoverable
	+ $2.6K written off
* Overall older accounts need to be reviewed and ‘cleaned up’
	+ Need process to determine when and why accounts erode
	+ Johanna will join George and Deb to review Over Due accounts

**QUICK BOOKS UPDATE**

* + ‘getting closer’
	+ Still need password from NW Payroll to automate that portion
	+ ETA? Hoping for October, so soon…

*`*

**FALL IN RECAP**

* Very successful on all fronts!
* Financial recap – not quite finished but roughly speaking, overall:
	+ - Revenue ~$29K
		- Expenses ~$10K
* Outside comments and feedback
	+ - Dishman very happy with event
		- *Coaches would like to add a little more time buffer so they get time for breaks*
			* *Adjust start time of second period or warm ups*
		- Concessions
			* Request for more healthy choices
			* Better staffing
		- Nancy sent a feedback survey to all the coaches
			* As of BoD meeting, 11 responses
			* Generally positive feedback
			* Hospitality room needs improvement
				+ Food not always warm
				+ Would like a Hospitality person on duty all the time

Security, general information

* + Planning for next year
		- Core team will be the same as this year
			* Meet Director- Nancy Fogel
			* Meet Director- Julie Greenway ( has agreed to do this again, as needed)
			* Volunteers- Kristin Brenes Bacon
				+ Heather Murray to assist
			* Set up- Heather Murray
			* Raffle - David Cowing – raffles
				+ Additional support for next year
			* Additional volunteers– where needed
				+ Wendy Alejos
				+ Christina Walker
				+ Barbara Osborne
			* Concessions – open
			* Heat sheets - open
	+ *Additional requests for Dishman ?*
		- *Forward to Aaron for his negotiation with pool administration*
	+ Inquiry about better print quality for heat sheet ads and ad posters (as in years ago)
		- Nancy would like to have a chair person for heat sheets next year
		- Barbara Osborne may also provide some additional expertise
	+ Concessions and/or hospitality - could we cater using swim team family owned restaurants?
		- *Full report to be distributed to all BoD members when complete*

**CODE of CONDUCT REVISION**

* Aaron wrote a draft version Code of Conduct (CoC) for BoD review
	+ Based on CoC from several different clubs
	+ To address specific concerns
	+ Outlining specific processes
* *Aaron has sent draft to BoD*
	+ *Review and send feedback to Aaron before the next BoD meeting*
* *Be prepared to discuss at next Board meeting*
	+ Parents will be asked to read and acknowledge the CoC as a part of annual Intent to Return and/or Registration process
	+ Starting with 2014/15 season

 **SWIM-A-THON UPDATE** – Cindy Strecker

* Event scheduled for 2/15/2014
	+ Dishman pool from 7-10 a.m.
* Goal $40K (stretch goal)
* Focus on ‘giving back’ to the pool sites
	+ Money for equipment at the various pools
	+ Scholarship fund will receive 10% of funds raised
* Jody has signed SAT contract
* Plan to use Team Unify as the fundraising platform
* PAC would like to launch the SAT fundraiser prior to Thanksgiving weekend
	+ Letter writing campaign introduced to swimmers
	+ Information will be posted to website
		- Cindy will check with photographer about using team photos on website instead of generic photos
* Cindy wants to rally Pool Parents for additional support
* Prizes
	+ Cindy is not sure how motivating they have been in the past
		- Many swimmers do not reach lowest threshold
	+ Cindy wants to simplify prizes

**SCHOLARSHIP UPDATE**

* Scholarship committee met to discuss applicants
	+ Working on the assumption of $2997 to distribute
	+ List of selected names has gone to Deb to check that they are each members in good standing
* Motion to approve recommendation for Short Course (SC) scholarships for 2013/14 season (assuming all candidates in good standing)
	+ Motioned by Johanna, Seconded by Aaron; **all approved**
* Notification should go to SC recipients before last week of November.
* Scholarships will be reviewed in April for Long Course season
	+ Check in with Deb for good financial standing
	+ Check in with coaches good standing
* Columbia special scholarship case reviewed
	+ Prospective swimmer given a registration packet
	+ BoD has approved scholarship for this candidate pending appropriate completion of registration; payment of registration fees
	+ All would like to see this outreach succeed; proceeding one step at a time
* Columbia-specific scholarship fund designated for:
	+ Seasons 2014/15 and 2015/16
	+ $800 per year
* Scholarship Fundraising
	+ Susan Smith has expressed interest in organizing a Swimmers of Note concert as a scholarship fundraiser
	+ Kristen would like to hold a Fun Run in the spring

