



Pacific Waves Synchronized Swimming Annual Meeting Minutes

9/7/2021

Meeting conducted via Zoom

Meeting called by Board President Amy Bonte

Invited: All PWSS membership

Call to order: 5:42 pm

Roll Call: Stephanie Alvarado, Ty Bonte, Amy Bonte, Beth Latendresse, Sarah Banks (Adelynn Johnson), Olya Tuttle, Yuliya Kelley, Ying Zhao, Shelly Robinson, Marc Sahai, Lisa Jump, Lisa Brown, Laura Hopkins, Jason Parks, Catherine Mulhall, Candice Morrow (Pearl), Julie Sawyer, Michelle Spencer (Carly), Brittany Tamayo, Leslie Sims, Michelle Wooley

Approval of prior board meeting minutes (8/25/21): Motion by Michelle Wooley. Seconded by Julie Sawyer. 18 in favor - 0 opposed.

Board Vote Presentation: Open positions are Vice President, Treasurer and Member-at-Large Position 1. Members are invited to vote by Survey Monkey poll. Poll closes 1 hour after the meeting adjourns. Simple majority rules. Voting results will be emailed to the membership within 2 days.

Ballot Results: 9.7.21 General Meeting

(See last page of minutes for SurveyMonkey official results)

1. Vice President

Nominee: Catrine Kizis 15/15

Write-in nominee: None submitted

2. Treasurer

Nominee: Shelly Robinson 15/15

Write-in nominee: None submitted

3. Member-at-large-Position 1

Nominee: Natalie Montgomery 13/15

Write-in nominee: Kate McClinton 1/15

*1 voter skipped this section

4. Monthly Fee Increase **(PASSED)**

Yes 13/16

No 3/16



5. By-law 7.6 Amendment (**PASSED**)

Yes 15/16

No 1/16

6. By-law 6.2 Amendment (**PASSED**)

Yes 15/16

No 1/16

Head Coach Report (Amy)

- Coaching Staff -Natalie (head coach), Lindsey, Kate, Leslie (novice), Janae (lessons), subs: Freja, Yuliya, Emily.
- Event Schedule – posted on website and Facebook.
- September Practice Schedule has been emailed to the families. September practices are used to prepare for team trials.
- Club Gear is available on SwimOutlet.com. No changes to club gear.
- Team Trials – October 2nd at 9:00-11:00am at FWCC.
- Synchro-Thon – Sept 22nd for Intermediate & Novice at FWCC; Sept 24 for AG 13-15 & Junior at FWCC.
- Goal Setting & Fundraiser will take place on Oct 5th at Mod Pizza FW. This will be a restaurant takeover fundraiser. Coaches will meet with swimmers to set goals. Families are invited to eat pizza. A percentage of the proceeds will be given back to PWSS.
- Handbook: This has been updated for 2021-22 to include Financial Commitment form and Video/Photo Non-Consent Opt Out form. It can be found in Member Section of PWSS website. Amy will email a copy to all membership.
- FORMS to be signed by swimmer and/or parent by first team practice after trials.
 1. Handbook/Club Rules form
 2. Financial Commitment form
 3. Photo/Video Opt-out form
 4. September Practice Commitment form
 5. USAAS Membership (online): New members sign up immediately.

PNA report: N/A

Treasurer report: (Shelly)

- Coaches checking balance: \$196.76
- Regular Checking balance: \$500.00
- Regular Savings balance: \$8,330.72



Bookkeeper update – the board hired Dorisel from the Philippines to be our bookkeeper over the summer. She is currently unavailable. Shelly will assume responsibilities for invoicing with training from Michelle Woolley.

2020-2021 Financial Results & 2021-2022 Expense Budget

2020-21 Loss of ~\$15,000, primarily due to:

- Decrease in Membership Fees (~\$5,000)
- No Suit rental fees (~\$2,000)
- Increased pool rental expenses (up \$7,000 over prior year)
- Increased payroll expenses (up over \$9,000 over prior year – minimum wage increase and more experienced coaches)

2021-22 Expenses budgeted to be \$58,615

2021-22 Income will not be budgeted until after trials and commitments are received.

