Pacific Waves Synchronized Swimming

Board Meeting Minutes

May 27, 2021

Via Zoom

 Meeting called by Amy Bonte

Board members: Amy Bonte (President), Catrine Kizis (Vice President), Shelly Robinson (Treasurer), Leslie Sims (Secretary), Natalie Montgomery (Member at-Large), Julie Sawyer (Member at-Large), Lisa Jump (Member at-Large)

Call to order: 7:29pm

Roll call:  Amy Bonte, Catrine Kizis, Shelly Robinson, Leslie Sims, Natalie Montgomery, Lisa

Jump, Julie Sawyer, Michelle Woolley, Freja Kizis.

Approval of prior meeting minutes: Natalie moves, Catrine seconds - 6 in favor, 0 opposed

Coaches Report: (Natalie)

* Pool schedule: For the month of June, practice locations will be Marine Hills pool and FWCC. Check the June calendar for details.
* PNA athlete representative: Lisa Kizis was elected to replace Freja Kizis as our PWSS representative. A second election will be held at the Blossom Invitational to add a 3rd athlete rep. All athletes from both PNA clubs will vote. The athlete rep should be a sophomore or junior in high school for fall 2021.
* Update: Blossom Invitational -June 5: All volunteer spots have been filled. Attendees will need to fill out a new COVID waiver form upon entering the pool. 2 spectators per swimmer are allowed in the stands.
* Update: Junior Olympics: Entry forms are due by May 29th. Currently, no spectators allowed, but there is still a chance this may change. All AG 13-15 and Junior swimmers are registered. Catrine is the designated chaperone.
	+ Rental car, hotel, etc. details are being worked out.
* Summer Camp & conditioning: Finding a pool has been challenging. Marine Hills, FWCC and Olympic View are possibilities. Natalie will follow up. Marine Hills is available from July 13 through August 26. Our older swimmers would help teach the camps. Natalie is considering having summer conditioning in July and the newcomer camps in August.
* Coaches for next year: Sara Olsen is not returning, Yuliya may be going away to school, and Freja will be starting university. Lyn, a Seattle Cascades master, may be interested in coaching novices. Committed coaches are Natalie and Lindsey. Lindsey would coach at a reduced capacity.

Chairman Report: (Amy)

* June 5th end-of-year picnic & general meeting: Immediately after the Blossom at Gene Coulon Park. We will encourage families to bring pop-up tents. Amy and John Kizis will go over early to set up and stake out a spot. Families should bring chairs, picnic lunch items, and anything you want for a day at the lake.
	+ Catrine moves we spend $200 for drinks and individually wrapped desserts. Shelly seconds; 6 in favor, 0 opposed.
	+ Hannah Shelfer and Freja Kizis are graduating this year. Natalie is preparing a scrap book and a $100 gift card to Target for each swimmer.
	+ June 5 General Meeting Agenda items
		- Information about summer opportunities
		- Treasurer report
* Zoom subscription: Natalie will cancel membership beginning in June.
* Summer board meetings: We will have a June and August meeting.

Committee/Representative Reports:

* Treasurer’s report: (Shelly)
* Coach's Checking:  $196.32
* Checking:  $3,103.24
* Savings:  $17,072.64

\*Funds have been transferred from saving temporarily cover Junior Olympic registration costs.

* + - June billing for Novices & Intermediates : These swimmers will be billed 25% of the monthly amount since they are swimming one week in June.
		- Billing for swimmer not going to JO’s : She will be billed through the end of May including meet fees. Leslie moves we will not bill for June dues because her coach asked her not to swim after May. Natalie seconds. 6 in favor, 0 opposed. We will send a letter with the final statement for meet fees.
		- Swimmer fees 2021-22: Novice vs Intermediate (Michelle): We will be looking at a small increase in fees for next year. We will research the fees charged by Seattle Synchro as a comparison and review for the fall based on coach rate increases, pool costs, number of practices and expertise (pay) level of coach per team.
		- Update on Treasurer position 2021-2023:
		- Bookkeeper position (Michelle/Shelly) – Michelle proposes we hire a bookkeeper who would provide continuity with the books. Ideal to have a system of checks and balances with 2 people. Michelle has a colleague in the Philippines who would charge $5 per hour. This year would be a transition year to train her to take over. We would still have a treasurer to handle cash transactions. To pay for it, we would end the treasurer discount. Michelle estimates 10 hours per month for this first year. We will track actual hours to make a more specific determination for the following year.
		- Shelly is willing to stay on as Treasurer for at least another year to help this transition. Her term is up this year so we would need to vote her in for another term. Michelle Spencer has volunteered to be Treasurer and do judging sheets. Shelly will train her to do judging sheets next year and ask if he/she wants to take on Treasurer the year after.
		- We will rewrite and vote on the treasurer and bookkeeper position responsibilities for a by-law change vote at a general meeting in the fall.
		- Shelly moves we have a 3-month trial period for June, July and August 2021 at $50 per month to pay Dorisel Vicedo to work with Michelle Woolley on bookkeeping duties. We will suspend the treasurer discount for June-August 2021. Julie seconds, 6 in favor, 0 opposed.
* Social media/Marketing Report: (Lisa)
	+ Update: Synchro Camp marketing/advertising : Macy is creating a new flyer for the pool. FWCC agreed to allow to post a flyer at the community center bulletin board.
* Recruitment Committee:
	+ Recruitment & retention (Amy): we have had 7 inquiries recently via the website and walk-ups from FWCC.
	+ Amy will recruit for new members for this committee at the Blossom to make sure all pools are supplied with flyers, ready with cards to hand out to parents at the pool, social media pushes. Natalie will send an example of the card to Amy so she can print more.
	+ Continue to add team-building experiences to support retention.
	+ Consider putting an ad for lessons in the Federal Way Mirror. Ask Marine Hills to advertise to their members with a possible swimmer discount (or a bring a friend discount?)
	+ Natalie will send a survey in August to see who is returning, including swimmers who took a break due to COVID.
* Fundraising Committee Report: N/A
* Merchandising Committee Report:
	+ Discounted club jackets (Catrine): Cost is $15 unembroidered.

New Business:

* We will make an announcement at the Blossom to encourage more members and parents to get their judging credentials. The certification can be done online. We will consider offering a chance for potential judges to come have low-key training opportunities during summer conditioning practices or starting in the fall at Saturday practices.

Announcements:

Next Meeting: Wednesday June 23 at 6:30pm

Adjournment: 9:44pm