

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

**Ketchikan Killer Whales Swim Club**

# January 8, 2019 Full Board Meeting Minutes:

  
  


1. Attendance & Quorum:

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| --- | --- | --- | --- | --- |
| Attendance and Quorum: | | | | |
| Position | Attendee | Present | Absent | Other |
| President | Kevin Staples | x |  |  |
| 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 5:30 p.m. by President, Staples. *Last month's Board Meeting Minutes were* approved by

President Staples & seconded by Vice President Kuharich.

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

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

1) Update to pool fees…. We need to reduce pool fees. KKW has the highest rates in the State out of all the Swim Club teams. We need go to Rec Center, and then to Borough (or even both) to get them lowered to a reasonable fee. A cheaper alternative would be to have all the swimmers obtain Ketchikan Parks and Recreation Memberships for $175 per year versus paying pool fees. A handout was provided w/comparisons to other aquatic clubs in the State in an effort to compare teams, fees and apples to apples.

*Action Item/Next Step:* Kevin to discuss with Patrick and Ketchikan Parks and Recreation.

2 ) Alternative Gaming Permit…. President Staples completed documentation, process and passed online test to become an alternative for the Gaming Permit Holder for team raffles and funding generated from the proceeds of pull tabs

3) Raffle and Raffle Prize updates…. President Staples looked into the status of the Alaska Airlines gift certificate and expiration, and the status is still good. Only need new days.

4) Coach’s Contract… Coach has copy of new draft contract, and it is pending his review.

5) December Swim Meet…-Thanks to all for the success at the December Swim Meet, and especially to Nissa for a well-coordinated meet.

6) Defining Volunteer Hours - Everything at/during a meet should be on-deck. Off Deck would include Food Donations, Cupcakes, or A &P receipts.

*Action Needed*- Volunteer Language & Handbook to Patrick. D) The hours need prorated when someone leaves.

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

1. Coordination w/NISSA on various Items

(See Meet Directors Section Below)

1. Discussed Board participation and need for attendance, and status of Treasurer Position.

Secretary, Hillary Woods (5-10 Min)

* Briefly discussed need to follow up on past meeting action for Policy for Volunteer Language to Appendix D.
* Meeting minutes posted to web are up-to date.
* Discussed Board draft minute reviews and edits.

Treasurer, Leslie Brewer: (5-10 Min)

*Absent. No Report.*

*Action*- Kevin to discuss w/ Dana.

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

1. December Meet Profits… Nissa review the profits of the December Meet, which was approximately $2,500, and an additional $527 in other revenues. Big improvement from last year as last years meet was in the red.
2. Lessons Learned- Future spread the word and advertise, as it makes a difference, and will aid in fundraising.
3. Parks & Rec Concessions Option…. Can KKW work concessions for BBALL or Soccer, or signups at the pool. Its an opportunity to make more funds.
4. Provided info on the Tee-shirts for fundraising…. Net $604 to 800, Total $3600 (NISSA CONCUR HERE)
5. Volunteer Hours Review- A few parents are in the red, overall most have made the hours/ sign-ups.
6. Appendix D- Volunteer language- Add language for prorated hrs. for folks that leave the team.
7. Quick Dry shirts- Defer to next meeting.
8. A&P Receipts – Admin Records needs.
   1. Get w/Kelli & Patrick
   2. Get a copy to Secretary for Team Admin. Record & Bookkeeping.
9. Coffee Sales- Working w/Jen & Shelly.

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

1. Raffle Prizes update:

* Approached to Crowley for Raffle. Unsuccessful. Name change & amt.
* Revamped Fundraising Letterhead and letter content for dispersal.
* Visited Cape Fox. Pacific Air, Arrowhead. The Landing, Madison, Pacific Pride, Taquan,
* No-Taquan, Madison, Bernies…..Maybe- the landing, Yes- Arrowhead…

4- Checked the status & updates to the Prize Info – Cruise ship+$250+$250, Arrowhead, AkAir,

*Action Items-* Follow up on companies contacted. End of week will know.

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

* Confirmed 2/22 @ 5:30 @ Swim-a-thon for team photos.
* Laminated Newspaper articles for KKW Bulletin Board and will add to Board.
* 2019 Team Tee-shirts are being handed out, and parents need to sign for them.
* 12 persons personalized $60+ 1 to Patti & 5 to other.

*Coach(s) Report: 10-15 Min: KKW Head Coach, Patrick Burda:*

* Pool Fees Review. ACTION – Patrick & Kevin coordinate prior to going to Aquatic Directors and Ketchikan Gateway Borough, and will discuss the $175 Rec membership v. Fees.
* Handout- Sponsorship, Finis Contract. Coach has not heard back from Speedo after several attempts. He is following up with ARENA. However, he did have good contact with FINIS, and provided the board a sample agreement/contract with them for team appear & gear.

*Action Item… Send out to Arena for another possibility.*

* 10 & U, KKW was 3rd overall, Great Successful Torment.

1. *Board Round Robin:*

* Team Teeshirts discussion & feedback to design: - Tabled.
* Swimathon- to start this month to promote
  + Dawn- looking at USA swimming web. for swimathon references.
  + Prizes for kids.

1. Open Public & Parent Comment Opportunity: (If any)—NONE!
2. Next monthly board meeting Date/Time/Agenda items Proposed: 2/7 @5:30
3. Adjourned 7:30 PM