2021-22 Fees (increase)

- Lessons (1-2/week): \$30, \$50/month
- Novice (1-2/week): \$100, \$135/month
- Intermediate (1-2/week): \$125, \$150/month
- 13-15's. Jr's (1-2/week): \$200/month
- Masters (1-2/week): \$75, \$100/month
- Extras: \$50/month
- Suit Rental (old, new suits): \$50, \$60/season
- Syncro-Thon: \$250/year
- Masters Syncro-Thon: \$70/year
- Meets – registration, travel, coach time/travel: billed at cost
- Late Fees: 10% of outstanding balance (payment must be received by end of month)

Preferred Payment Methods – we will send instructions with initial invoices for this season

1. PayPal – select “Sending to a Friend” to avoid fees
2. Bill Pay
3. Personal Check mailed to PO Box (note: coaches will not be accepting check or cash)

Changes to By-laws by Vote:

Our By-Laws can be found on our website in the Members Only section. Request approval via the website for approval.

1. Amendment #1 - Article 7.6 Treasurer Duties.



VOTE: By-law Amendment #1

Find By-laws in “Member Section” of website

7.6 TREASURER - DUTIES: *The treasurer shall receive all monies and pay all bills approved by the Board of Directors. The treasurer shall be required to keep adequate records of all transactions enacted during the particular term of office and shall report at each meeting the progress of these transactions. The treasurer shall prepare a yearly budget proposal for consideration and approval by the Board of Directors. The budget shall include proposed expenditures, expected income and recommended fees. The treasurer shall have the fiscal authority of \$100.00, provided that the allocation maintains the intent of the by-laws. All expenditures over \$100.00 shall be processed by the treasurer, but only with a two-thirds majority of the Board of Directors attending the meeting in which a particular allocation is presented to the board. The treasurer shall serve as chair of the Finance Committee. The treasurer shall submit an annual report by April 1 to all club members. The treasurer shall prepare and submit appropriate tax forms for the State of Washington and the Federal Government as required by law. The treasurer can choose to enlist the assistance of a bookkeeper to share the workload with. In this case the 25% off swimmer's fee discount will be split between the two. **The treasurer also has the option to hire a bookkeeper funded out of the 25% discount with the approval of the Board of Directors.** The bookkeeper is not required to be a signer on the bank account nor is (s)he required to attend board meetings. The treasurer and bookkeeper may perform other such duties from time to time as prescribed and approved by the Board of Directors.*

2. Amendment # 2 6.2 regarding compensation of board of directors

VOTE: By-law Amendment #2

Find By-laws in “Member Section” of website

6.2 *None of the members of the Board of Directors shall receive any compensation for his or her services as such **except as is stated in article 7.6 of the by-laws.***

Fundraising Committee (Catrine)

1. Synchro-thon: September 22 – benefits all PWSS
2. Restaurant Take-over: Oct. 5 – benefits all PWSS
3. Evergreen Wreaths: late Oct.-Nov.13 – benefits individual swimmers
4. Amazon Smile – benefits all PWSS
5. Swimoutlet.com – benefits all PWSS

Recruitment Committee (Amy) – looking for a few members to help with ideas to recruit and retain swimmers. If interested contact Amy Bonte.

Social Media & Marketing Committee (Lisa) – key for recruitment. We encourage all parents to follow us on FB and/or Instagram and to push out our posts. We will be starting a Google Photo shared link so all parents can share photos. These could be behind the scenes, bonding experiences, practices, and of course, competition photos. If you have a community board, this can be a great place to share to.



