



# Bend Swim Club - Board of Directors Meeting Minutes

November 10, 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.
- Consent Agenda
  - Introduced
    - **Board meeting cadence -**
      - Motion: the Bend Swim Club BOD will move to a quarterly meeting cadence. The December 2020 meeting will be cancelled and 2021 meetings will be scheduled for the first month of each quarter, during the second week of the month
    - **Volunteer & Meet Management Coordinator-**
      - Motion: The BOD will appoint Jody Shaffer as the Volunteer and Meet Management Coordinator.
        - Jody is delegated authority to build a parent volunteer committee to oversee management of future home meets
        - Jody will manage the Volunteer@bendswimclub.com email account and track volunteer hours for obligations (when they return) in the TU application
        - Jody will develop succession plans for these responsibilities
        - Fundraising will be assumed by board members
  - Motion to adopt consent agenda is seconded and passes unanimously



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## Head Coach's Report - Christopher Pfaffenroth

- Coach's Report

### Group Numbers:

Group	Current #	Previous Month's #	# Change +/-	Waiting List
Senior 1	29	28	+1	0
Junior 1	30	26	+4	0
Junior 2	33	37	-4	0
Age Group 1	35	28	+7	0
Age Group 2	21	24	-3	0
<b>Totals</b>	148	143	+5	0

### Operational Items:

Starting in January the indoor pool will be shut down (till June). All programming will need to be done in the 50m pool.

- Practice times will change for most groups
- We will most likely be using weekends for practice time
- IF high school swimming does happen (I don't think it will) then we will lose even more practice time.

I am still working with Juniper to finalize pool time.

### Swim Meets

Our intrasquad meet went well. Some key items to note:

1. We can get a sanctioned intrasquad meet once a month. Given the current state of COVID restrictions within Oregon and Oregon Swimming, this may be our best or only option for competition in the next several months.
2. Although we were ok about the social distancing/mask requirements, the 12 and under session was a little too crowded. In the future we will break the session down even more so that there are fewer people on deck and thus more space.
3. 13+ session went well. But it highlighted just how important racing is in order to swim fast.



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Additionally, Christopher will keep working on Bend Golf Club to see if it can offer pool time.

### Treasurer's Report - Greg Williams

- Shared [Financial report \(update\)](#).
- Normally, club brings in and spends ~\$24,000 a month

### Safe Sport Update - Lisa Husaby

- Bend Swim Club met all criteria and is waiting to hear about Safe Sport Certification.

### New Business

- Board will reach out to Juniper to schedule a meeting to discuss the 2020-2021 Pool Use Agreement.
- Motion to cancel November town hall passed unanimously.
- December Town Hall moved to Dec 15.

Meeting adjourned at 17:18 p.m.

### Executive Session

### Addendum 1 - Financial Report



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## Management Report

Bend Swim Club, Inc.

For the period ended October 31, 2020

Prepared on

November 10, 2020

For management use only



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## Profit and Loss

October 2020

	Total
<b>INCOME</b>	
400 Program Revenue	
400.1 Membership Dues	23,216.38
<b>Total 400 Program Revenue</b>	<b>23,216.38</b>
450 Interest Income	0.37
<b>Total Income</b>	<b>23,216.75</b>
<b>GROSS PROFIT</b>	<b>23,216.75</b>
<b>EXPENSES</b>	
*Ask The Client	-300.00
500 Park and Pool Use Fee	
500.2 Outdoor Pool	7,142.00
<b>Total 500 Park and Pool Use Fee</b>	<b>7,142.00</b>
505 Utilities	
505.2 Cable/Internet	87.90
<b>Total 505 Utilities</b>	<b>87.90</b>
506 Professional Service	
506.1 Legal Fees	1,495.00
506.2 Accounting Fees	108.00
506.5 Training & Certification	18.00
<b>Total 506 Professional Service</b>	<b>1,621.00</b>
507 Insurance	
507.2 Workman's Comp	333.79
<b>Total 507 Insurance</b>	<b>333.79</b>
510 Overhead	
510.1 Licenses & Permits	197.00
510.2 Dues & Subscriptions	54.99
510.3 Office Supplies	13.99
<b>Total 510 Overhead</b>	<b>265.98</b>
514 Merchant Service Fees	73.90
550 Wages	10,564.64
560 Payroll Expenses	
560.2 Payroll - Taxes	3,962.62
<b>Total 560 Payroll Expenses</b>	<b>3,962.62</b>
590 Refund/Reimbursement	518.95
<b>Total Expenses</b>	<b>24,270.78</b>
<b>NET OPERATING INCOME</b>	<b>-1,054.03</b>
<b>NET INCOME</b>	<b>\$ -1,054.03</b>



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## Balance Sheet

As of October 31, 2020

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Checking at First Interstate B	13,705.50
First Interstate Savings	40,696.29
US Bank	2,502.34
<b>Total Bank Accounts</b>	<b>56,904.13</b>
<b>Total Current Assets</b>	<b>56,904.13</b>
<b>Fixed Assets</b>	
Accumulated Depreciation	-31,745.00
Furniture and Equipment	37,913.85
<b>Total Fixed Assets</b>	<b>6,168.85</b>
<b>TOTAL ASSETS</b>	<b>\$63,072.98</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
FIB xx0313	54.99
FIB xx2707	-141.15
<b>Total Credit Cards</b>	<b>-86.16</b>
<b>Other Current Liabilities</b>	
PPP Loan	45,000.00
<b>Total Other Current Liabilities</b>	<b>45,000.00</b>
<b>Total Current Liabilities</b>	<b>44,913.84</b>
<b>Total Liabilities</b>	<b>44,913.84</b>
<b>Equity</b>	
32000 Unrestricted Net Assets	18,065.01
Net Income	94.13
<b>Total Equity</b>	<b>18,159.14</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$63,072.98</b>

Minutes approved unanimously & submitted by: Robin Kiefer