



NSAC Meeting Minutes

Meeting	NSAC Board Meeting
Date/Time	09/24/2018, Edgewood 17 Conference Room
Committee	Executive Board, General Board
Board Attendees	Scott Maki, Rory Coplan, Shane Smith (via phone), Jim Carver, Scott Koke, Melissa Rhodes, Alan Harris, Jamie Nordstrom, Dan Zebell, Jim Carver, Carrie McCollor
Guests	Derek Dees, Coach Kristin

Topic	Description	Motion																				
Call to Order 7:31p	Approve meeting start	Scott M, Dan																				
	Agenda Review: Take financial review off for board, Add motion to vote for President term	All																				
	Approve today's agenda	Scott M, Dan																				
	Approve last month's meeting minutes	Alan H., Melissa																				
Action Items																						
	Open Action Items Due:	All																				
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	5/14/18	Shane	Shane to look into setting up fixed NSAC role-based emails for intuitive naming and reuse (e.g., Junior_coach@NSAC)	In Progress We can do it. Have the ability to add to our domain. Do we want to do this? Talk to coaches? Is easy to setup. Is needed for admin purposes and turnovers/transitions. Current gmail accounts are the property of the club but not legally. Hold for further discussion.		
	5/14/18	Rory	Rory to write the dress code policy	8/30/18 In Progress It still needs to be addressed. Need to cover in the policy.		
	5/14/18	Rory	Move up policy. Vote electronically to post by 6/1	9/1/18 Completed		
	3/28/18	Andy, Jamie, Jim, Shane	Andy, Jamie, and Jim to facilitate with Shane survey events with the club teams.	8/01/18 Completed It is closed and we have results. Average of 6-8 responses per team, low response rate. Went over it in the strategic meeting. Collating the results now. We want to take a look at the answers. Want more communications from club and board. Want more new member training and resources. Good responses for coaches. Everything we've been trying to work on is in there. Low response points to low member engagement.		
	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 Completed		

	2/26/18	Carrie	Add term changes to bylaws and edit document.	8/1/18 In Progress			
	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 Not sure on what content can be edited. Has re-arranged and organized. Would like to have a working meeting— web owner, coach, board members. Melissa to setup meeting.			
	01/08/18	Shane	Executive Board to write draft presidential terms. Route to board for email approvals.	Before 9/1 announcement In Progress Has looked at. Has latest bylaws from Kate. Not on Google docs. Will upload.			
	11/06/17	Rory	Get Board members on the email announcements. Pick Board Members + Miranda email.	8/1/18 Completed Scott cleaned up all accounts to member and board accounts.			
	9/6/17	Rory	Rory to walk Shane through the volunteer features in TeamUnify	As available Completed			
Action Items						Due	
Shane	Collate and get results to club for survey.					Next meeting	
Melissa	Setup a working meeting for participants on the handbook. Email whole board, pick a time.					Next meeting	
Updates from Board							
	Updates from Board: <ul style="list-style-type: none"> • President (Shane Smith): Strategic planning meeting went well. Engagement was good. 5 hour meeting. Thank you to everyone. We can't do this alone. We aren't utilizing resources in our club. Moving forward this month with committees. Get updates to Carrie from committees. • President-Elect (Jamie Nordstrom) • Secretary (Carrie McCollor) Copies of the storage key available. Rory would like one. 						

