**Bend Swim Club board meeting Minutes**



**April 9, 2019**

**Location: Five Talent Conference room**

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# Attendees

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**President: Jon Ruggles Coach: Mark Bernett**

**Vice President: Kristie Hornbeck Athlete Rep: Emma Brady**

**Treasurer: Shane Lefeber** **Operations Manager: (absent)**

**Secretary: Toni Brockman Member at Large: Jen Brady**

**Board advisor: Joe Ferrin**

Proceedings

* **Meeting called to order at 6:00pm. President to abstain from vote.**
* **Approval of March board meeting minutes, seconded and passed**
* **Board has acknowledged and accepted crisis management policies and procedures from March board meeting.**
* **Approval of May 14th, 2018 meeting, 6:00 pm at Five Talent Conference room.**
* **Jon Ruggles, currently serving as President of the Bend Swim Club (aka BSC) Board of Directors (aka BOD) has requested to step down as President; the BOD has subsequently asked for Jon to remain on the BOD and serve remaining term as a voting Board Member. The BOD is seeking to nominate current Special Advisor, Joseph Ferrin to become the acting President for the remainder of the current Presidential term.**
* **Motion to recognize current President request and retain Jon Ruggles as an acting voting Board Member for the BSC. Motion seconded and unanimously passed.**
* **Motion to nominate Joseph Ferrin to become acting President and serve out the BSC remaining term. Motion seconded and unanimously passed.**
* **Discussion regarding 6 member board and voting with possibility of a tie. Agreed to have a rotating vote of Board members beginning with the President, then vice president, then treasurer, then secretary, member at large #1 and member at large #2.**
* **Board recognizes that in an event a swimmer is unable to swim; they will be required to continue to pay dues to retain spot on team regardless of situation (including medical incident). If they choose not to pay, Swimmer will be placed on the waiting list. Jon to create policy stating this.**

## Coaches report (Mark Bernett/See printed report for details)

* **Mark reports groups are at capacity with the exception of a couple spots in the blue group.**
* **Greg Kansky will be new red/dolphins assistant coach beginning mid June.**
* **Possibility of hiring a new Gold assistant this summer**
* **Mark Henderson will give a parent presentation this Monday at the pool. “What my parents did for me to help me become an olympian”**

## Operations Manager Report:

* **Discussion of sponsorship levels with review of report provided by Amy. Board agrees with numbers provided. Will leave multi year sponsorship open if opportunity arises. Agree with 10% discount for 2 year contract and 15% for a 3yr contract.**
* **Merchant fees email went out to club and will be added to yearly budget.**

## Work in Progress:

* **Survey discussion. Jon reports survey is to fulfill parks and rec prerequisite on affiliate agreement. Jon brings up discussion of third party to provide survey. Joe will provide questions for approval to Mark and board for approval.**
* **Finance committee: Jon reports this committee to become Grant based/focused. The makeup of this committee currently and moving forward is: Julie Ostrom, Jim Ross, Wade Westhoff and Kristie Hornbeck(committee chair). Joe reports he will continue to be a part of this committee.**
* **Crisis management officially adopted. Mark to talk with Sue Glen to coordinate coaches training with Juniper. Crisis packet including notebook with checklist will be copied. This packet to be sent on all away trips.**
* **Dues letter to High schools ready to be sent out this week.**

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## Financial Report

* **Shane presents financials. Books up to date and reconciled through March with positive report.**
* **Kristie reports taxes are done. She is awaiting accountant to produce document to sign.**

## New Business:

* **Joe requests board begin discussion and preparation for upcoming Parks and recreation fee increase for pool use. Kristie requests work session to further look at proposal and accuracy of current numbers.**

## Meeting adjourned at 7:40pm

Minutes submitted by: Toni Brockman