**Ketchikan Killer Whales Swim Club**

**Location**: Ktn. Rec Center, Art Room  
**Date**: First Thursday of Month, 10/4  
**Time**: 5:30 to 6:30

# Monthly Board Meeting Minutes, 10/4

  
  


# Meeting Purpose/ Objective:

# (Define- Why are we here? What do we hope to accomplish? What are the decision points?)

1. Attendance & Quorum:
   1. *Present:* President Kevin Staples, Vice President Kelli Kuharich, Treasurer Leslie Brewer, Secretary Hillary Woods, Meet Director Nissa Dash, Ways & Means Dawn Taylor, Membership Patti Gonzalez
   2. *Absent:*
   3. *Quorum present?* Yes
   4. *Walk-ins & Others Present:* Fatina Smith, Dollee Robinson
2. Proceedings:

*Meeting called to order* at 5:30 p.m. by President Kevin Staples.

*Last month's Board Meeting and Special meeting minutes* were amended and approved by President Staples, seconded by Vice President Kuharich.

*Board of Directors Report:*

1. *President, Kevin Staples:*

* High School Meet & Volunteers: He reported that the Slots for High School Meet are filling up, and volunteers are looking good. Secretary Woods reported she could not run the computers for Friday of the meet. There was one individual signed up but could use another experienced Hy-tek operator for the meet.
* Update to Volunteer hours, obligation policy, survey monkey end date, & rollout w/parents:
  + Survey monkey was successful in rolling out the 3 alternative options to the parents. The recommended alternative was No. 1. However, the language will need slight amendment, so individuals can coordinate with a volunteer coordinator versus requesting a motion each time at a board meeting for excusal or exceptions.
  + *Action Needed:* Volunteer coordinator needs to be set up. Meet Director Nissa Dash will assist with this position, and Board will gratefully assist if/as help is needed.

Deadline:

* Code of Conduct: President Staples touched on Board member (as a whole) behavior and conduct:
  + As a board of directors of a non-for-profit and swim club, we need to be a unified voice running for a benefit of the swim club. As both board members and as parents, we need to maintain a positive attitude for club on the pool deck and outside of the boardroom. Toxicity needs to be left at the door. All Board of Director Meetings are open to parents and public to address any issues not on deck or in the pool lobby. IF you are approached outside, at the pool or grocery or in public, encourage people to attend a board meeting to address their concerns. He briefly provided a couple of past examples from over his years of tenure with the club.

- Executive Board v. Extended Board Roles: President Staples and Vice President Kuharich discussed the roles and responsibilities of the Executive Board (Pres., VP, Treasurer, Secretary) and the. extended board roles. Some of the board roles are defined in the handbook, and bylaws. The bylaws need updated but will defer to a later date/meeting to revise and amend.

1. *Vice President, Kelli Kuharich:*

* Gaming permit status, Fall raffle & pull tabs update:
  + State of Alaska has suspended the clubs’ gaming permit as of October 1, 2018. She has been fighting with the State of Alaska for 6 mos. Vice President Kuharich passed the necessary test and submitted the proper paperwork. She continues to struggle with the State of Alaska and is the primary contact with the State of Alaska on this issue. (UPDATE-As of 11/1, the gaming permit was reinstated.)
  + The fall raffle will not occur and will be delayed until spring 2019.
  + She is also working with former KKW gaming permit holder, Mindy Byron, on year end reports etc.

*Action Needed:* Vice President Kuharich to connect with Mindy Byron on the yearend reporting. She will also attempt connect w/Nida at the State of Alaska regarding her submittal of paperwork and getting the suspension lifted and permit approved for the team, so we can have a raffle.