	<ul style="list-style-type: none"> • Treasurer (Jim Carver) [Jim] Last year turned out poor, we lost about \$39,000. Some of it is timing, some of it was old pool bills, a little low on session fees, increases in wages and operating expenses, unplanned program expenses (like caps). Rory and Jim reviewed for a better staffing plan, manage who's on deck. Nothing earth shattering or systemic, but we'll need more discipline. Budgeted for TeamUnify software upgrade—need to act on this quickly to get a \$200 discount. Would we need to upgrade regardless for support? New upgrade gives new templates, new functionality, and mobile access. This year's budget is very tight this year to get us back in line. No equipment budget, and no clock at Edgewood. Coach to athlete ratio will be at the minimum. Increase the numbers is the best way to increase revenue. As a board, make a conscious effort for increases in enrollment. We've been trying to brand our team for the last two years. We'll have impacts here too. This budget doesn't consider an increase in dues. Impact this year on hosting smaller meets. Getting closer to market rates for session fees. • Personnel Coordinator (Scott Koke) With new budget, full-time position is no longer available. Sara O'Rourke will take on the admin position temporarily. Add Sara to the notice email for billing swimmers. Forward to Admin account with Registrar notice of a swimmer registration. • Admin/Registrar (Sara O'Rourke) Sara and Rory have been meeting to tackle a lot of issues and clean up admin. Can send a preview invoice to swimmers 5 days before. Will start this tomorrow. This will help with the communication and agreements with parents. Working through some past due accounts. Usually online billing hasn't been set up or they registered and didn't start. Review of 10-15 accounts last Wednesday. Have about 10 more to go. Let her know if you have any feedback. Would like to have better communication with Cambridge. Having a hard time getting connected. Cambridge has a lot of potential. • Board Emeritus (Kate Magnuson) • Safety Officer (Alan Harris) Were you able to meet up with John to restock the supplies? Met today and handed off bags. Has excess bag for storage. Bags distributed to each pool. • MSI (Scott Maki) All records are posted on the site and updated. • Head Coach (Rory Coplan) Accepting new swimmers of 12 and under. Closed temporarily for 30 evals to get registered and placed with the club. Almost all Silver and Bronze evals joined. Capacity for process. Review the process? Had an issue where there were 6 planned evals and 9 showed up. The process is working but it has flaws. Coaching Bronze is difficult, low confidence in swim skills. Could have 5 coaches. What is the max size for the groups? We should have these numbers. 16-17 year olds can now be coaches on deck. 	
Action Items		Due
Executive Board	Model group membership	1/1/19
Shane	Upgrade software before due date of promotion	ASAP
Motions		Move
Motion	Motion to upgrade website	Scott M, Jim C.

Updates from Committees		
	<p>Updates from Committees: (bypass for strategic meeting agenda item)</p> <ul style="list-style-type: none"> • Executive Committee • Finance Committee • Fundraising Committee • Parent/PR Committee • Meet Committee • Nominations Committee 	
Agenda		
Presidential Terms	<p>Proposed changes to the presidential terms in the bylaws to minimize board transitions. Motion for President term to continue for 1 additional year for Shane. Motion for Vice President term to continue for 1 additional year for Jamie.</p>	Shane
Motions		Move
Motion	Motion to approve president terms proposed	Scott K, Alan
Motion	Motion to approve vice president terms proposed	Scott M, Melissa
Budget Vote	August vote for Finance, Review budget/financials (not covered)	Shane
Strategic Planning Meeting Debrief	<p>Action Items from Strategic Meeting:</p> <ul style="list-style-type: none"> - New Member Welcome Email (Shane) - Develop Process Roadmap from Signup to Onboarding (new member email and billing) (Jamie) - New Parent Orientation (Shane) (Will need the definition of expectations from the coaches, in handbook) Rory would like to review with coaches. Due by October 1. - Develop core education for parents (Shane) - Hold parent information meetings, including Cambridge. (Shane) - Newsletter, notices, etc. for Communication Committee - Establish and execute a coach development plan (Rory) - Establish and execute a new coach development plan (Rory) - Look at college rosters for potential coaches (Rory, Justin) - Define the Be's (Rory) Be Positive... - Define the Communication Committee Charter by November board meeting (Jamie). Setup meeting. - Parent liaison duties definition (Angie) Setup meeting. - Increase Cambridge swimmer enrollment (put in Marketing) - Establish parent liaisons (Melissa) - Increase marketing materials and swag, apparel (put in Marketing) - Set follow up meeting for the end of March (Shane) 	Shane
Action Items		Due
All	Execute on Strategic Meeting Action Items	As Assigned



