



# Annual Meeting Notes

CRC - Temecula, CA  
October 17th, 2016

## CALL TO ORDER

The meeting was called to order at 1800 hours. A quorum was established per club rules. Motion by Bruce Scott, Second Heather Elizondo to open the meeting.

## ROLL CALL

**President:**

Bruce Scott

**Treasurer:**

Blake Wettlaufer

**Vice-President:**

Heather Elizondo

**At-Large Board Members:**

Amy Frederick--Present

Marcel Geegbae – Present

**Secretary:**

Not Present

## MANAGEMENT DISCUSSION

### BOARD BUSINESS: (Open Session)

**President's Message:** Past, Present, Future of TMEC.

Started by: Auditing books, ensuring 501(c)3 compliance, completing coaches contracts, policy implementation, organization and improved communication

Currently: Increased membership, new parent orientation, growth and restructure, new business model

Future: Strive for level 2 club as USA swimming, corporate sponsors to decrease fundraising, better relationship with the city of Murrieta and explore obtaining our own facility

**Treasurer:** Topics include: profit and loss, balance sheet, operating expenses, budget, restructure and fee schedule, transition to Team Unify for billing

**All financial figures for above topics may be referenced in the Annual Report released to the club**

- Discussion of investment in apparel a recoverable expense
- Bill.com used currently for receivable accounts, exploring transition to Team Unify
- Breakdown of Accounting fee-audit, bookkeeping
- Breakdown of expenses: meet fee's, coaching payroll, pool rental, lodging, reimbursements due to coaches, repairs and maintenance
- Meets-team covers coaches lodging, travel expenditures
- New Cost incurred with senior meets and travel-need to categorize better for a clear picture of where funds are going and transparency for members

- Dues Increase-released to club in e-newsletter, cost comparison completed for other clubs in the area, we are comparable to other clubs on average as we offer pool time 5-6 days per week,
- Discussion of overdue accounts and probability of recovery, mainly due to billing families whom have left the club without notice
- Discussion of Team Unify linking better with quick books, bill.com is manual and not syncing with QuickBooks, TU is more expensive but will offset by reducing labor of manual input, \$100 roughly more per month, will do pilot program to ensure adequacy and smooth transition

**-Vice President/Coach Liaison-**

- Sept. Team Banquet-used Rosa's for food, recovered half of costs for banquet and received 5% back from Rosa's, to be given to coaches for end of year dinner, exploring a larger venue for next year
- Fundraising-went out Oct. 5<sup>th</sup>, Kick Swim-a-thon is club wide Oct. 27<sup>th</sup>, same program on all three decks,
  - \$100 dollars is mandatory, \$200 is a goal and eligible for prizes including top earners award, to offset increased costs of water
- Snack Bar Donation committee- we did not turn profit at first meet, looking for donations to increase profit margin, seeking committee to solicit businesses in our local area either in funds or cash donations
- Rosters had not been organized in over 5 years, now complete to begin role taking and better tracking of kids and groups
- Coach Liaison was born to create definitive communication between board and coaching staff, coach training increased and completed over two week break, better workouts and sets and implementation of in water training in stoke school
- Coach Chris Bennet met with head coaches to compare swimming across continents (England)
- Presentation of each coach's response about what they like most about coaching at TMEC and how is the group restructuring going?

**-President:** Channels of communication-for flow from parents and swimmers to board and everywhere in between, parent and coach liaisons in place along with group parents

Apparel sales a success

**-Board Member at Large:**

- Amy-Hosted meet in May was a success, 640 swimmers for one day meet, brought in over 11k, improvement needed at snack bar
- December Meet-sign up coming soon for volunteer, meet at Chapparral
- 2 meets in 2017, March and October

**-Head Coaches:**

- Nate**-discussion of senior travel meet costs
- discussion of club sending large numbers to sectionals, nationals, etc.
- have achieved bronze club rating
- check your weekly reminder email for important information
- Jenn**-Blue, Black, White Meet-team practice and roster coming out soon, Oct. 29<sup>th</sup>
  - will not be sanctioned due to costs and will not be a fundraiser
  - meet has never been sanctioned before, remains the same

