

NSAC Meeting Minutes

Meeting	General NSAC Board Meeting
Date/Time	11/6/2017
Committee	Executive Board
Attendees	Shane Smith, Scott Maki, Melissa Rhoades, Jamie Nordstrom, Scott Koke, Rory Coplan, Carrie McCollor, Miranda Oliver, John Quackenbush, Allen Harris, Kate Magnuson

Topic	Description	Motion
Call to Order	7:02p	Pam, Scott M
	Motion to re-instate Pam Weier as At Large Board Member	Shane, Rory
	Introductions, 5 parent guests	
	Approve June meeting minutes	Scott M, Jamie
Action Item		Due Date

	<p>Action Items review.</p> <p>Try Comps: Not all families have returned calls on enrollment.</p> <p>Potluck: Successful, completed</p> <p>Volunteer Policy: Good and bad feedback from email, responded to all, elaborated on what and why, thoughts on the volunteer coverage replacing fundraisers. Family concerns that the club is in financial trouble. This is not the case—most swim clubs enforce a volunteer policy and requirement for families.</p> <p>Q: Do those that are on high school maintenance per season, do they need 10 hours of volunteering? Yes</p> <p>Q: Are policies and FAQs on the site? May be, need to confirm.</p> <p>No jobs created for volunteer opportunities if there is no way to sign up. 85% complete for volunteer signup for the weekend meet. Highest participation noted. No need for plea emails.</p>	
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	<p>Fundraising:</p> <p>\$972 and \$1006 earnings from two Cub fundraising events.</p> <p>\$900 flat cost for chaperone will be honored from fundraising funds.</p> <p>Fundraising money to bring all costs down for participating swimmers.</p> <p>Final event for bagging is December 5 at Cub.</p> <p>December 23 for Kowalskis.</p> <p>Could be conflicts with the boys meets on the 5th. Could split boys and girls.</p> <p>25% off U of M bill for the meet volunteering.</p> <p>Parent Feedback: There was no notice that the team was bagging so that other team members could participate and support. Could post on the Facebook or on the site. Could post some event debrief as well to celebrate successes.</p>	Rory
Decision Item	Schedule boys and girls for separate bagging events.	Rory

	<p>NSAC Meet Purchased Beats for the raffle at the meet. Presented flyer in meeting. Whole weekend raffle event. Fill in sheet of paper for the tickets purchased, put list number on back of ticket. Do not need to be present to win.</p> <p>Q: Is there a need for a permit? No, not needed for a one-time event per city/county policy.</p>	Shane
	<p>Social Events Wild Mountain tubing, they are donating to our cause. Bunker sleigh ride option too. Anyone interested in taking on the planning? 12/2 picked as the original date, in past held something the week after Christmas. Preference to move to after the holidays. They had a day-time event for about 26 at Zero Gravity in the past. No bussing, parents responsible for transportation.</p> <p>Q: Are we responsible for any injuries that could happen? No, not if they have signed the waiver for participation.</p> <p>Bunker would be nice because it's located between Cities and Cambridge. Elm Creek is an option too for tubing.</p> <p>Shane will not coordinate. Can we put a notice out to the team? Need at least one board member. No volunteers.</p>	Shane
Decision Item		

	<p>Strike item, no volunteers. No longer under consideration.</p>	All
	<p>Parent Feedback Cambridge: Visiting to see how the board works. Understand what is happening with the team, lots of messages floating around. Girls will come back from high school. See that the club is growing with pains. Cambridge has been missing staff for training but felt that at the last meet they were well prepared. Goal is to figure out what it takes to get coaches up there.</p> <p>Others noted they will pull their children out of the program due to staffing issues. Want children in competitive program, but they aren't getting training. It's like lap swimming with a costly price tag. Willing to put children back in if it's fixed. Word of mouth advertising worked and brought in a big group. Hesitant to advertise.</p> <p>They are now out of a coach. Frustration on the disorganization and not enough time for the money. Heard that local coaches wouldn't make drive to Cambridge. Invitation to come watch a daily workout. Chaotic managing all tiers in the pool.</p> <p>Response: Smaller clubs experience small number of coaches, it's</p>	

	common. Coaches are willing to make the 2 hour drive but it's exhausting and could cause burnout. Board members have also visited the club. Have tried very hard to hire coaches in the area. 4 really good people were in the area, 2 left for jobs. Kate is the only staff member up there, but it's weighing on her. Rory full-time doesn't make sense there. Great Wolf left the area in previous years due to same staffing difficulties. A new hire is willing to take on Cambridge. She would come on with 4 years at Foss, can teach, and is willing to drive. She has the flexibility to coach nights. Short staff here will resolve in December when coaches return from high school. She's a good fit for the Cambridge club. No concerns on the non-compete clause.	
Action Item		Due Date
Rory	Consider salary schedule for the coaches	ASAP
Executive Board	Table this to end of meeting for board-only discussion	Tonight

