



Bend Swim Club - Board of Directors Meeting Minutes

October 13, 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

Proceedings

- Meeting called to order at 6:32 p.m.

Head Coach's Report - Christopher Pfaffenroth

- Coach's Report
 - Membership is up 8 over last month as club nears capacity in different training groups.
 - Looking at other pools to handle additional swimmers to push past 156 membership capacity.



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Group Numbers:

Group	Current #	Previous Month's #	# Change +/-	Waiting List
Senior 1	28	23	+5	0
Junior 1	26	30	-4	0
Junior 2	37	29	+8	0
Age Group 1	28	31	-3	0
Age Group 2	24	22	+2	0
Totals	143	135	+8	0

Operational Items:

-

Swim Meets - Shane and I met with Reed Sloss. Looking to do a 2-day intra-squad or dual with Madras meet.

Details:

- 2 days
- 3 hours each day total
- Friday evening/Saturday late afternoon/evening
- Use as officials training as well

President's Report

Julie Ostrom shared the President's Report:

- No formal report this week.

Other

- Town Hall
 - Focused on new families and collecting their feedback
 - Oct 27 focus/topics



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- Discussing what the next swim meet will look like
- Fundraising
- Officiating
- Fundraising
 - Are families ready to begin fundraising?
 - Jody Shaffer
 - has ideas for fundraising.
 - will look into fruit fundraiser.
 - Kristina Smith recalled that price range for box of fruit from prior fundraiser was \$46-61 per box
 - has a survey prepared for collecting fundraising ideas.
 - Amy Johnson suggested a swim-a-thon / lap-a-thon & will work with Jody on advancing this fundraiser idea.
- Officiating
 - Aaron Warnock is happy to help organize officials for meets.

Treasurer's Report - Greg Williams

- Shared [Financial report](#).
 - Balance Sheet
 - PPP
 - PPP loan call would put the team on a very slim budgetary cushion;
 - Hopefully PPP loan will be forgiven, Shane Lafeber started the application for loan forgiveness.
 - Starting Block fund was (unfortunately) reallocated to legal fees.

Marketing & Fundraising Report - Jody Shaffer



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- No report this time.

Safe Sport Update - Lisa Husaby

- Bend Swim Club's Safe Sport application was submitted.
 - USA Swimming
 - wants new Board Members certified
 - wants an ongoing education plan
 - Planning to use December 29 Town Hall for a USA Swimming Continuing Education session.
 - What educational topics would we like to see from USA Swimming?
 - Shannon Gilman asked if there is a list of topics and recommended that a list of topics be included in Jody's survey.
 - We're getting close!
- Parent Question
 - Did kids have to do Safe Sport over the summer? Lisa said yes, Christopher did a safe Sport workshop with the kids, but this is different then continuing education.

New Business

- Billing & Accounting procedure/policy draft- Alex Ostrom
 - Specifics:

Member Account Management

The Bend Swim Club Board of Directors will appoint a member or designee to manage the membership accounting.

Billing Cycles & Payments



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Each member / family is required to keep a current payment method on file for automatic payment.

- Accounts will automatically be billed for current balances on the 1st of each month.
- Billing cycles will close on the 15th of each month, and will reflect the dues to be billed on the 1st as well as any additional fees & charges (i.e. meet fees, late fees, etc.)
- Accounts must be paid in full before the 10th of each month, or a \$15 late fee will be charged to the account.
 - Accounts are considered delinquent after the 10th of the month.
 - The Team Unify system sends automatic notifications to the contact email on file when payment methods are declined.
- If the payment method on file is declined when the automatic payment is processed on the 1st of the month, it is the responsibility of the member/parent to bring the account current using an on demand payment to avoid accumulation of late fees.

On demand payments (any payment beyond the automated billing on the 1st of the month or during the annual registration process) are the responsibility of the member/parent.

- On demand payments will include the processing fee of \$1.75 will be applied to the total charged.
 - Partial payment of account balances are an option at any time using this method
- Alex will be allocating a portion of his Sunday to answer email sent to accounting@bendswimclub.com.
- Motion to adopt Billing Procedure was unanimously approved by board.
- Meet Possibilities - Coach Shane
 - Working on 2 day intrasquad session for all ages
 - Tentative date: Fri + Sat in November
 - Planning for meet to be sanctioned

Meeting adjourned at 7:34 p.m.

Executive Session



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Addendum 1 - Financial Report

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Profit and Loss

September 2020

	Total
INCOME	
Discounts/Refunds Given	-1,292.41
Fundraising	185.19
Interest Income	0.38
Program Income	
Membership Dues	35,988.53
Total Program Income	35,988.53
Total Income	34,881.69
GROSS PROFIT	
34,881.69	
EXPENSES	
*Ask The Client	386.96
Contract Services	
Legal Fees	975.00
Total Contract Services	975.00
Dues & subscriptions	54.99
Lap Swim	16,927.40
Marketing Materials	82.00
Meals	39.65
Merchant Services	118.85
Operations	
Postage, Mailing Service	148.00
Telephone/Internet	334.07
Total Operations	482.07
Payroll - Staff	10,564.64
Payroll - Taxes	4,100.97
Total Expenses	33,733.53
NET OPERATING INCOME	1,148.16
NET INCOME	\$1,148.16



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Balance Sheet

As of September 30, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
Checking at First Interstate B	2,274.51
First Interstate Savings	45,695.92
US Bank	2,502.34
Total Bank Accounts	50,472.77
Total Current Assets	50,472.77
Fixed Assets	
Accumulated Depreciation	-31,745.00
Furniture and Equipment	37,913.85
Total Fixed Assets	6,168.85
TOTAL ASSETS	\$56,641.62
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
FIB xx0313	712.60
FIB xx2707	-141.15
Total Credit Cards	571.45
Other Current Liabilities	
PPP Loan	45,000.00
Total Other Current Liabilities	45,000.00
Total Current Liabilities	45,571.45
Total Liabilities	45,571.45
Equity	
Unrestricted Net Assets	9,922.01
Net Income	1,148.16
Total Equity	11,070.17
TOTAL LIABILITIES AND EQUITY	\$56,641.62

Minutes approved unanimously & submitted by: Robin Kiefer