

Pacific Waves Synchronized Swimming
Board Meeting Minutes
August 9, 2023
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), Michelle Spencer (Member at-Large), Candice Morrow (Member at-Large)

Call to order: 7:06 pm

Roll call: Amy Bonte, Shelly Robinson, Leslie Sims, Natalie Montgomery , Michelle Spencer, Candice Morrow

Approval of prior meeting minutes: Pending

Chairman Report (Amy)

- Board Position Openings 2024-2026
 1. Vice President: Catrine Kizis is stepping down. Laura Hopkins has accepted the nomination.
 2. Treasurer: Shelly Robinson has accepted the nomination.
 3. Member at large positions 1& 3: Natalie Montgomery and Michelle Spencer have accepted the nomination.
- PWSS By-Law Updates - Amy will review for any needed updates.
- 2022-2023 Program Survey Highlights - Most categories had the majority of responses as satisfied or very satisfied. Levels Testing preparation was a recurring comment. The coaches will discuss and consider increasing communication regarding goal setting and the steps swimmers can take toward preparing for levels testing.

Coaches Report: (Natalie)

- Summer Camp & Conditioning 2023 -
 - Beginner Camp: Session 1 had 2 swimmers. Session 2 had 5 swimmers and Session 3 had 3 swimmers. One swimmer will be joining fall lessons.
 - Conditioning: Many PWSS swimmers attended conditioning weeks in August. The focus was on new areas of difficulty and increasing endurance.
- Returning Swimmers - Michelle created a survey and Natalie emailed to the club members to get an idea of who is returning.
- Coaching Staff 2023-24 - All coaches meeting via Zoom on Tuesday Aug 14th. Natalie, Lindsay, Leslie will return. Freja and Janae have limited availability in Sept. Claire is

available to coach Masters on Saturday mornings. Natalie will connect with Jordan, Lisa, and Arrie about lessons and other possibilities.

- Practice Pools 2023-24 (FWCC, KCAC, etc.) – Natalie has requested Monday through Saturday at FWCC. KCAC requested for private lessons.
 - Private lessons Policy: Natalie is creating a policy for private lessons. Shelly and Michelle will look into Calendly or Sign Up Genius as a sign-up option for private lessons.
- Events 2023-24 Season (Tentative)
 - September 23 (tentative) Parent new scoring info/judge training meeting
 - September 30: Team trials
 - October 3: Mod Pizza -Milton or FW. Goal setting and team bonding
 - October 21 & 22: Levels Testing Offset schedule for those swimmers who may be testing for more than 1 level.
 - October 28: Syncro-thon & Halloween practice
 - Rising Stars Camps: Many of our swimmers are participating.
 - November 18 & 19: Clinic with Seattle Synchro at a pool in Snohomish
 - December 4: PNA fundraiser at Panera-Renton 5:00-9:00pm
 - January: Monte Johnson (figures only)
 - February 2-3 or 10: Winter invitational at Rogers HS
 - March 1-4: West Zones (location TBA)
 - March 22-24: Classic Invitational. PWSS hosts.
 - May 18-19: Regionals in Portland
 - June 1 or 2: Blossom Invitational. For those athletes not attending Junior Olympics. Possibly Newport pool.
 - June 8 or April 20: Watershow. Include end of season and senior celebration, fundraiser.
 - June 29-July 6: Junior Olympics-Gresham, OR.
- Team Trials – Natalie has built new rubrics to match the new difficulty requirements. She will distribute to the coaching staff.
- PWSS Handbook Revisions:
 - Dues will need to be revised to include salary increases, inflation and rising pool costs. Once membership approves via a vote, these new rates are to be included in the handbook and updated on the website.
 - Add private lesson policy
- Club Gear/Discount Jackets – Our current club jackets are no longer available. She has found a similar jacket. Some will be purchased at a discounted rate to have on hand for new swimmers to purchase.
- Competition Suits Purchase –
VOTE: Shelly moves we purchase suits for \$985.00 from University of Incarnate Word. 3 solo suits, 2 sets of duet and a team (8-10 suits). Michelle seconds; 5 in favor and 0 opposed.
- Sports Engine – Sports Engine provides online registration, payment, website host and form management. For this season, it is too costly. Revisit next season. PayPal is working for dues collection. Natalie will manage forms.
- West Zone Dues: Fee has increased to \$8 per swimmer per season.
- iPads – These will be used as a tool by the coaches for videotaping purposes.