**LONG TERM DIRECTION OF TEAM**

* Aaron announced that the Executive Board plans to contemplate the LT direction of the team over the next several months
* Topic should be included in Annual Offsite agenda

**ANNUAL FEE BILLING CHANGE**

* Background
	+ Historically, PAC doesn't bill monthly dues in September and double bills in October
		- Disruptive cash flow
		- Double billing is a burden for some families
	+ PAC's fee is actually annual; PAC has broken it up monthly to make it easier for some families
* Proposed change to the annual billing amount distribution:
	+ Spread payments over eight months, October – May, rather than nine (September)
		- More per month but eliminates double billing for September
	+ October billing would include the usual annual registration fees in addition
* Motion made by Johanna, seconded by Kristen; **All approved**.
* *Johanna will communicate with Deb*

**MULTI-SPORT SWIMMERS/ REGISTRATION**

* The question of holding spaces for multi-sport swimmers is addressed in PAC's current *Swimmer Leave of Absence Policy*
	+ PAC website/Parent Info/PAC policies
	+ LOAs for non-medical reasons are *not* accommodated:
		- Swimmer may pay full dues to maintain place in specific program/pool
		- Swimmer may quit and return, with associated fees
			* Will be placed in a pool with space or on waiting list
* HS swimmers are an *exception* for 2013/14 season
	+ Inclusion in PAC for the season is at coach’s discretion
		- Must pay ALL fees and dues for the period
	+ In the future, there may be too much demand to accommodate this
		- Potentially disruptive
		- Possibility of another program – part of LT Direction discussion
	+ Topic for Annual Offsite agenda
* *Jody to communicate with site coaches about managing multi-sport swimmers*
	+ *Expectations*
	+ *Meet attendance*
	+ *Practice attendance*
	+ *Important clarification for swimmers – for self, and responsibility to team*

**NEW MEMBERS AT LARGE**

* Courtney Lobos and Mark Alejos expressed interest to become Members at Large
	+ Craig nominated, Johanna seconded. **All approved**

**MISCELLANEOUS**

* Coaches would like to use a 'score card' for swimmer "one on ones" including:
	+ goals
	+ progress
	+ participation (meets, practice)
	+ appropriate for all ages
	+ would like BoD support

**PAC BUSINESS CALENDAR**

* Review of items due in November
	+ All on track except
		- Approval of Family Survey Questions
		- Distribution of Family Survey
		- Scheduling of Coach reviews
		- Planning of Board review in February
	+ All above items related to delay in preparation of survey questions
* *Julie and Johanna will work on survey questions before next BoD meeting*

*Meeting adjourned at 8:00p.m. by Aaron.*

**ACTION ITEMS AND OPEN ITEMS**

(not in order of importance)

* Johanna will send out bonus analysis (spreadsheet) by email
* BoD to vote by email
	+ Decision within the next week to allow for timely delivery of bonuses
* Need Aged Accounts process to determine when and why accounts erode
	+ Johanna will join George and Deb to review Over Due accounts
	+ Additional requests for Dishman administration regarding Fall In 2014
		- Forward to Aaron for his negotiation with pool administration
	+ Nancy Fogel to distribute complete Fall In 2013 report to all BoD members when complete
	+ Code of Conduct draft review:
		- All BoD to review and send feedback to Aaron before the next BoD meeting
		- Be prepared to discuss at next Board meeting
	+ Potential Scholarship fundraisers:
		- Susan Smith has expressed interest in organizing a Swimmers of Note concert as a scholarship fundraiser
		- Kristen would like to hold a Fun Run in the spring
	+ Long Term direction of the Team should be included in Annual Offsite agenda
* multi-sport swimmers program possibilities
* HS swim team swimmers training program
* Johanna will communicate with Deb about change in billing of annual fees: spread over eight months (Oct-May)
* Jody to communicate with site coaches about communicating participation expectations to swimmers including:
	+ Meet attendance
	+ Practice attendance
	+ multiple sports commitments - and responsibility to self, and team
* "Score card" for swimmers - BoD support?
* Julie and Johanna will work on Family survey questions before next BoD meeting

Approved 16 December 2013

submitted by Julie Solomon