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**Location**: Ktn. Rec Center, Art Room  
**Date**: First Thursday of Month, 12/6/2018  
**Time**: 5:30 to 700

**Ketchikan Killer Whales Swim Club**

# Monthly Board Meeting Agenda

  
  


# Meeting Purpose/ Objective: (Define- Why are we here? What do we hope to accomplish? What are the decision points?)

1. Attendance & Quorum:
   1. *Present:*
   2. *Absent:*
   3. *Quorum present?* Yes/No
   4. *Others Present:*

1. Proceedings:

*Meeting called to order* at \_\_\_\_\_ p.m. by \_\_\_\_\_\_, \_\_\_\_\_\_\_\_. *Last month's Board Meeting and Special meeting minutes* were amended and approved by \_\_\_\_\_.

*Board of Directors Report: (President/Vice President/Treasurer/Secretary)*

1. President, Kevin Staples: (5-10 Min)

* Other Items…
  + *Completed Action from Oct & Nov. Meetings:*
  + Language amended for policy and final implementation of selected alt. No. 1.
  + 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.

1. Vice President, Kelli Kuharich: (5-10 Min)

* Gaming permit status & pull tabs- Permit reinstated!
* Other Topics-

1. Secretary, Hillary Woods (5-10 Min)

* Admin. Official Training -Certification completed-
* Board request for review and agenda items. NEED BOARD TO RESPOND/SPEAK UP. Email Bullets if you have em’
  + Notes are submitted for review to the entire board typically within 7-10 days of the meeting for ALL to review. If there are amendment or comments, they need submitted to the Secretary at LEAST one week prior to the Board Meeting to be in included and approved at the next board meeting.
  + The prior months draft notes are reviewed, then approved by a motion by the Board.
  + They are then posted to the web for public use.
  + This is part of standard Board procedures, Bylaws, and business processes.

1. Treasurer, Leslie Brewer: (5-10 Min):

* Financial Report & Budget Status.
* End of yr Reports? Upcoming filings?
  + -10/4 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.
  + 10/4 Action Needed: Status of Holland America Grant.

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

* December 14-15-16 Meet Preparation Updates
* T-shirts (Meet)
* Billboard,

(See Bullets…)

6. Ways & Means Coordinator, Dawn Taylor: (5-10 Min)

-Spring Raffle Coordination- Tickets & Prize Expiration/ updates.

-Need Action Plan, and implementation schedule of raffle and fundraising events.

7. Membership Coordinator, Patty Gonzalez: (5-10 min)

-Update to KKW Swim Bulletin Board. (Action Needed/Deadline)

-Team Morale/Events Coordination- End of year/Christmas Party Event Ideas?

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

*KKW Head Coach, Patrick Burda:*

*Other key board business:*

*Other Topics Discussed 10/4- 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.*

*DOES DATE & TIME WORK??? Does Thursday work for folks or would it be better to change to a different day or earlier?*

1. Open Public & Parent Comment Opportunity: (If any)
2. Next monthly board meeting Date/Time/Agenda items Proposed:

*First Thursday of Month: \_\_\_\_\_\_\_\_\_\_\_\_, 2018 at 5:30.*

*Agenda Topics: Next Month’s events/board business… Are we setup or positioned for success as a team? As a board? What areas need action/attention?*