



Bend Swim Club - Board of Directors Meeting Minutes

July 20, 2021

Location: Zoom

Attendees

President: Amy Johnson

Head Coach: Christopher Pfaffenroth

Treasurer: Greg Williams

Secretary: Robin Kiefer

Proceedings

- Meeting called to order at 6:42 p.m.
- Board Roll Call
 - Julie and Lisa absent
- Approval of last meetings Minutes is seconded and passes unanimously.

President's Report - Amy Johnson

- We need to finalize reaching out to the membership to secure the following volunteer positions for 2021-2022 season:
 - Volunteer Coordinator -
 - Officials Coordinator -Aaron Wornock
 - Fundraising Coordinator
 - Coaches Travel Coordinator
 - Finance Committee Chair - My vote is Greg Williams .
 - a. Proposed Finance Committee Members
- Donations
 - The Donation Request was sent to the Opdycke family. I am waiting for their response.
 - Our PayPal Account is now live and ready to collect donations. Robin has added the link to the TU site and will unhide when ready.



Bend Swim Club - Board of Directors Meeting Minutes

Head Coach's Report - Christopher Pfaffenroth

Head Coach's Report - 7/20/21

Group Numbers:

Group	Current #	Previous Month's #	# Change +/-
Senior 1	34	31	+3
Junior 1	32	33	-1
Junior 2	30	25	+5
Age Group 1	35	35	=
Age Group 2	19	21	-2
Totals	150	145	+5

Operational Items:

I am working on hiring a meet director for our home meets. In the interest of confidentiality, I will not name the individual until they have formally accepted the position but unofficially they have.

Meets:

We were able to attend a few meets this summer. Overall, they went really well. Kids swam well for the most part and being able to race again REALLY improved the morale of the swimmers AND coaches.

Areas for improvement:

1. More meets for the younger swimmers. Hopefully locally or home meets to prevent new parents or parents of very young swimmers from having to travel and stay overnight.
2. Need to find more opportunities for the older kids to race trials/finals meets.

Highlights:

OSI 10 and Under Champs - we took a very small team but walked away with more than our share of 1st place finishes

Upcoming:

OSI 11+ Champs - Shane and Elizabeth will be attending this meet as coaches. Again, we have a smaller group but that is largely due to the fact that it is in Pendleton and families made plans before the meet was announced. I expect a much higher turnout next champs.

Senior Zones - Christopher and Stacey will be attending this meet as coaches. After some debate as to whether or not to attend this meet, sectionals, or futures, I decided that this meet

would fit the needs of the team better as it would allow more swimmers to experience a higher level trials/finals meet than the other two would have.

Fall Schedule:

Juniper has given me a very good idea as to what our schedule might be. I have attached a copy of the tentative practice schedule. There are two new groups (Senior 2 and Age Group 3). Adding these groups will allow us to better accommodate not only our expected growing numbers but also the needs of different athletes within each peer/age group. There may be changes but until I hear officially, I will be sticking to this.



Bend Swim Club - Board of Directors Meeting Minutes

Treasurer's Report - Greg Williams

- Shared [Latest Financial Report](#).

Safe Sport Update - Lisa Husaby

- No updates - not in attendance

New Business

- Coaches Travel Fund - Can we make a motion to create this?
- Coaches Travel Guidelines - We need to establish clear guidelines re. coaches reservations, flights, per diem and car rental. Here are my suggestions.
 - a. Reservations - ideally arrive no earlier than 1 day prior to meet and leave no later than the day following the meet. (exceptions are Olympic Trials)
 - b. Flights - all flights must be approved by the Head Coach and communicated with the Board prior to booking.
 - c. Per Diem - must use the national per diem rates - <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - d. Car Rental - all reservations must be approved by the Head Coach and communicated to the Board prior to booking.
- [BSC Team Credit Card](#) - Please review the options on this link. My suggestion is the Chase Freedom High rewards and no annual fee, but I would like suggestions. *Goal - card in hand by start of SCY Season.
- Open floor for attendees

Open Questions: None!



Bend Swim Club - Board of Directors Meeting Minutes

Meeting adjourned at 19:10 p.m.

Executive Session

Addendum 1 - Financial Report



Bend Swim Club - Board of Directors Meeting Minutes

Profit and Loss

April - June, 2021

	Total
INCOME	
400 Program Revenue	
400.1 Membership Dues	107,557.23
Total 400 Program Revenue	107,557.23
410 Fundraising	
Amazon Smile	19.30
Total 410 Fundraising	19.30
440 Donations and Grants	
440.1 Individual	11,000.00
Total 440 Donations and Grants	11,000.00
450 Interest Income	2.94
High School Districts - Income	3,600.00
Total Income	122,179.47
GROSS PROFIT	122,179.47
EXPENSES	
500 Park and Pool Use Fee	
500.2 Outdoor Pool	22,170.00
Total 500 Park and Pool Use Fee	22,170.00
501 Dryland Expense	298.45
503 Meet Entries Fees	6,046.50
503.01 Corvallis	276.50
503.09 Non-Oregon Meet	1,381.00
503.09.8 Oregon Swimming OSI	888.00
Total 503 Meet Entries Fees	8,592.00
504 Merchandise & Apparel	740.65
505 Utilities	
505.2 Cable/Internet	180.24
505.6 Telephone	189.54
Total 505 Utilities	369.78
506 Professional Service	
506.2 Accounting Fees	748.50
506.5 Training & Certification	74.95
Total 506 Professional Service	823.45
507 Insurance	
507.2 Workman's Comp	316.38
Total 507 Insurance	316.38
510 Overhead	
510.2 Dues & Subscriptions	254.92
510.7 Coach Expenses	50.00
510.8 Travel	1,732.47
510.8.1 Meals & Entertainment	685.13
510.8.2 Lodging	1,344.92



Bend Swim Club - Board of Directors Meeting Minutes

	Total
510.8.3 Mileage	358.64
Total 510.8 Travel	4,121.16
Total 510 Overhead	4,426.08
511 Bank Fees	29.75
511.1 Bank Charges	100.00
Total 511 Bank Fees	129.75
514 Merchant Service Fees	1,236.70
516 Maintenance & Repairs	34.95
530 Swimmer Activities & Banquets	217.50
550 Wages	33,026.14
560 Payroll Expenses	
560.2 Payroll - Taxes	3,699.06
Total 560 Payroll Expenses	3,699.06
Total Expenses	76,080.89
NET OPERATING INCOME	46,098.58
NET INCOME	\$46,098.58

[BSC 2020-2021 Q1-Q2-Q3-Q4 Actuals Cash Flow.xls](#)

Minutes approved unanimously & submitted by: Robin Kiefer