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Other: (Amy)

- COVID-19 Protocol – mask up any time not in water, distance when possible, swimmers may use the changing area now. Currently, parents may watch from bleachers. We will follow the same protocol as schools. Let coach Natalie, your coach and Amy know immediately if your swimmer/family are exposed or test positive so we can put the correct protocol in place.
- Paperwork questions and sign up (USA Artistic Swimming, September commitment).
- Event and practice calendar, forms, team gear can be found on our website <https://www.pacificwavessynchro.org/members>. Join our member for access to team specific information.
- Purchase team gear at SwimOutlet.com by clicking the red button found at the bottom of our webpage. Purchases made through this link earn the club a percentage of sales.

New Business: N/A

Next Meeting: Board Meeting- September 18 at 11:30 at FWCC.

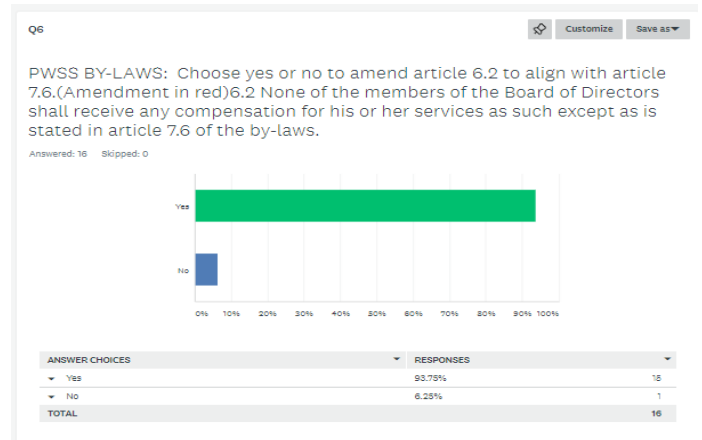
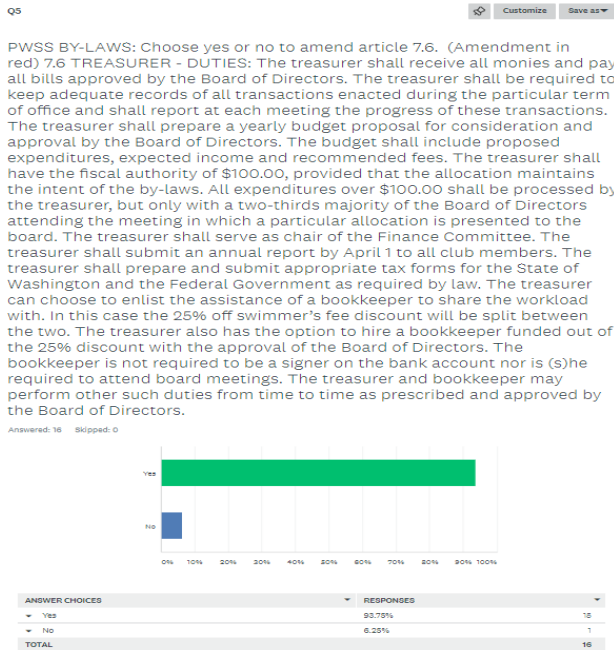
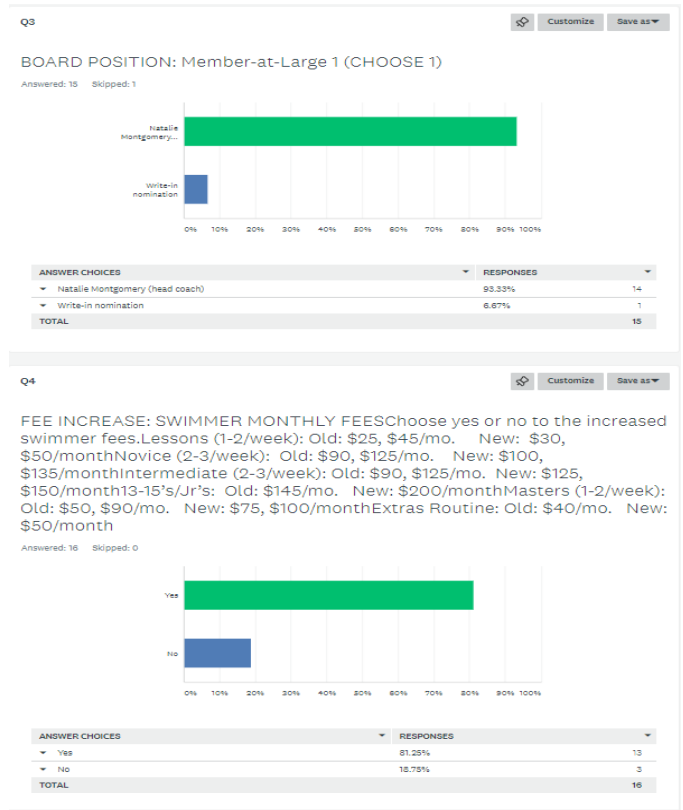
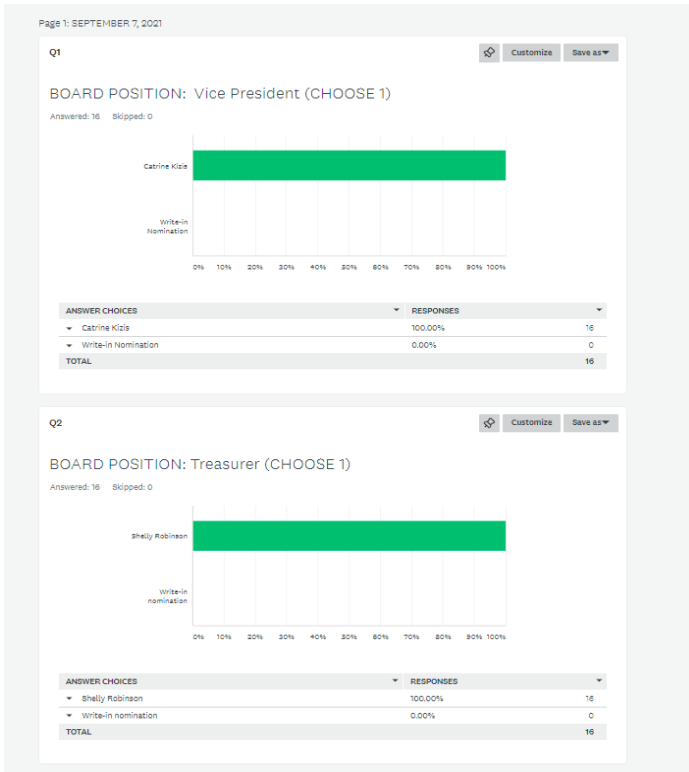
Adjournment: 7:01 pm

