



NSAC Meeting Minutes

Meeting	NSAC Board Meeting (Agenda-only Special Meeting)
Date/Time	08/13/2018, Irondale High School Conference Room
Committee	Executive Board, General Board
Board Attendees	Scott Maki, Rory Coplan, Shane Smith, Jim Carver, Kate Magnuson, Pam Weier, Andy Wilkes, Scott Koke, Melissa Rhodes, Alan Harris, Jamie Nordstrom
Guests	Andrea Dees, Dan Zebell

Topic	Description	Motion																																
Call to Order 7:35p	Approve meeting start	Jamie N., Melissa R.																																
	Agenda Review: Changes to include the addition of topics for discussion for August Programming, Scheduling	All																																
	Approve today's agenda	Scott M., Pam W.																																
	Approve last month's meeting minutes	Alan H., Jim C.																																
Action Items																																		
	Open Action Items Due: Deferred to next meeting	All																																
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5/14/18	Rory	Rory to write the dress code policy	8/30/18 In Progress		
5/14/18	Rory	Move up policy. Vote electronically to post by 6/1	9/1/18 In Progress		
5/14/18	Jamie/Carrie	Plan to walk in the New Brighton Stockyard Days parade. Carrie and Jamie to plan. Create handouts, coordinate with DQ.	8/1/18 In Progress		
3/28/18	Andy, Jamie, Jim, Shane	Andy, Jamie, and Jim to facilitate with Shane survey events with the club teams.	8/01/18 In Progress		
2/26/18	Carrie/Rory	Discuss and plan options for a recruiting seminar	8/30/18 In Progress		
2/26/18	Board	Vote for term renewals in August	8/1/18		
2/26/18	Carrie	Add term changes to bylaws and edit document.	8/1/18		
01/08/18	Melissa R.	Update handbook for late start rules. Pull handbook (40 pages) from site for full rewrite to be effective March. Work during two week off period after season to coordinate with coaches.	3/30/18 In Progress		
01/08/18	Shane	Executive Board to write draft presidential terms. Route to board for email approvals.	Before 9/1 announcement		
01/08/18	Shane	Create committee for surveying	8/1/18 In Progress		
11/06/17	Rory	Get Board members on the email announcements.	8/1/18 In Progress		



			Pick Board Members + Miranda email.			
	9/6/17	Rory	Rory to walk Shane through the volunteer features in TeamUnify	As available		
Updates from Board						
	Updates from Board: <ul style="list-style-type: none"> • President (Shane Smith) • President-Elect (Jamie Nordstrom) • Secretary (Carrie McCollor) • Treasurer (Jim Carver) • Personnel Coordinator (Scott Koke) • Admin/Registrar (Sara O'Rourke, will not attend) • Board Emeritus (Kate Magnuson) • Safety Officer (John Quackenbush) • MSI (Andy Wilkes) • Head Coach (Rory Coplan) 					
Updates from Committees						
	Updates from Committees: <ul style="list-style-type: none"> • Executive Committee • Finance Committee • Fundraising Committee • Parent/PR Committee • Meet Committee • Nominations Committee 					
Meeting Agenda						
Vote for Annual Budget	Need to vote in two weeks for the budget. Need to finish some payroll formulas. Executive Committee review this week, next week for rest of board. Review when you receive it. Let him know feedback (Jim Carver). Expectation is that we will be flat with swimmers. We will have some challenges with lesser meets. A November and a February meet will be hosted. One in May and one in July too. Pools are a challenge, especially long course. U is under construction next summer. Possible meet in Rochester which would be free for our swimmers is in consideration. Maybe extra credit for volunteers. Rochester is a lower cost option. It would be an opt-out meet. Need to look at schedule dates. Foxjets and Edina are helpful volunteer teams. Rory has emails out to look into it.				Jim C.	
Volunteer Policy Billing	Volunteer penalty billing approach (upfront, options, etc.) reviewed first year implementation, volunteer participation Cambridge shouldn't be held to any volunteer hours since we don't have volunteer hour opportunities. There were no meets or opportunities. All				Scott K.	

	<p>the families will fall into the 1st year exclusion, or at least most. Need to drive more participation of the swimmers at meets too. Revisit it next year as a policy. No changes to official policy statement at this time.</p> <p>Status update for billing. It's in review, up to E names. There isn't a way to help. A lot of families are still active though haven't participated in years, probably about 20 families with 0 hours. Estimating 5-10 with no hours, 5-10 with less hours. Confident we have communicated the policy. Many emails have gone out. When will we implement? Goal is September billing.</p> <p>AI: Make an appeals form for those that would like to discuss the volunteer billing.</p>	
Motions		
Motion	Exempt Cambridge from this year's policy and billing	Scott K., Jim C.
Action Item		Due
Scott K., Shane S.	Make an appeals form for those that would like to discuss the volunteer billing	9/7/18
Parade Debrief	Not covered	Jamie, Carrie
August Programming	<p>It's very lack luster. Need to consider changing training program changes or changes in schedule to cut back in August month each year. Coaches don't want to be on deck, only 20 participants, and it's difficult to staff. 0 were there Friday morning, only expecting 1 master swimmer tomorrow morning. August programming has no training purpose. No other clubs keep open in August. Need to consider revenue and cost for operations. Won't make changes this year but something needs to change for schedule next year. Consider a summer session for 10 weeks, no breaks. We've lost significant money in August over the years. Typical pool cost is \$5000-\$8000 per summer. Most clubs are doing a summer session approach. Still trying to provide a value and the most programming for the swimmers. Holding sessions would eliminate the administration of breaks. Could include a hazard clause for unexpected situations. Discussion on applying to the winter season too. Question on impacts to groups where we have low enrollment. Could survey membership to see what the feedback is. Could discuss at the BBQ. How would it be billed? Lump sum or monthly? Would continue monthly with 3 installments to minimize the impact. Consider how they would bill. This would help on the administration.</p>	Rory C.
Motions		
Motion	Next summer implementation of August programming changes	Scott K., Jamie N.
Practice Schedule	<p>Scheduling for Irondale starts at 6p which is nice. All other pools are later. The latest a middle schooler would be in the pool is 8:30p. Some impacts with bronze and gold overlap. Still looking at a Junior coach. Two interviews, had no hires. Still looking. Kristin has offered to take the position once the high school season is done. Difficult to manage the changing seasons. She could handle it. It's not posted on our NSAC site. If</p>	Rory C.