- USAAS Club Excellence Program – Natalie has filed Level 1-3. There are incentive benefits from USAAS if we meet the requirements and it is approved.
<https://www.usaartisticswim.org/membership/club-excellence-program>

PNA Rep Report: (Natalie)

- \$1200 Assessment has been invoiced and paid. Funds were assessed to Seattle Synchro and Pacific Waves Synchro to help with a budget deficit due to the pandemic in 2020-2021.
- PNA may get a smaller storage unit now that USA Artistic Swimming is hosting the national meets.
- Convention 2023 – Lacy submitted a grant from USAAS for registration and travel costs. Natalie also submitted a grant request from USAAS to cover most of Coach Lindsey’s travel costs as she will attending on behalf of PWSS.
- Next PNA meeting: September

Committee/Representative reports:

Treasurer’s report: (Shelly)

- Financial Report as of 8/7/23
 - Coach Checking: \$147.06
 - Checking: \$27,803.77
 - Savings: \$22,000.63
 - YTD Income: \$53,456.15
 - YTD Expenses: \$42,737.71
 - Budgeted Total Expenses: \$51,710.00
- Budget 2023-24 – The finance committee has presented a budget proposal for 2023-2024.
- Employee Tax Credit Rebate Update – We received an employee tax rebate of \$20,510.46 from the IRS.
 - Use of Rebate Funds
 - Rebuild savings for club safety net and restore to pre-pandemic level.
 - Purchase two iPads for coaching staff use.
 - Backpay for coaches who had reduced coaching hours during the pandemic.
VOTE: Shelly proposes we spend up to \$1800 of the employee retention funds for 2 new iPads and cases with straps plus one new head-stander. Natalie seconds; 5 in favor 0 opposed.
- Coach’s Pay & Contracts – The finance committee met to discuss coaches pay. Shelly presented a graphic comparing current dues per hour per group and a proposal for dues per hour that would support paying our experienced coaches a higher amount per hour. Ways for families to help off-set the increase in dues might be:
 - Sell tickets or some other fundraising opportunity connected to the Watershow that goes toward individual swimmer accounts.
 - Consider making a portion of Synchro-thon over the minimum go to the swimmer’s bill.

- Club Dues 2023-24

VOTE: Shelly moves we amend our dues structure starting with the 2023-24 season according to the chart below based on the 100% fee increase column. This will be presented to the club membership for vote at the September 6 General Meeting. Michelle seconds. 4 in favor, 1 abstains, 0 opposes.

	Pool Hrs/Month	Current Monthly Fee	Current Fee/Hr	Proposed Monthly Fee--50%	Proposed Monthly Fee--100%	Proposed Fee/Hr (@ 100%)
Novice	12	\$135	\$11.25	\$108.00	\$108.00	\$9.00
Intermediate	16	\$150	\$9.38	\$144.00	\$144.00	\$9.00
Youth/Jr's (AG 12& Under)	32	\$200	\$6.25	\$252	\$304.00	\$9.50
Masters	6	\$75	\$12.50	\$54.00	\$54.00	\$9.00
Extras - Youth	6	\$35	\$5.83	\$48	\$60.00	\$10.00
Extras - Jrs	10	\$50	\$5.00	\$75	\$100.00	\$10.00

- Private Lesson Policy -- Michelle proposes that you must cancel your lesson before 24 hours. If not, swimmer will be charged for the lane fee unless the coach can find a replacement swimmer. This new policy will be added to the PWSS Handbook.

Fundraising Report: (Shelly/Lora)

- Fundraising Results 2022-23 - \$10,249.00 was earned through fundraising efforts. Also, many donations were received from our business sponsors. These donations were used to purchase concession stand items, meals at meets, coaches meals, contents for the Watershow basket raffle.
- Synchro-thon 2023-24 - Swimmers will receive a treat bag at the conclusion of the Synchro-thon swim. Top 3 earners will receive a prize.
- Fundraising Ideas. 2023-24-2 restaurant takeovers, wreaths, synchro-thon, Watershow baskets and ticket, movie night, concessions (maybe have a food truck?). Find ways to step it up, maybe advertise in advance, get snacks with greater appeal and step up the coffee game.
- Fundraising Chair 2023-24: Lora and Jason Parks

Recruitment Committee Report: N/A

Social media/Marketing report: (Natalie/Lindsey) - tabled until next meeting

- Logo Refresh (Natalie) - tabled until next meeting

Merchandise committee report: N/A

New Business: N/A

Announcements: N/A

Next Meeting: General Meeting September 5, 2023

Adjournment: 9:43 pm