Parade Debrief	Parade Debrief (not covered) <ul style="list-style-type: none"> - Response rate? Effectiveness? - Event overview and costs - Participation 	Carrie and Jamie
MSI Meeting	MSI meeting report <ul style="list-style-type: none"> - Went to MSI meeting last Wednesday. Biggest conversation that there is a new rule that no recording can happen behind the blocks. Meet Director needs to enforce the rule for a reminder to expulsion from the meet. It's a safe sport issue. Getting a step ahead of USA Swimming. Asking teams to post signs at meets. - Summer Senior State Championships will be held in June 27-30th at the U of M. 14 under will go to the end of July. Speedos the 18th of July. - New champ times will be posted. A lot of discussion on how that will be decided in the future. Looking for a standardized formula. - Rochester hosted meet. Not updates. Hold until we know if it's a possibility. Hosting meet is in budget. 	Scott M.
October Potluck	Potluck <ul style="list-style-type: none"> - Is there a date? Best option with meets is Sunday, October 14. - New member meeting to be held before 	Shane
Action Items		Due
Scott M.	Contact Andy to complete the MSI application that is due by the end of October	10/14/18
8:59p	Adjourn	Scott K, Scott M

Motions Log

Meeting	Motion	Moved
8/13/18	Exempt Cambridge from this year's volunteer policy and billing	Scott K., Jim C.
8/13/18	Motion for next summer implementation of August programming changes	Scott K., Jamie N.
9/24/18	Motion to upgrade website	Scott M, Jim C.
9/24/18	Motion to approve president terms proposed	Scott K, Alan
9/24/18	Motion to approve vice president terms proposed	Scott M, Melissa

Action Item Log

Meeting	Assignee	Action Item	Due Date
9/24/18	Scott M.	Contact Andy to complete the MSI application that is due by the end of October	10/14/18
9/24/18	All	Execute on Strategic Meeting Action Items	As Assigned
9/24/18	Executive Board	Model group membership	1/1/19
9/24/18	Shane	Upgrade software before due date of promotion	ASAP
9/24/18	Shane	Collate and get results to club for survey.	Next meeting
9/24/18	Melissa	Setup a working meeting for participants on the handbook. Email whole board, pick a time.	Next meeting
8/13/18	Scott M.	Put job posting on the NSAC site. Try to get word out.	9/10/18
8/13/18	Shane, Jamie, Carrie	Shane, Jamie and Carrie to help with the job hunt approach and creating a Recruiting Committee.	9/10/18
7/9/18	Shane	Plan a team photo opp for full team	Open
7/9/18	Shane/Melissa	Write in handbook the policy for taking breaks and billing	8/30/18
5/14/18	Shane	Shane to look into setting up fixed NSAC role-based emails for intuitive naming and reuse (e.g., Junior_coach@NSAC)	Open In Progress
2/26/18	Carrie/Rory	Discuss and plan options for a recruiting seminar	8/30/18 In Progress



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

Closed Action Items			
8/13/18	Scott K., Shane S.	Make an appeals form for those that would like to discuss the volunteer billing	Completed
7/9/18	Scott K	Email families for volunteer hour deadline notice	Completed
7/9/18	Scott K	Remind club of upcoming hosted meet and volunteer opportunities	Completed
7/9/18	Carrie/Jamie	Coordinate volunteer approach for parade and send volunteer signup	Completed
7/9/18	Shane	Add an August meeting on the calendar	Completed
5/14/18	Shane	Look into accounting approach, uploading hours to site, tracking all events.	Closed
5/14/18	Rory	Rory to write the dress code policy	Completed
5/14/18	Rory	Move up policy. Vote electronically to post by 6/1	Completed
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.	Completed
3/28/18	Andy, Jamie, Jim, Shane	Andy, Jamie, and Jim to facilitate with Shane survey events with the club teams.	Completed
2/26/18	Board	Vote for term renewals in August	Completed
01/08/18	Shane	Create committee for surveying	Closed
11/06/17	Rory	Get Board members on the email announcements. Pick Board Members + Miranda email.	Completed
9/6/17	Rory	Rory to walk Shane through the volunteer features in TeamUnify	Completed