(Open for questions from New Swimmers after annual meeting is adjourned)



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Ballot Vote Results from SurveyMonkey





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NEW SWIMMER ORIENTATION

Amy Bonte and Lisa Jump

What is Synchro? (Figures, Routines, teams, extra routines, etc.)

- Rates: Beginning of the year fees
 - US- synchro and PNA
 - Monthly fees
 - Meets and clinics
 - Coaches travelling fees
 - Swimsuit rental
 - No prorates except possibly September and June depending on when start and end of the year falls.
- Participation: Practices (contact team coach and Head Coach if missing), meets and clinics (30 days' notice to team coach and head coach)
- Lessons vs team
- Levels determined by trials
- Club gear:
 - Blue swimsuit (swimoutlet.com),
 - club jacket (available via PWSS),
 - t-shirt (to buy from PWSS or swimoutlet.com),
 - black leggings,
 - club shorts (swimoutlet.com),
 - club swim cap (free with 1st lesson, or \$3 to buy from PWSS)
- 10 mandatory volunteer hours per family
 - Ways to volunteer
- Synchro-thon: mandatory, \$250 minimum for each youth swimmer (or \$36.75 per month).

DATES TO REMEMBER

- Synchro Thon:
 - September 22nd for Novice & Intermediate @ FWCC
 - September 24th for 13-15's & Jr's @ FWCC
- October 2nd: Team Trials @ 9-11am @ FWCC
- October 5th: Mod Pizza Fundraiser & Goal Setting