**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…

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**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