Board of Directors Meeting Minutes

August 16th, 2019

**Call to order:** 6:41pm

Approval of July Minutes: Erinn motions, Christina 2nds, all approve

Attendance: President: Kristi Boatman Vice President: Scott Johnson-via phone

 Secretary: Katie Padron Treasurer: Jennifer Young

 Volunteer Co: Christina Study Fundraising: Erinn Lormore

Coach: Amy Summers Coach: ~~Zac Kassel~~

Coach: ~~Andrea Denoncour~~ Swimmer: ~~Jaiden Rodgers~~

Meet Dir: Mike Barr Other:

**New Business**

**Requesting the sanctions for December meet:** need to do all meets and time trials. See if last year’s sanction will cover the mock meet coming up. Make sure the invite has the request for timers from the other teams. Diane will show Mike how to submit

**Hiring Wendy Chase as accountant/Transitioning Sharon Freeman to take over as Treasurer Sept 1st**

Email from Erinn to Board:

“All, Christina and I made it work and had a conf call with Wendy Chase.

She seems great and will do the accounting jobs below for $40.00 an hour.

 Accountant

· Process payroll to include gathering required documents, verifying employment eligibility, setting up employee accounts, drafting checks, paying liabilities, and filing associated IRS and State of Alaska forms and reports.

· Maintain and reconcile checking, savings, and gaming account.

· Ensure bills for business licenses, insurances, software, pool rental, etc. are paid and recorded appropriately in QuickBooks and bank statements.

 She believe this will take between 5-10 hours per month, obviously to start it will take a bit on the longer end….and so on.”

There will be no contract, it is month to month. Sharon will do the website items. Jennifer will do payroll at the end of August, then it is Sharon. Sharon will replace Jennifer on the bank account.

Christina motions, Katie 2nds, all approve-Sharon Freeman will take over as Treasurer effective September 1st, 2019

**Pace clock-**use gaming money to buy a battery operated digital clock, as well as underwater speakers.

Jennifer motions, Christina 2nds, all approve

**Is a multiple kid discount an option this season?** Instead of a discount, for the whole of the 2019-2020 season, the $45 NPAC fee will be waived for all registered swimmers.

**Misc business brought up:**

Create a Google doc to have a master timeline for events, have all positions create “How to” notes for processes (ie: how to submit meet invites) and have password back-ups for all position related emails.

There is gaming money that needs spent before the end of the fiscal year (August) – all agree to spending it on the underwater speakers, pace clocks, a new computer to operate the scoreboard

 -Scott to email Colorado about a compatible computer for the system we have

 -Amy to buy the clocks and speakers

Amy proposed to rotate the coaches to attend the monthly Northern Area meetings

Swimmer rep-ask Jaiden if she’d like to continue-Christina texting her mom

Age Groups in Ketchikan 2/13-2/16. Possibly rent a house for swimmers and chaperones. Amy has already rented a hotel and van for the coach going.

**Northern Area:**

A proposal was submitted to the Tanana Valley Youth Sports Foundation to replace the starting blocks for the 4 pools. Approximate cost $75,000- The Foundation approved 50,000, NA approved $10,000 donation to the project,as well as $5,000 team donations. SST donated $3,500, UAF alumni donated $3,500, GoFundMe has raised $1,835

NPAC will donate the $1,165 for the rest –Christina motions, Erinn 2nds, all approve

Kristi to verify it includes the housing being fixed for each block

**Ongoing Business**

**Unsafe blocks:** any update from Universal Welding if can help?

The casing bolts were tightened, #3 still rocks. Need to switch #3 and #4-repaint the #s. Amy researching which type of paint is accepted.

**Adjourn:** 8:40pm