



Bend Swim Club - Board of Directors Meeting Minutes

September 15, 2020

Location: Zoom

Attendees

President: Julie Ostrom

Vice President: Amy Johnson

Treasurer: Greg Williams

Secretary: Robin Kiefer

Safe Sport Chair & Member at large:
Lisa Husaby

Head Coach: Christopher Pfaffenroth

Marketing & Fundraising Chair: Jody Shaffer

Athlete Representative: Paige Lyons

Athlete Representative: Lance Borgers

Proceedings

- Meeting called to order at 6:05 p.m.
- Consent Agenda
 - Julie Ostrom's motion to approve consent agenda to continue use of virtual meetings was seconded and passed unanimously.
 - Julie Ostrom's motion to commit to a standard timeline for posting approved meeting minutes to the club website within 10 days of board meeting was seconded and passed unanimously.

Head Coach's Report - Christopher Pfaffenroth

- Club membership count is currently 140 and should grow to as much as 150 once registrations are completed.
- Juniper Swim & Fitness Center thinks intrasquad & dual meets are possible.
- Nick Skuse requested that Coach's Report be submitted with meeting agenda



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and Julie Ostrom acknowledged his suggestion and replied that the Coach's Report will be included with approved minutes.

- Coach's Report

Group Numbers:

Group	Current #	Previous Month's #	# Change +/-	Waiting List
Senior 1	23	29	-6	0
Junior 1	30	27	+3	0
Junior 2	29	25	+4	0
Age Group 1	31	36	-5	0
Age Group 2	22	20	+2	0
Totals	135	137	-2	0

Operational Items:

- Have started getting an officials committee and meet committee up and running.
- Registration has been going well. Some groups near capacity
- Plan to explore starting up HS group in October.
- Senior 1 will be moving to a practice schedule going at 6:30-8:30 or 9 m-th and 4:00-6:30 or 7 on fridays.

Swim Meets - Working with Juniper to get some sort of intrasquad/dual meet on the books

President's Report

Julie Ostrom displayed her newly reformatted President's Report:



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President's Report

Board of Directors transitions

Julie Ostrom: President

Amy Johnson: Vice President

Robin Kiefer: Secretary

Greg Williams: Treasurer

Lisa Husaby: Member at Large & Safe Sport Chair

Board of Directors 45 day priorities:

- **Communication**
 - Town Halls
 - Master club calendar
 - Website

- **Financial Policies**
 - Monthly Treasurer's report
 - Billing and accounting policy development

Board Transition: Julie Ostrom mentioned new board member names and noted that members had attended a 6 hour USA Swimming Board training the prior Saturday.

Board Priorities

- **Communications**
 - Coach Chrstopher will host Town Hall meetings on the last Tuesday of the month, starting in September.
 - Club's master calendar is published on <https://www.teamunify.com/team/orbsc/page/schedules-practice-and-meets>
 - www.bendswimclub.com will be adding more informational resources to grow value to team members.
- **Financial Policies**
 - Monthly Treasurer's Report
 - Billing and accounting policy development



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Treasurer's Report - Greg Williams

- Greg thanks prior treasurer Shane Bennet for his outstanding service.
- Greg will continue to share financials and plans to create a financial committee including a CPA.
- Greg shared his financial report
 - COVID19 has reduced income opportunities.
 - [Financial report will be included in meeting minutes.](#)
- Jody Shaffer wondered if swimathon fundraiser money remained. Greg does not see those funds identified on the financials but feels that the monies are represented in bottom line numbers.

Marketing & Fundraising Report - Jody Shaffer

- Fundraising ideas cannot be implemented due to challenges created by COVID19 & smoke.
- Currently working on a direct mail campaign to solicit partnerships from local businesses that may include a club flier.
- Please submit fundraising ideas to marketing@bendswimclub.com.

Safe Sport Update - Lisa Husaby

- Lisa has taken on Safe Sport for Bend Swim Club. Bend Swim Club is very close to getting Safe Sport certification. 48 athletes & 36 parents completed training.
- Need to add mission & vision statements and all safe sport policies to club website. Club will consider asking additional parents to get certified.
- Christopher thinks athlete Code Of Conduct should require athletes 12 & over to take yearly athlete safety certification.
- Parent safety course does require recertification with every registration cycle. Could this possibly be a requirement contained in future parent code of



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conduct.

- Parents can go to <https://www.usaswimming.org/safe-sport/minor-athlete-abuse-prevention-policy> to take the online course.

Topics for Discussion

- 2020-2021 Registration window has closed and Julie Ostrom wondered if parents had feedback.
 - Jack Lyons & Amy Johnson thought it went smoothly.
 - Stacey Kiefer was wondering how new families find out about registration and hopes a marketing plan will be used in the future.
 - Julie Ostrom hopes that committees will be formed to share responsibilities like those in the future, including new family onboarding.
 - Stacey Kiefer also recommends changing the registration to recognise novice registration.
- Homepage on website is a calendar
- Julie Ostrom apologized to Lance & Paige for not reaching out prior to meeting, but will get back on track for future meetings.
 - Paige looks forward to reconnection despite a lull in communications.
 - Lance said a hectic month has stalled planning but looks forward to getting together with the board.

New Business

- Nick Skuse looks forward to continuing the discussion on transparency and maintaining an open dialog and feels that the board is moving forward in the right direction!
- Julie Ostrom detailed new billing approaches; sending a summary billing



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summary on the 15th of the month, 15 days prior to drawing funds.

- Kristin Wigle wondered if club received PPP funds; Greg Willaims thought so and that they have been forgiven.

Meeting adjourned at 6:58 p.m.

Executive Session

[See Addendum Below](#)



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Addendum 1 - Financial Report

Management Report

Bend Swim Club, Inc.
For the period ended August 31, 2020

Prepared on
September 12, 2020

For management use only



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Profit and Loss

August 2020

	Total
INCOME	
Fundraising	
Amazon Smile	16.93
Total Fundraising	16.93
Interest Income	0.51
Program Income	
Membership Dues	335.19
Total Program Income	335.19
Total Income	352.63
GROSS PROFIT	352.63
EXPENSES	
Facilities and Equipment	
Rent, Parking, Utilities	8,143.00
Total Facilities and Equipment	8,143.00
Merchant Services	73.90
Miscellaneous - Expense	44.95
Gifts - Goodwill	80.00
Total Miscellaneous - Expense	124.95
Operations	
Board Meetings	135.00
Books, Subscriptions, Reference	69.98
Postage, Mailing Service	16.50
Telephone/Internet	272.94
Total Operations	494.42
Payroll - Staff	10,564.64
Payroll - Taxes	4,127.07
Payroll Expenses	146.00
Refund	6,843.29
Total Expenses	30,517.27
NET OPERATING INCOME	-30,164.64
NET INCOME	\$ -30,164.64

