**Ketchikan Killer Whales**

**Board of Directors Meeting**

**Location or Conference Line or Zoom**

**A close up of a logo

Description automatically generated**

1. Call to Order -5:40 PM called to order by Christa
2. Roll Call – Confirm Quorum per Bylaws as deferred to Robert’s Rules (Christa, Kim, Dana, Nissa, Maureen, Melissa, Eryn, Gary) Absent is President Elect (Vice Pres-Vacant) and Eryn.
3. Approval of the Minutes – Dana moved w/unanimous consent to approve the minutes. Motion Carried.
4. Approval of the Agenda-Nissa to move to approve the agenda w/unanimous consent. Motion carried.
5. Public Comments – This is the formal time for members and public to comment.
6. Report of Officers
   1. President -Executive session at end of Meeting
   2. Vice President- Vacant. Report by President. 4th of July parade. Parade is still ago as of now. Need to follow health mandates and social distancing. Discussion of float ideas with safety in mind. Christa will find out what the guidelines are for participants.
   3. Secretary-Updates to Google Documents and Drive, along with Google Admin Console. Webpage is update. Hillary is willing to transition as needed on roles and efiles.
   4. Treasurer – Status of 2020 budget- Still working through as Dana is working on transition with new Treasure, Nissa. Funding from PPE program of $8,228+. Funding covered Gary salary and overhead. Next report- What’s attrition and reasoning. Possible to have coach/treasurer to pull and report. During COVID, PPE paid for overhead and salary. Working meeting will cover budget and working through the balance sheet/P&L. Still working through the QuickBooks glitch with Team Unify and billing.
   5. Meet Director –Nissa is working on transition w/new meet director, Melissa. Virtual meets are possibly going to be planned in the near future. Big meets are being deferred to a later date due to the COVID situation. Melissa will look at new regulations on what we can and cannot do. Gary added time trials on webpage.
   6. Ways and Means- We are currently in 2019-2020 fundraising year. 2019 raffle was approx. $18,000 in profits. This amt. matches the planned budget of $18,000. We will need to look at the Swim-a-thon option. More information will be needed on the budget numbers of actuals v. planned of $5000. Blueberry is to be determined at this time. Paperwork is put together for Holland America for potential fall raffle. TeamUnify can track volunteer hours, needs to have glitch fixed so members can keep track of hours. Are we lowering the fundraising requirement for this year at $619 a swimmer?
   7. Membership – Maureen will work with Dana on a contact regarding the grant app w/Holland America. Application was submitted the week before COVID struck. Ad is ready to go in paper for “Thank You’s” to sponsors and outreach for new sponsors. Maureen is working to outreach for volunteers for Board committees like handbook committee and/IT committee for webpage content. We need to set-up shared or generic email for Board to check and link to the Google Admin Console that would be checked by Secretary and Coach.
   8. Coach – Several swimmers are swimming for summer. Practices are split with even number of swimmers. This week focus has been working on the small things and working a little harder. A couple time trials are planned- June 20 and July 11. Possible virtual meet July 24 hosted by Anchorage. Still working on the details. High school is still to be determined. Zoom meeting planned with other coaches for meet schedule for the year. There is still a lot to be determined. Melissa will reach out to LSC to confirm if we can have a time trial. Melissa to coordinate. We will need to also coordinate volunteer and officials.
7. Reports of Committees- Led by a Board Director and team volunteers
   1. Bylaws – Nissa and Kim have been working together. Possible to bring new committee members to assist. The bylaws are in a framework and will need to put together and presented to the Board.
   2. Gaming Funds – Background to new board members on the beginning of year of surplus of gaming funds. Transition gaming funds to Nissa and/or Christa. Nissa will reach out to Kelli.
   3. Handbook Committee – Maureen is continuing the Handbook committee and working through the sections.
   4. Annual Meeting/Banquet – Nissa and Coach to coordinate. $500 in the budget for end of Year Banquet.
   5. Webpage IT Committee- To be chaired Hillary and additional club member- Adrianna.
   6. Team Growth Incentive Bonus Program- Coach sent emails to check.
8. Standard Order of business
   1. Unfinished Business
      1. Dues/Volunteer hours/Fundraising Quota Status- Tabled
   2. New Business-
      1. Assistant Coach- Working with a couple of new applicants. 3 applied. One Jr. coach will transition w/ Emma.
      2. Fundraising- Swim-a-thon (@ reopening of athletic facilities) volunteer hours. See Treasurer report above.
      3. Revised Meet Schedule – No new info.
      4. Transition First Bank forward to Nissa Dash and remove old board members.
9. OPTIONAL--Executive Session (Motion Required – document start and end time) – Committee as a Whole – Unrecorded discussion with no formal action.

Dana moved w/Unanimous consent to move Executive session to the end. Christa seconded.

1. Announcements – Board of Directors for the good of the order.
2. Next Meeting- July 15 is date of next meeting at 6 PM. Kim will look at the Landing. Finance working meeting at Taquan on June 24. Christ will confirm Taquan for Finance Meeting.
3. Moved to Executive session at 7:18 pm
4. Adjournment 7:40 pm

Next agenda Items

* Ways & Means-Fundraising requirements- How many members are impacted? How many still have fundraising to complete?