Pacific Waves Synchronized Swimming

Meeting Minutes

June 23, 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: 6:39 pm

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

Lisa Jump 6:42 pm; Julie Sawyer 6:47 pm

Approval of prior general meeting minutes:  Natalie moves,  Shelly seconds - 5 in favor,  0 opposed

Coaches Report:

* Junior Olympics Update – schedule and parking passes have been sent to coaches/parents.
	+ Michelle request coaches track meal costs instead of per diem to avoid counting reimbursements as pay for tax purposes. When possible, the top choice is to use Natalie or Shelly’s club card, otherwise a few parents will make purchases and get reimbursed. If coaches purchase for themselves, they will need to save receipts.  Coach Kate has rented her own hotel room and car with the understanding that she is responsible for covering her costs.
* Summer Camps and Conditioning – sign ups have been sent out. We are still waiting pool approval for the use of Marine Hills pool. We are offering 3 days per camp at 1 hour per day with 3 lanes.

VOTE: Natalie moves we charge $45 per week for non-members and $35 for members; Julie seconds; 5 in favor, 0 opposed.

* Summer Judging Training for Parents – Catrine will offer 4 sessions during summer conditioning on July 27, July 28, August 3, & August 4.  Each session is 1 hour 45 minutes.
* Coaches for 2021-22 Season – Sarah Olsen is not returning, Yuliya will only return if she does not transfer schools, Lindsey is returning, Kate is undecided, Janae is a possible lessons instructor, Chloe is a maybe for novice and Lyn from Port Townsend is not available until 2022.  Fall trials will determine much of this.
* USAAS Grant – we can apply for a grant to cover coach training (this category gets the highest priority) and to cover pool costs for summer camps. This is due July 16. The application is lengthy. Shelly can help with financial numbers. Leslie is willing to help with follow up.
* We are still due to have Barb come up for 2 clinics. We will connect with her to make plans for next season.

PNA Rep Report:  N/A

Committee/Representative reports:

* Treasurer’s report:
	+ Checking:  $1,251.19
	+ Coach's Checking:  $204.18
	+ Savings:  $13,390.87  (low because we have pre-paid some costs)
	+ Summer Finance Meeting – TBD – a meeting will be set with Michelle Wooley and Shelly Robinson. Michelle Spencer will be invited so she can start learning about the treasurer position this year in a training capacity.
	+ Bookkeeper Update – Doris has started and has done all invoicing for June. Michelle reviewed and found nothing to correct.  Doris is working to learn balance sheet management.
	+ Michelle and Shelly were able to pay their June invoices via PayPal as a trial run. Michelle created a detailed set of instructions. The key is to check a box to select a person instead of a service so we do not incur a fee.
		- Shelly will send out instructions to the board.
		- We will look into changing the handbook and if necessary, the by-laws, to offer this service starting in the fall.  One possible plan is that if a swimmer chooses to pay an invoice through PayPal but clicks the wrong box to cause the payment to come through with a fee deducted, we will pass the fee through to the swimmer on the next invoice. Note: Payment through PayPal would not be an option for non-invoiced fundraisers.  Shelly will bring details to the August meeting for a vote.

* Fundraising Report: (Catrine)
	+ We will explore a restaurant take-over at Mod Pizza in Federal Way for October-November. Possibly consider having it combined with goal-setting meetings (by team).
	+ We expect to continue with wreaths and the Synchro-thon.

* Recruitment Committee Report: (Amy)
	+ Continued search for committee members.

* Social media/Marketing report: (Lisa)
	+ Summer camp flyers at FWCC
	+ Still working to get Blossom, JO, camping and any photos from parents photos onto Instagram/FB.
	+ Natalie asked Macy to make a generic flyer to advertise the club year round.

* Merchandise committee report: (Catrine)
	+ Send email at start of the season to encourage new swimmers to purchase club gear in time for embroidery.

New Business:  n/a

Announcements:  Our Fall season will start September 7, 2021.

Next Meeting: No board meeting in July.  Next meeting will be August 25, 2021 at 6:30pm

Adjournment: 7:39pm