**PAC Board of Directors’ Meeting**

Knott Street Dermatology

301 Northeast Knott Street  Portland, OR

**October 21, 2013   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

*Meeting called to order by Aaron at 6:40.*

**MINUTES**

* July minutes - motion to approve by Johanna, seconded by Craig.
* September minutes - motion to approve by Kristin BB, seconded by Kristen H.
* All ayes, both motions approved together

**COACH’S REPORT**

* Pool Numbers:

Columbia 60

Mt. Scott 57 (+2 stragglers)

SWCC 60

Dishman 36

* Thank you to the board for sending the coaches to USA swimming clinic. It was very coach friendly and may be good for assistant coaches in the future.
* Coaches attended OSI Coaches’ clinic and meeting in late September. Good development opportunities for site coaches. In addition, Jody will be the senior chair for OSI starting in January 2014.
* Recent Meets:
  + Hood River was a great meet. There were a lot of best times. PAC parents did a great job of covering the team’s timing obligations for timers. There was a good representation of trainee officials.
* Upcoming Meets:
  + Fall In : PAC has 188 swimmer signed up to compete at this year’s Fall In.
  + Madras: 34 swimmers signed up, and an overflow of parent volunteers
  + Bend: 30 swimmers registered

**TREASURER’S REPORT**

* Monthly income/expenses -
  + Net loss for September: $15K
  + $3.7K income from dues
  + $18.7K expenses – primarily payroll and HR related
  + This is a normal pattern for September; a one month lag with a bigger income coming in soon
* Accounts:
  + Checking $58,789
  + Reserve Account $70,240
  + Scholarship $ 2,395
* Billings 0-90 days $5427
  + *What is the composition of this balance?*
  + *How many accounts?*
  + *Have any of the swimmers re-registered?*
  + *What is the plan to address this?*
* Quickbooks Update
  + Transition has been delayed due to a 'password challenge'. Antonio (QuickBooks consultant) is working to resolve the problem
  + George believes the work is very promising and will result in easier, more current financials.
  + Total estimate for change over to QuickBooks - $1200-1300
  + *Estimated completion date?*

**FALL-IN UPDATE** (Nancy Fogel)

* Entries
* 385 swimmers entered to date
  + Committed teams: Columbia River, Hood River, Dolphins, Tornados, Vancouver
* Deadline 10/25 - possibility of two more teams but entries are close to capacity
* Officials
  + PAC, as a club, has stepped up.
  + Early morning times all filled, still open for Saturday afternoon and Friday.
  + Julie G. has asked made another request to fill those times.
  + Patricia Hatzikos as Head Stroke and Turn official
  + There will be a brief meeting at Picture Day (Saturday, 2 November) to go over Officials' highlights.
* Planning and Logistics
  + 2nd walk through next Thursday, 31 October with Julie G., Kristin BB, and Heather. Sean Cho has been invited too.
  + will review layout
    - Concern about placement of the platform, potentially not enough room
    - Nancy is confident they will find a solution during the walkthrough.
* Fundraising
  + Interim report on Fall In Fundraising: raffle tickets, heat sheet ads, silent auction items
    - Columbia Raffle tickets: all delivered, three families have asked for more tickets

Heat sheet ads: encouraging families to sell

Auction items: looking for items to bundle

* SWCC tickets: all delivered, two families have asked for more tickets

Heat sheet ads: not aware of any

Auction items: not aware of any

* Mt. Scott no reply
* Dishman no information
* Silent Auction
  + Organized by Christina Walker and Wendy Alejos
  + Aiming for higher value, more 'exciting' merchandise
  + Donations may be made until Saturday - but earlier is helpful
* Expenses
  + Meet organization expenses estimated at less than $200
    - "paper supplies" for the meet
  + Dishman is requesting equipments boxes/bins
    - one large and one small
    - Jody to follow up
  + Hospitality and Concessions
    - no information yet
    - Kristin BB will forward to Nancy as available
* Volunteers
  + All volunteers will wear re-usable Volunteer name badges
  + All volunteer jobs have been filled except set-up and clean up
    - Request that Board members help (45 minutes or so) if need be
* Miscellaneous
  + Julie G. increased the younger swimmer events to 5 maximum. Organizers are 'hoping this will work out".
  + High point bags will be given at the end of each session.
  + Heat sheets will be sold at each session for $3 each
  + Knott Street Dermatology parking will be reserved for coaches and officials during the meet.
  + Do we have an Admin? Nancy, Kristin BB to confirm status with Julie G.
* Bottom line on the meet - "Julie G. says we're in great shape."

