

SPECIAL WORKING MEETING MINUTES

“Appendix D-Obligation Policy and Volunteer Hrs.”

Date: September 11, 2018

Time: 5:30 PM to 6:30

Facilitator: Board President, Kevin Staples

Meeting Purpose:

Special Working Board and Parent Meeting to determine options and resolve volunteer service hours and its obligation policy for the parent volunteers of the Ketchikan Killer Whale Swim Club.

Attended by:

See Attachment 1-Attendance

Background and Issue:

In September 2018, the new parent volunteer hours and obligation policy in the Ketchikan Killer Whale (KKW) Handbook was rolled out and needed to be revised, revamped, and better defined prior to release. Communication and clarity needs enhanced with parents, exceptions need to be defined, and the policy needs more flexibility. The issue is the team needs multiple parent volunteers on deck to host time trials and meets. In the past season, several time trials were at risk for not happening for the kids on the team due to poor volunteer sign-up or lack of parent involvement.

Opening Remarks:

President Staples called the meeting to at 5:30 PM on September 11, 2018. He welcomed parents and apologized for the roll out and confusion of the new policy. The good news was nearly all positions were filled for the upcoming September Time Trial.

President Staples motioned to remove Appendix D- “Volunteer Obligation Policy” from the KKW Handbook. Motion was seconded by Vice President Kuharich, Meet Director Dash, and Membership Chair Gonzalez.



The Motion was then carried, and Appendix D was removed from Policy, and dialogue was moved to create a policy with open comment from the parent volunteers in attendance.

Parent Round Robin & Concept Analysis:

President Staples began the dialogue with the emails he received from parents and provided an example and provide handouts. One hand out discussed was the option of paying volunteers. The example provided was from a Seattle team with a rate of \$18,000 per time trial, which is not an option with the team budget, and therefore volunteers are essential to making our team a success.

Parents provided examples of how Juneau and Sitka operate in terms of volunteer hours was also discussed. History of how KKW volunteer policy was also discussed among the group. Several ideas and concepts circled around community organizations (Boy scouts, Church, etc.) and High Schools Seniors that could also be utilized to fulfill volunteer hours. This idea will be researched by the board. Many parents expressed building a positive and fostering a relationship with team and other parents, and that sometimes it was not clear of what the job entails or exactly what is needed. They don't necessarily know what needs to be done or accomplished. An orientation and/or family mentoring or shadow could help new families coming to the team, and perhaps assist with the understanding of volunteer positions and expectations. Another comment was that parents are busy with work, other kids activities, and need flexibility, and less rigid policy. In addition, the exact number of positions or bodies on deck needs to review and looked at if it is mandatory or if we could use less. (Parent referenced Section 102.10 of USA Swim 2018 Rule Handbook). Another option could be family rotation per month.

Top 3 Recommended Options and Conclusion:

Option 1:

There are 30 families signed up for Ketchikan Killer Whales. That equals out to approximately 30 hrs. per family needed to run the time trials and meets for the year. This option would require a minimum of 15 hours or more per season to be completed on the pool deck, and the rest of the hours with the option to be completed off the pool deck. Exceptions and options would be identified for applying hours outside of the required hours on deck and specific case by case situations for those who may not be able to complete

hours on deck. Case by Case examples include, but are not limited to, Medical Reasons, Sick, Out-of-Town, Family Emergency, etc. A volunteer coordinator could assist volunteers.

Option 2: Revert back to 2017-2018 volunteer policy but raise the hourly rate fee for the hours that are not fulfilled to \$50 per hr. Policy would define exceptions to the policy. This option has no “Volunteer Coordinator.”

Option 3-Revert to old 2017-2018 volunteer policy but with the options of adding a volunteer coordinator. Possibly upping the number of hours to a minimum of 30 but would continue Family flexibility, especially with the younger swim groups. Adding less hours for the younger Swim Families and more hours for the next age groups. The Volunteer Coordinator would be crucial to facilitating hours prior to Wednesday before a time trial or prior to meets. This option would also include options for future board amendments if it does not work. No Non-fulfilment hourly rate fee increase with this option.

THE CONCLUSION TO PRESENT OPTIONS TO PARENTS THRU SURVEYMONKEY FOR COMMENT/PREFERRED OPTION, AND BOARD WILL CREATE POLICY.

<https://www.surveymonkey.com/>

Other Important Issues & Action Items to Be Addressed at Future Board Meeting:

1. Contact High School regarding High School Seniors Volunteer hours and ability to complete those hours at a Swim Team Time Trial or Meet. (**Assigned to *President Staples*)
2. Set-up Volunteer Coordination Position
3. Set up Orientation Plan and Family Mentor or Shadow Program.
4. Define Board and Volunteer jobs.
5. Clean up Webpage for vacant year-round positions.
 - a. All positions currently blank.
 - b. **Assigned to *Secretary Woods to check with Coach.*
6. Set/amend Bylaws.

Minutes submitted by: Secretary, Hillary Woods.

Minutes approved by: Board of Directors, 10/4/2018

Signature/Date: Signed 10/6/18



Next Meeting

October 4, 2018 | 5:30 PM, Ketchikan Rec Center Art Room



Attachment 1- Attendance:

9/11/ Meeting Attendance:

President: Kevin Staples,

Vice President: Kelli Kuharich,

Treasurer: Leslie Brewer,

Secretary: Hillary Woods,

Meet Director: Nissa Dash,

Ways & Means Chair: Dawn Taylor,

Membership Chair: Patty Gonzalaz

Parents:

Emily Avilla

Deanna Thomas

Chris Foster

Alec Woods

Victor Gonzalez

Marc Dash

Jennifer Heithecker

Maureen

Shelly Harris

Jason Harris

Matt Elberson