	<p>we're done with local we can go national. If it's an upward move we could have coaches relocate. Should we start a committee to recruit?</p> <p>AI: Put job posting on the NSAC site. Try to get word out.</p> <p>AI: What can we do to support the job hunt? Shane, Jamie and Carrie to help with the job hunt approach and creating a committee. Look into posting on LinkedIn, Glassdoor, and other venues. Link to new NSAC page.</p>	
Action Item		Due
Scott M.	Put job posting on the NSAC site. Try to get word out.	9/10/18
Shane, Jamie, Carrie	Shane, Jamie, and Carrie to help with the job hunt approach and creating a Recruiting Committee.	9/10/18
August BBQ	BBQ chair is Angie. She's working on the 20 th planning. Scott needs to setup a volunteer signup. Copy last one to reuse. We won't be in the lake, kids will play games, and dinner will start at 6:30p.	Jamie N.
Swimmer Onboarding Process	<p>Onboarding process with a form is working well. If all swimmers who eval join, we would have 24 swimmers join Bronze that would create over-population. There isn't space to offer more practices in our schedule or pools. This is a general pool issue. Staffing limitations too. Could have up to 50 swimmers in Bronze, Highview is a perfect place for them. Is another TryComp a better process? No, the signup form with Thursday evals is working well. Most are testing into Bronze but a few are in Silver.</p> <p>Discussion on the expectations that head coaches are always on deck and at all meets. The attendance is not sustainable and feasible for work-life balance. Contract language is not specific. These expectations will be addressed at a strategic planning committee meeting in September.</p>	Rory C.
Futures Report Out	Futures meet report out. We had a relay and second swims with prelims and finals. A good learning experience to feel the competition. We almost had champ swimmers.	Rory C.
Pool Update	Pool proposal was responded to by the school district. They were open to having NSAC contribute funding, 1.5 million. There could be other funding options from the project. It was optimistic.	Scott K.
9:04p	Adjourn	Scott K., Pam W.



Motions Log

Meeting	Motion	Moved
8/13/18	Exempt Cambridge from this year's policy and billing	Scott K., Jim C.
8/13/18	Motion for next summer implementation of August programming changes	Scott K., Jamie N.

Action Item Log

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Closed Action Items			
5/14/18	Jamie	Order white blank latex caps for summer	Completed
5/14/18	Shane	Purchase add on for Chrome to improve the process	Completed
5/14/18	All	Review and email feedback/redlines to Rory. Within next week.	Completed
3/28/18	Kate	Kate to contact Mounds View booster to follow up with Athletic Directors on design approach.	Cancelled
3/28/18	Shane, Scott	Standardize policy language and post to site. Due for May billing. Scott and Shane, Scott M to post	Completed
3/28/18	Jamie, Melissa	Reach out to Melissa Willits or others at Cambridge for consideration of Member at Large position and representation at Board	Completed
3/28/18	Scott and Rory	Plan drawing for the banquet	Completed
3/28/18	Carrie	Plan and setup the centerpieces at the banquet	Completed
3/28/18	Rory	Rory to get the banner for photo corner.	Completed
3/28/18	Shane	Shane to be there for setup volunteer at banquet	Completed
3/28/18	Jamie/Candidates	All on ballot to submit an overview paragraph to Jamie. Jamie to develop ballot.	Completed
2/26/18	Rory/Jim	Determine Cambridge billing approach and credit for pool time for March billing.	Cancelled
2/26/18	Scott/Andy	Send Save the Date and registration to club for banquet.	Completed
2/26/18	Jamie/Shane	Send email for board position confirmations. Host board meeting overview event.	Completed
2/26/18	Miranda	Research covenant for swim programming	Cancelled
2/26/18	Miranda	Add FAQs to handbook	Cancelled
2/26/18	Miranda	Connect with John to order safety supplies needed from assessment.	Cancelled
01/08/18	Scott M.	Develop a solution for wikis for sharing carpooling information (Facebook)	Cancelled
11/06/17	John	Approval to make any first aid kit improvements necessary. Stay in budget from Miranda.	Completed
11/06/17	Executive Board	Continue conversation on Cambridge club viability, standards, and management approach. Re-evaluate Cambridge on March 15 after season end.	Completed
11/06/17	Miranda	Research converting Facebook page to business page.	Completed
11/06/17	Shane	Coordinate t-shirt contest	Completed
11/06/17	Scott M.	Honor times from Swims and update NSAC database and site.	Completed
11/06/17	Rory	Consider salary schedule for the coaches	Completed
11/06/17	Executive Board	Table Cambridge conversation to end of meeting for board-only discussion	Completed
9/6/17	Shane	Write up financial changes email communication to members.	Completed
9/6/17	Miranda	Update Try Comps flyer	Completed
9/6/17	Scott	Post Try Comps PDF on website	Completed
9/6/17	Jamie	Coordinate cap order	Completed
9/6/17	Miranda	Coordinate shirt order	Completed
9/6/17	Rory	Coordinate Elsmore vendor for potluck	Completed
9/6/17	Scott	Get email out tomorrow for new volunteer policy	Completed