C**ODE OF CONDUCT**

* Background
  + Incident between two parents at a practice
    - Inappropriate expression of frustration about one parent's swimmer
  + Incident escalated to Coach, emails to Board, and to Jody
  + Offending parent has taken responsibility and apologized to Coach and to other parent
* Next steps
  + Letter will be sent to offending parent
    - Letter offered for review at Board meeting
    - Aaron will send letter
    - Signed letter will be kept on file, no expectation of further incidents
* Board Action needed
  + Clarify expectations
  + Clarify ramifications for not meeting expectations
  + Hand book has good steps for how to address issues, and who to go to.
  + Executive Board to review Code of Conduct policies and communication

**STAFF CONTRACTS**

* Contracts have been written, sent, signed and returned for both coaches and assistants
* Includes documentation for:
  + Base salary
  + current increase
  + benefits

**PAC BUSINESS CALENDAR**

* Request to review business calendar in a proactive manner
* Johanna and Julie will finish review/proposed update of business calendar for use at future meetings

**PORTLAND PARKS & REC. CONTRACT**

* Contract is close to complete and ready to go
* Open items:
  + Schedules need to be double checked
  + Grant pool lanes are promised in the summer but swimming lessons are frequently scheduled at the same time
    - Aaron has email on this subject
* Once these items are resolved, contract can be signed
* Johanna suggested review of insurance contract for PP&R contract commitments
  + Craig recalls/believes that PP&R lawyers will review for correct coverage

**PAC OFFICIALS**

* Johanna has created a list (as if 10/15/13) of:
  + Current officials
    - Including Former PAC parents
  + Level of training - completed and in process
  + Certifications
* Jody estimates that PAC needs 20-40 officials in various capacities to meet the needs of a team this size
  + currently 7 Certified officials, 9 listed as trainee
  + PAC needs a Referee, a Starter, and an Administrator
* Julie asked to contact Darcy Smith (SWCC) about role as Officials Coordinator

**TEAM RECORDS**

* Team records for the record board have been updated
  + Annual cut off for new records: September 1
* Solomon family will get the new poster printed in time for Fall In

**BOD ADMIN RESPONSIBILITIES**

* Topic moved to Executive Board meeting

**SCHOLARSHIP UPDATE**

* Current scholarship cycle
  + - Kristen has received seven applications plus one special case
  + She’s sent out Coach recommendation forms and is waiting for their return
* She’s contacted a few people to form a scholarship committee to review applications
  + Waiting for Coach recommendations to schedule review meeting
* She’ll report back to the Board next month with scholarship recommendations
* Kristen asked for clarification about funding for scholarships
  + - What amount should she work with for this year?
      * Scholarship account current balance: $2395
      * LY, the scholarship allocation was $2500 each for SC and LC seasons
      * Kristen encouraged to use these figures again
    - How is the scholarship funded? Whose responsibility?
      * Past primary fundraisers (cocktail party, concert) no longer occur
      * Cookbook is a slow seller, but all proceeds now go to the scholarship fund
      * An undetermined percentage of the 2014 Swim-A-Thon will be allocated to scholarships
  + 2014/15 season PAC will set aside an additional $800 in scholarships designated for Columbia Pool.
  + Kristen provided some information about a ‘special case’ swimmer at the Columbia Pool.
    - She was asked to bring this case up to the Scholarship committee with the other applications.

**MILEAGE REIMBURSEMENT AND PER DIEM**

* PAC has been paying at 2008 rates for mileage reimbursement.
* Current IRS recommended business rate is $.565 per mile.
* PAC currently pays $40 per diem, all applicable days
* General Service Administration recommends $46 per day with $34.50 for first/last days
* Johanna recommended that PAC increase mileage reimbursement to $.565 per mile and leave per diem at the current rate
* Aaron motioned to make this change, Kristin seconded the motion, all in favor; motion carried.
* Johanna to communicate changes to Deb.

**MISCELLANEOUS**

* Banquet venue reservation
  + Kristin needs to book Oaks Park this week for next spring.
    - PAC is reaching capacity for this location. We may need to look elsewhere or limit guests in the future.
* Swim-A-Thon organizer
  + Confirmed that Cindy Strecker will organize for 13-14 season
* PAC swimmers per lane analysis
  + Johanna briefly presented an analysis of swimmers per lane per day by pool

*Meeting adjourned by Aaron 8:00pm*

Action Items and Open Items

(not in order of importance)

* Accounts with balances 90+ days
  + Number of accounts and balances
  + Have swimmers with these registered for 2013-14?
* Quick Books transition
  + estimated completion date?
* Code of Conduct
  + Aaron to send letter to parent and retain copy for PAC records.
  + Executive Board to review Code of Conduct policy and process
    - clarify expectations
    - clarify consequences
* PAC Business Calendar
  + Johanna and Julie to finalize calendar for monthly use at BOD meetings
* PPR contract
  + Aaron to clarify PPR contract questions:
    - schedules
    - lane use overlap at Grant pool in the summer
  + Contract can then be finalized and signed
* PAC Officials
  + Julie to contact Darcy Smith about filling the role of Officials Coordinator
* Team Records
  + Julie to procure new records poster
* BOD Admin Responsibilities
  + Moved to Executive committee
* Scholarship committee
  + Kristen to report back to BOD next month with scholarship committee recommendations
  + Scholarship funding amount, funding process and selection process needs to be better defined
* Mileage Reimbursement and Per Diem
  + Johanna to provide Deb with new mileage reimbursement amounts
* Miscellaneous
  + Kristin to book venue for Spring 2014 Banquet

Minutes approved 16 December 2013

submitted by Julie Solomon