

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

**Ketchikan Killer Whales Swim Club**

# December 6, 2018 Full Board Meeting Minutes:





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

1. Attendance & Quorum:

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| Attendance and Quorum: |
| Position | Attendee | Present | Absent | Other |
| President | Kevin Staples | x |   | Via Telecon |
| Vice President | Kelli Kuharich | x |   |   |
| Treasurer | Leslie Brewer |   | x |   |
| Secretary | Hillary Woods | x |   |   |
| Meet Director | Nissa Dash | x |   |   |
| Ways and Means Fundraising | Dawn Taylor | x |   |   |
| Membership | Patty Gonzalez | x |   |   |
| Head Coach  | Patrick Burda | x |   |   |
| Other… |   |   |   |   |
| Quorum - Yes/No | Yes |   |   |   |

1. Proceedings:

*Meeting called to order* at 5:34 p.m. by Vice President, Kuharich. *Last month's Board Meeting and Special meeting minutes* and approved by Meet Director Dash and Vice President Kuharich.

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

1. President, Kevin Staples: (5-10 Min)
* Still working on pool fee reduction. Plan is to move forward and talk to Erin on reducing the fees. President Staples had heard back from several other teams and has several examples of pool fees.

*ACTION ITEMS FOR PRES:*

1. *Follow up on Pool Fees*
2. *Online Test for Alt. Gaming Permit Holder.*
3. *Check on FY or CY raffle prize expiration. (AK Air & Holland America*
4. *Coaches Contract.*
5. Vice President, Kelli Kuharich: (5-10 Min)

Gaming Permits:

* Gaming permit status & pull tabs- Permit reinstated. We were down for a week, and raffle can now occur. Quarterly Reports are filed and good.
* Need alternate Gaming Permit Holder:
	+ Open Book Test.
	+ Board Volunteers include Patty Gonzalez and Kevin Staples.
	+ Kevin has not taken test but will as first alternate since he is President.

Board Roles & Responsibilities:

* Board Meeting attendance is mandatory for meetings. Attendance is a must, and meetings are only once a month. Job needs done. Full meeting attendance needs occur, not just dropping bullets and leaving or leaving early. If you need assistance ask and be up front if you cannot fulfill duties due to other obligations; and if you can’t do the job, find help or someone to complete it. We need to communicate and operate as a whole board.
* (President Staples) We need an action plan for fundraising. Budget is tanking. Need votes, proposal, and schedule in front of the board.

*ACTION ITEMS FOR VICE PRES:*

1. *Email Board on attendance to meetings and meeting participation. Due before 1/3 meeting.*
2. *Call Dana on how long on prizes.*
3. *Sign A & P permission slip for authorized users.*
4. *Collaboration on Coaches contract.*
5. Secretary, Hillary Woods (5-10 Min)
* Admin. Official Training -Certification completed! Official in USA Swimming.
* Board request for review and agenda items. NEED BOARD TO RESPOND/SPEAK UP. Email bullets prior 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.
	+ Open Meeting Act- Alaska Stautue

*ACTION ITEMS FOR SECRETARY*

1. Coordinate w/Dash on Language on the new policy.
2. Contract collaboration.
3. Treasurer, Leslie Brewer: (5-10 Min):
* NOT IN ATTENDENCE….NO REPORT. -

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

 - T-shirt order was submitted and is in the process of being fulfilled.

- Bev Gonzalez has given a menu fo concession stand and will be collecting donations and purchasing items. She requested chips, drinks, ice, be put on the sign-up sheet for parents to provide. Emma Campbell is providing high school students as volunteer help for concessions.

- Key meet positions filled, except head timer, and around 6 or 7 slots each day for timers. As a plan B, Emma Campbell is checking to see if there are high school students willing to volunteer.

- There needs to be more parent families that have yet to volunteer any hours signed up for timing.

- 7-8 families who have between 10-15 on-deck hours left still to fulfill.

- Nissa is in the process of creating an off-deck spreadsheet also.

- Shelly Harris put up Sign -up sheet for hospitality Room Food for next weekends meet and looks like most items are signed up for.

- A & P Sheet- Dollee, Nissa, Bev, Leslie Brewer. – Kelli sign.

*-Action Items for Meet Director:*

1) Add Bev’s requested items to the sign-up sheet by 12/3.

2) Contact families after 12/15 meet who still have hours to fill on deck.

3) Get copies of signed A&P authorized roster for Non-Profit/Team Administrative Records to Secretary Woods

4) Get more details on KKW H.S. Swim team quick dry shirts w/ Emma Campbell.

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

 - Not at last meeting but have been following up on the last handout given.

- Kids night in Costs/Kids size. Armory/Holy Name/Houghtaling. Holy name $250 for rental/Activities- movies game snack or pizza. Need Option 1 and 2 and 3….

- (Kelli) What are options for Bake sale. Funds are very low, and not available to expend on a fundraiser.

 We need zero down, and profit coming in.

* At weekend meet, there is a open to public swim event. Open to all.

*Action Items for Way & Means:*

* *Need to know- how much is allotted to use for fundraiser. Work w/Treasurer.*
* *Dawn will email w/ fundraiser to complete.*
* *Connect w/Erin for possible after party w/ pizza sale for $5 a slice. (Saturday at December meet)*

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

-Update to KKW Swim Bulletin Board. Coordinate IMX & IMX Ready scores w/Coach for addition to board.

-Team Morale/Events Coordination- End of year/Christmas Party is not option w/current funding levels.

-Team Tee shirts orders end of next week 12/14.

 -Heat press & decals

 -Budget approved by Dana. Ordered by Patti and she will need to get reimbursed.

 -Total $440 for 100.

- Option discussed about adding personalization for an additional cost, and proceeds to go to team. Additional vinyl $6. Personalization by 12/12

-Asked Charlie Starr about team pictures. He needs 2 mos. in advance Notice Need Date set up.

(February 22- Swim-a-thon. Patty to call.)

-Sweatshirt orders in January. Order Upfront. Grey sweatshirt design. w/logo & Names on the back.

- Stick w/ Logo.

*Action Items:*

1. *Patti to call Charlie Starr on Picture date 2/22 w/ Swim a thon.*
2. *Follow up on reimbursement of teeshirt orders.*
3. *Update Bulletin Board w/News articles from Coach.*
4. *Email Coach regarding outreach to parents on teeshirt personalization.*
5. *Coach(s) Report: (Comes in at 6-6:30, as he on deck coaching the team)10-15 Min:*

 *KKW Head Coach, Patrick Burda:*

* *Entries due yesterday. Summary of who is coming for December Meet.*
* *See docs……………*
* *Starter…working w/ Colorado. Coach has acquired extra from pool.*
1. *Board Round Robin:*
2. Open Public & Parent Comment Opportunity: (If any)—NONE!

---635 adjourned…by Kelli. ---

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

*1/3/2018 is next scheduled full board meeting.*

*Drafted 12/2/2018: Hillary Woods*

*Submitted Draft To Board on 12/10:Hillary Woods*

*Approved on \_January 8\_\_\_\_\_\_\_by\_\_Board\_\_\_\_\_\_.*