*Deadline:*

* Raffle Prizes: Vice President Kuharich reported that since we are not having a fall 2018 raffle, that someone needs to check on the expiration on the prizes for the raffle. This would fall to fundraising or way/means.
  + *Action Needed:* Former Club Treasurer, Dana Eldering, has Holland America Grant and Prize vouchers, Ways and Means Chair Dawn Taylor will connect w/ former Ways and Means Chair Mike Woods and Former Club Secretary Leah Klinger on Holland America Prizes for expiration period. Dawn to check w/ Mike Woods on Fundraising Documented Binder.
  + *Update 10/4/2018-* After the adjournment of the meeting, Ways and Means Chair Dawn Taylor contacted the Board of Directors, stating she had just received a text from the former Ways and Means Chair, Mike Woods, whom stated that the prize vouchers were good for a year and that they are mailed to the team Post Office Box, which is picked up by the Treasurer.

1. *Treasurer, Leslie Brewer:*

* Financial Report & Budget Status
  + Treasurer Brewer is still transitioning with former club Treasurer, Dana Eldering, on the team Financials. Each of them has not been able to connect due to conflicting schedules. The team Financials are on the team Laptop w/ Dana and Treasurer Brewer needs the software of QuickBooks which is on the team computer. Former Treasurer Dana Eldering is also staying on board as part of the Treasurers committee to assist and continue to transition.
  + Treasurer Brewer discussed the fact the Teams version of QuickBooks is also the old version. She proposed the option to purchase present day software, so it is easier to view, electronically share and is more user friendly to today. It runs about $12 a mos. She is having trouble because the current QuickBooks system is aged.
  + She provided current financial handout by treasurer. She will also Collaboration w/Ways & Means/ Fundraising efforts and where we are financially.
  + Action Needed: Treasurer Brewer’s goal is by January 2019 to be able to present a clear and balanced, detailed report of the club’s financials.

1. *Secretary, Hillary Woods:*

* Minutes/Agendas from prior Meetings: Secretary Woods asked for Board feedback on last few monthly minutes and new agendas. What’s working? What’s not? What needs improved? Majority Consensus was they looked good and read well. They like the new agenda.
* Posting to the Web: Minutes and agenda are posted to the team webpage under “Club Structure” tab and “Board of Directors.” <https://www.teamunify.com/SubTabGeneric.jsp?team=akkkw&_stabid_=188912>
* Admin. Official Training Update: Secretary Woods completed the Administrative Official paperwork and pass the Administrative Official test and is now waiting for the paper exercise to be complete. Connection needs to be made with the Alaskan LSC- Heather Snelder?
* A& P Receipts – see “Other Business” details below. Dollee Robinson joined the meeting to provide additional comment on the A&P receipts also.

*5. Meet Director, Nissa Dash: (5-10 Min)*

* December Meet Preparation & Meet Updates:
  + Both meet and blanket sanctions have been approved. Coach Patrick Burda will post meet info and job signups soon.
  + Awards & ribbons have been ordered. Total was $229.85. Left over medals were able to be utilized to save money this season. Expenses for the next meet held by KKW are forecasted to be about $450, based on this meets format.
  + Chef Bev Gonzalez is eager to help with concessions
  + Shelly Harris is willing to take responsibility for planning the Hospitality room again. We need EARLY planning for signups, food donations, and volunteer time to help in set-up, etc.
* December Meet Tee-shirts Update:
  + Since the meet is not a Championship meet, the T-shirt vendor we have used in the past will not be able come. A design is in the works and I am looking at several options to provide meet t-shirts efficiently and at a reasonable cost. Meet Director Dash should have something to report to the board very soon.
  + *Action Needed*: We need a T-shirt vendor for December, contact Meet Director Dash w/proposal [th5dashes@yahoo.com](mailto:th5dashes@yahoo.com), or at 509-792-4497. Vice President Kuharich will email Meet Director Dash Regarding Tee-shirt design for Approval. President Staples will contact Chef Bev & Shelly Harris.
  + *Deadline*: As soon as possible/prior to December Meet

6. Ways & Means Coordinator, Dawn Taylor:

What are Options for Fundraising for FY18-F19 KKW Swim Club fundraising:

(Option 1, Option 2, Option 3, Action Needs & Proposals (who/what/where/how/propose dates, etc.)

- Getting ideas for fundraising. Getting restaurants for business receipts.

-Exploring options like a Kids night out or pool party as fundraisers.

- Connecting w/ Mike on a binder/prize voucher expiration for fall raffle.