	<p>Records: Trying to keep the team records up to date. Can still pull records by individual only on USA Swim. There are 2 or 3 times that NSAC records are not in USA Swim. Do the records stand? Swims is the national database. Meet official should reconcile the times at the end of the meet. The team used to give awards at the banquets—they used to be verified but this hasn't been done in a while. Records are only for our team records and site. All meets in the last six years should be in Swims.</p>	Scott
Decision Item		Motion
	Honor times from Swims and update NSAC database.	Shane, Scott Koke
Action Item		Date
Scott M.	Honor times from Swims and update NSAC database and site.	Open

	<p>T-shirt Design for Champs Would like to consider a t-shirt design contest. Kids could compete. Anyone could compete.</p> <p>Q: What if there aren't valid designs? Go with standard shirt design</p> <p>Q: Is there an award? Getting shirt printed</p> <p>Good idea, do it. Could drive more team participation. Could make Facebook public —this would be a new business type of site. This could be converted. They can see activity, donate, etc. with new format.</p>	Shane
Action Item		Date
Miranda	Research converting Facebook page to business page.	Open
Shane	<p>Safety Assessments of all first aid kits is completed. Will bring a proposal next meeting for improvements.</p> <p>Personnel We need more coaches.</p> <p>Finance Trying to find someone to do the audit. The past company from the last 8 years won't take us on. Working with Minnesota Council for Non-profits.</p> <p>Parent Met twice with small group. Talked about having parent liaisons in place for different</p>	Open

	<p>teams. Talked about what communications would look like. Discussed a newsletter. Ideas are brewing. Will look at what the club has done. Looked at a template.</p> <p>Q: Did you look at the strategic plans from a few years ago? No, but will. There is a Gantt chart on Google docs that they should look at.</p> <p>Talked about role of liaisons. Finances, how to get notifications, swimmer etiquette, standards for meets, philosophies—all a part of orientation on culture. Moderating between parents and coaches—don't want liaisons to take on complaints. Looking at an FAQs. Have events for team events for comradery.</p> <p>In the past there were community events, like cancer walks, collecting mittens, etc.</p> <p>How do you handle successors when swimmers move up and need a new liaison? In the past was a handoff. Could be a special email address, but concerns on keeping straight. Could be Board oversite of email.</p> <p>Recommendations from meeting with Rory on Friday night. Look at past documents too—past committee was very active.</p>	
Action Item		Date

John	Approval to make any first aid kit improvements necessary. Stay in budget from Miranda.	ASAP
Rory	Get Board members on the email announcements. Pick Board Members + Miranda email.	Open
	<p>NSAC Meet</p> <p>Do we want to combine the sessions? It would be difficult for volunteers.</p> <p>Could build in breaks.</p> <p>8:30-10:15a, 11:30-2:30p</p> <p>People appreciate getting out sooner.</p> <p>Consider in January cancelling this meet. There are a lot of meets concurrently all weekend.</p> <p>Less meet enrollment. Same effort for a meet regardless of enrollment. Not worth the income with low attendance.</p>	
Decision Item		
	Honor two sessions as planned.	Rory
Decision Item		Motion
	Motion to continue conversation (Cambridge)	John Q., Scott K., Pam
	Re-evaluate Cambridge on March 15	Shane, Scott
Action Item		Date
Executive Board	Continue conversation on Cambridge club viability, standards, and management approach. Re-evaluate Cambridge on March 15 after season end.	3/15/2018
9:05p	Adjourn	Jamie, Shane

Action Item Log

Meeting	Assignee	Action Item	Due Date
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11/06/17	Executive Board	Continue conversation on Cambridge club viability, standards, and management approach. Re-evaluate Cambridge on March 15 after season end.	3/15/2018
11/06/17	John	Approval to make any first aid kit improvements necessary. Stay in budget from Miranda.	ASAP
11/06/17	Rory	Get Board members on the email announcements. Pick Board Members + Miranda email.	Open
11/06/17	Miranda	Research converting Facebook page to business page.	Open
11/06/17	Shane	Coordinate t-shirt contest	Open
11/06/17	Scott M.	Honor times from Swims and update NSAC database and site.	Open
11/06/17	Rory	Consider salary schedule for the coaches	ASAP
11/06/17	Executive Board	Table this to end of meeting for board-only discussion	Tonight
9/6/17	Shane	Write up financial changes email communication to members.	Completed
9/6/17	Miranda	Update Try Comps flyer	Completed
9/6/17	Scott	Post Try Comps PDF on website	Completed
9/6/17	Jamie	Coordinate cap order	Completed
9/6/17	Miranda	Coordinate shirt order	Completed
9/6/17	Rory	Coordinate Elsmore vendor for potluck	Completed

9/6/17	Scott	Get email out tomorrow for new volunteer policy	Completed
9/6/17	Rory	Rory to walk Shane through the volunteer features in TeamUnify	As available