## COMMENTS FROM MEMBERS

- Not all members receiving e-newsletter, members need to update their email address with the club and/or add additional email addresses
- How many coaches do we have-10-15 based on time of year, school year 9-10 per Nathan
- Do we have breakdown of expenses and cost recovery for travel meets-majority of expenses come back to club, better categorization needed through quick books for definitive detail, Jenn, Blake and Bookkeeper pursuing better categorization with our current account charting system, currently not broke down
- Club incurred \$18,000+ bill from CRC from 2015, but charted in books for 2016
  - Last year's board reflected bill under different accounting practice
- Whom paid interest for senior travel put on credit card-credit card was paid in full so as not to incur interest per Bruce
- Member request for copy of audit and financial statements from 2015-Audit showed all income/expenses were properly aligned thus audit accounted for all monies used in past coming into 2016 year, TMEC vetted through multiple bookkeepers to decipher past books to establish flow and understand where the money is going, profit and loss tracking began in March 2016
- Shark Attack-only brought in \$19k? Not as successful as other years, not offered in 2015, increased advertising costs, program costs 9k for profit of 10k in 2016
- Members requesting definitive breakdown of costs for travel, meets, etc.-Process is underway through categorization in QuickBooks known as class system, per Jenn this is underway to understand profit and loss in multiple categories, and no classes were established over past years thus taking a long time
- Why do we not have an accountant?-We traditionally have a bookkeeper, however an accountant was on the board in past years so we used their services at this time, we have now transitioned back to a bookkeeper
- Who tracks the finances? Jenn, Blake, and bookkeeper
- Do we have an approved balance budget for 2016? Approved last month, accomplished when books were in order
- What is creating increased expenditures? Shortcoming is in wages, water and insurance, Will the increased dues fix this problem? Increases were assessed based on these increased expenditures to offset costs
- Water increases and increased costs not discussed in minutes previous to raised dues
- Whom are we comparing our rates to? Clubs in our district
- How many swimmers do we have now as compared to January, will this offset increased costs? 200 to 400 roughly, this is due to seasonal surge and Olympics this will not remain constant
- Is raising dues justified, can you show this more clearly through better accounting practices and transparency? Members requesting books, Blake will release when classification is complete
- Is raising dues and bringing back mandatory fundraising fee necessary? Was not collected in first part of 2016, is necessary for short course 2016, next board will decide for 2017 if necessary

- Members requesting more detail in minutes and emails? Info is in e-newsletter, many members not receiving, update email addresses
- Members not receiving timely answers and feel the minutes are not definitive or non-existent
- Put out to members to donate \$ or product to buy-out volunteering at home meet, Lisa Sisco to head up matrix for such plan
- Have we billed the hours for missing volunteer requirement? Jenn assembling, has not been done yet
- How do meet and the numbers of day get picked? Jenn-occurs through bid at committee meeting, and we go with one day meets as they produce as much profit as a two day, donations, vendors and snack bar may increase profits on a two day meet
- What day will practices be cancelled? Friday only, due to BBW meet
- Overcrowding? Is being constantly looked at, doing our best to find pools with the most lanes and mitigating issues quickly, fine tuning will continue per Nate including set adjustments, adding coaches, locations
- Filming? At meets to bring back to head coach to make adjustments
- Group size discussion? Behaviors change from coach to coach, inconsistencies due to coaches other commitments, TMEC is searching for experienced coaches but experience comes at a cost and are hard to find, Mia's group roster is 53 with a nightly in water average of 30-35, largest group on Monday's with third coach added, water is very limited, we are at the mercy of the city and do not have access to long course in Temecula
- Considering capping transition/group sizes-coaches are evaluating based on attendance and safety of swimmers and performance of individuals, calculated moves will be made after 30 days (Nathan)
- Discussion of kid's behavior and how to improve coach relations, head coaches will continue to train up younger coaches and evaluate problem swimmers
- What are A/B groups? A/B groups are based off speed criteria to pair like swimmers for safety
- we are experiencing an Olympic bounce right now, these numbers will decrease
- Nathan evaluated costs of experienced coaches will raise dues further, annual cost averages 40k
- Can coach Carol be utilized more-she maintains her own full time business, not available
- If kids are disrupting can we remove them from pool? Yes, we may enforce zero-tolerance and or club removal, this is not always the best option, new coaches are being trained on how to handle tough situations
- Lanes available from 8-9 at Chaparral as an option for expansion, also exploring more incorporation of dryland without impacting pool time
- Parents are looking at bringing on their own trainers for dryland
- Evaluations? Coaches are constantly scrutinizing, gathering notes and will combine all information to make sound judgements and movements (meets, times, behavior, attendance, performance), calculated decisions that are best for group and individual, utilization of goal sheets is important at all levels
- Coaches attending meets?-Club must pay each coach for attending, in addition they have other jobs that do not allow them to attend, coaches review time sheets to

remain informed, part time coaches may not attend meets as they are part time and we will violate labor laws by exceeding hours bringing them to meets.  
-What's being done about the state non-profit status? The teams 501c3 status is suspended per member, Board of Directors and coaches unaware of such notice being served, taxes have been filed timely each year, Board will investigate.

## **ADJOURNMENT**

Motion to adjourn meeting by Bruce Scott. Motion seconded by Heather Elizondo Meeting adjourned at 2025 hours.

Respectfully Submitted:

Nolan McGaughy, Secretary