Update:10/4/2018, Following adjournment of the meeting, Ways & Means Chair Taylor reported to the board that she had received papers to transition w/the former ways and means chair Mike Wood. The form letters need re-done and were not provided. The info he had been given had several companies that were no longer in business or the information was invalid

- Coordinating w/Treasurer Brewer on Financial info.

Action- Run down for next meeting (Dawn Taylor) Proposals for fundraising during 2018-209. Fundraising program revamped later in the year.

7. Membership Coordinator, Patty Gonzalez: (5-15 min)

-Update to KKW Swim Bulletin Board: The bulletin needs updated. Membership Coordinator stated she will continue to update the team bulletin board at the pool.

*Action Needed:* Membership Coordinator to update the KKW team Bulletin Board at the Pool.

Deadline:

-Team Morale Events Coordination &- Facebook Page Status: Membership Coordinator Gonzales stated she will continue to be admin. and update the events Facebook page for team event.

-December Meet Tee-shirts. Has this been coordinated? What are the specifics? (Proposal)

(Defer to Meet Coordinator notes above.)

*Coach(s) Report: (Comes in at 6-6:30, as he is on deck coaching the team) 10-15 Min:*

*KKW Head Coach, Patrick Burda:*

[*https://www.usaswimming.org/docs/default-source/clubsdocuments/club-recognition-program/club-recognition-program-for-a-bod-governed-club.pdf?sfvrsn=2*](https://www.usaswimming.org/docs/default-source/clubsdocuments/club-recognition-program/club-recognition-program-for-a-bod-governed-club.pdf?sfvrsn=2)

* *USA Swimming Club Recognition Program:*

Coach Patrick reviewed the Club Recognition Program for a Parent Governed Club. He discussed what is need to achieve the various level of recognition and focused conversation of starting the club in achieving Level 1, which as team we have met several of the criteria already. Highlights of what we don’t have/need, and he will work with the board to continue to achieve level 1.

* *Other- Proposed a couple of ideas if there is not a fall raffle…* 
  + *Could we move swim a thon to December?*
  + *Prizes for swim a thon.*

*Open Business & Parent Comment Opportunity: (If any)*

* A& P Receipts– Issue: The A &P receipts are empty on the bulletin board, but a pile of receipts on file in the grey cabinet on the pool deck by the coaches’ office. Who is going to pick this job pick up? Tres? Are parents aware of this opportunity? How can we better communicate?

*Comments from Dollee Robinson:*

* + *A&P Receipts are set at 1%. Of amt. of receipt and are good for year. Currently, team credits have not been used at A&P. What can A&P be used for? Events/hospitality room. Team Water? Once receipts the are turned in they are valid for a year. Prior to submission of receipts, A&P needs tape. No tobacco/Alcohol is allowed, that must be deducted from the amount.*
  + *How do we promote to a specific cause? Add to a specific cause. Suggestion to possibly purchase a case of water for those swimmers who forget or do not have a water bottle on deck at practice. Perhaps start with water and expand from there.*
  + *How do we better communicate the local opportunity? Add to weekly email. Add to Facebook.*

*Action Needed: Robinson was un-aware of additional A&P receipts on pool deck and will investigate turning in. Dollee to coordinate w/Coach Burda to add to weekly email & KKW Facebook.*

*Deadline: Board will revisit A&P receipts in 3 months- January 2019.*

*Assessment of the Meeting:*

*Does Thursday work for folks or would it be better to change to a different day or time? (Several meetings folks have been leaving early or by 6.) Deferred to next meeting.*

1. Next monthly board meeting Date/Time/Agenda items Proposed:

*First Thursday of Month: November 1st, 2018 at 5:30.*

*Next Month Agenda: Next Month’s events/board business are we setup or positioned for success as a team? As a board? What areas need action/attention? What Action is needed and what are the deadlines associated with each action item?*

1. Adjournment

Meeting adjourned at 7:00 P.M. by President Kevin Staples.

Minutes submitted by: Secretary, Hillary Woods, 10/8/2018 to Board of Directors for review.

Minutes approved by: