



Pacific Waves Synchronized Swimming  
Meeting Minutes  
September 18, 2021  
11:30am  
Federal Way Community Center  
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: 11:31 AM

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

Approval of prior meeting minutes: Lisa moves, Shelly seconds, 6 in favor, 0 opposed

Chairman Report:

- General Membership Mtg Outcome – Board members voted in for another term: Shelly – Treasurer – she will be doing both bookkeeper and treasurer role and will have her 25% discount reinstated, Natalie – Member-at-Large position 1, and Catrine – Vice President.
- Upcoming General Meetings – Schedule the required second general meeting to take place end of January or February. Combine it with Winterfest and parent information meeting regarding upcoming competitions. Holding a third general meeting which is optional will be discussed at future meetings.
- Parent Volunteer Needs – Send personal invitations to parents we think are a good fit for certain volunteer roles. Use Sign Up Genius for other positions.
  - Birthday – This has switched to be more coach-led. The last Saturday of the month is a Splash swim through and birthday pictures.
  - Fundraising - We are set for this year, but would like to find someone to chair the position for next year. Mod Pizza restaurant takeover will take place on October 5, 4:30-7:00pm . No practices that day.
  - Concessions – Julie will ask Rob if he is willing to coordinate again this year.
  - Judging Sheets – Our aim is to have one or two committed parents from every age group to assist with judging sheets for the entire meet. Some of the work can be prepared prior to the meet. This position does require training in advance. Shelly and Michelle are willing to oversee to get parents trained.
  - Sound: Ty and Amy Bonte, Laura Hopkins, Marc Sahai, Brian Mulhall.
  - Recruiting Committee – Amy will continue searching for a coordinator.
  - Meet Parent – This role helps with hair and make-up at meets – one from each team would be ideal. We will need to recruit from novice and intermediate.
  - Special Events Planner (Winterfest/Watershow-end of year party (maybe after Blossom?) – Amy is willing to help with this.



- Awards and Medals – One person needed to organize at meets based on judging sheet results

#### Coaches Report: (Natalie)

- September Training – Practices are going well and attendance is good.
- Event Schedule Update (meets, levels testing, etc.) – October 23-24 levels testing for swimmers who need to pass a level to compete with their new team. An additional levels testing event will be held in the spring.
- Pool Availability – KCAC is almost ready to open the dive tank. They are no longer limiting the max number of swimmers between the bulk head. Peninsula still has not communicated a start date.
- Coach Openings – Leslie will coach the Novice team. Natalie will find assistants (Chloe and Freya) for days she is unable to lead practice.
- Coach Certifications – Lindsey will need CCP3. Kate is already CCP3. Natalie will renew automatically when she goes to Convention. Leslie will need CCP1. All coaches are up to date on CPR requirements. SafeSport needs to be refreshed by some. Background checks are complete.
- New Judges Training – Possibly offer mini-sessions during practices for parents on what to look for when their child swims synchro. Follow up with offers to help them become certified.
- Barb Nesbitt Clinic – She is available in December for \$1800 plus expenses (flights and food). Her focus would be strength training, flexibility and getting more height out of the water. Swimmers will need to be charged to fully cover the cost for this event. Shelly will work with Natalie to estimate if this is a reasonable cost to charge swimmers. After we have an estimate, swimmers will have to commit to make sure we can cover our costs.
- Masters Team Update – The Masters Team would like to continue swimming at Marine Hills through the end of September. Saturday morning practice time will continue. In lieu of Masters Nationals this October, the group would like to compete at two local meets – Blossom and one other.

#### PNA Rep Report: (Natalie)

- Update from Sept Meeting – Convention is all set. West Zone covers up to \$500 of Natalie's cost and PNA picks up the rest for her. PNA pays for our swimmer reps for convention. PNA also sends the club \$300 to cover coach recertifications. All local events for this year are TBD until we can get pools scheduled. Levels testing will be live this year although an assessor may need to be included on Zoom if distance is a concern. A new scoring system is coming soon that will require more judges. Natalie will learn more at convention. Jocelyn will continue to oversee new judges for PNA.

#### Committee/Representative reports:

- Treasurer's report: (Shelly)
  - Balances
    - Coach's Checking: \$199.25



- Regular Checking: \$3,475.50
- Savings: \$10,330.85
- Budget Update
  - YTD Income: \$5,742.50
  - YTD Expenses: \$3,264.93
  - Budgeted Total Expenses: \$58,615.00
- Treasurer Training for Michelle Spencer – Shelly will coordinate billing for a few more months to get comfortable with the process before bringing Michelle Spencer on board.
- Coaches’ Contracts – These run September to August. Amy and Shelly will review the contract to make sure the wording is clear and accurate.
- Sports Engine – Natalie and Shelly will research this as an option for billing and payroll.
  
- Fundraising Report: (Catrine)
  - Coordinator for the season-Catrine.
  - Upcoming: Synchro-thon & Restaurant Takeover – we will call to ask if gift cards will count.
  
- Recruitment Committee Report: N/A
  
- Social media/Marketing report: (Lisa)
  - General Flyer Update – Macy has created two options in Canva. It just needs to be finalized. Lisa will send it out so members can post and disperse them.
  - Business cards (Amy) – Amy has ordered more cards for coaches to hand out to interested swimmers.
  
- Merchandise committee report: (Catrine)
  - T-shirt stock – Only small sizes are left in our club stock.
  - Jackets – Leslie still has 7 XS; 1 S; 1 M; 1 L and 1 XL of the bargain jackets left.
  - Club gear on Swim Outlet – some is back ordered. Shorts will be unavailable.
  - Might do a gear swap at the pool in November– To be discussed at our next meeting.

New Business: N/A

Announcements: N/A

Next Meeting: Monday 10/18/21 at 6:30 PM via Zoom. Meetings going forward will be the third Monday of the month. Leslie will send invites to a recurring Zoom meeting at this time.

Adjournment: 12:41 PM