**Bend Swim Club board meeting Minutes**



**May 14, 2019**

**Location: Five Talent Conference room**

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# Attendees

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**President: Joe Ferrin Coach: Mark Bernett**

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

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

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

**Member at large II: Jon Ruggles**

**Guests: Becky Mckean, Tara Farstvedt, Jody Shaffer, Megan Oxford White**

Proceedings

* **Meeting called to order at 6:00pm. All members voting.**
* **Approval of April board meeting minutes, seconded and passed**
* **Approval of June 11th, 2019 meeting, 6:00 pm at Five Talent Conference room.**
* **Scholarship policy : motion to approve, seconded and passed. Joe to submit to Matt Mercer for review.**

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

* **All groups at capacity.**
* **Bend LC invitational successful.**
* **Not enough kids committed for Reno. BSC will not be going this year.**
* **Chloe Kneivel had to step down as coach post 1 week. Mark has assumed lead coach duties until another coach is hired. Elizabeth will be coaching through June. Brandon to take over Red group once Elizabeth leaves. Greg Kansky will fill assistant coach position for Red group.**
* **Mark presented new USA swimming policy regarding prevention of minor athlete abuse. Joe requested Amy add this addendum to already existing BSC document.**

## Operations Manager Report:

* **Amy presents Bend Open progress report: All arrangements on target. She Requests board decide camping fee with increase in fee to $50 total to camp for weekend ($25/night). This increase to assist to recoup increased costs of impact fee and park fee by bends park and rec. (`40% increase fee).**
* **Amy contacted team unify with report that families can be charged on a 12 month schedule vs. a 10 month schedule.**
* **Change on timing to $70 USA swim fee. If we set system up to bill at different date than registration date, Amy would have to manually enter fee. Will keep open for discussion as may currently present greater challenge.**

## Work in Progress:

* **Sponsorship Brochure: Jon reports completed and should be ready in one to two weeks for disbursement.**
* **Merchant fee update: team unify taking over payment and will have merchant fee on all forms of payment. Therefore, previous discussion of giving parents options for payment to reduce cost is no longer valid.**
* **Joe reports need for new rising cost summary document to club members soon.**
* **Budget meeting schedule: Joe proposes meeting prior to next board meeting to review documents for preliminary budget meeting.**

## Committee Report:

## **BSC Financial Task Force: Wade gave an initial presentation on grants and grant writing. General discussion about club needs with identification of: 1. funds for travel endowment. 2. blocks project. 3. Grants for general support to offset operations cost. Task force requested approval from board to gather: needs data/ financial data to quantify/identify needs. Motion to give task force permission to move forward to create a fiduciary infrastructure. Motion to approve, seconded and passed.**

* **next meeting June 4, 7:30am.**

## Ongoing Business:

* **Chaperone funding discussion: Mark provided historical context . Mark reports weekend trips with only a couple of nights lodging(Reno/Tri city) cost goes to swimmers paying for chaperone rooms. Mark reports typically longer trips club has picked up chaperones rooms and meals (i.e. Clovis). Board discusses needing a policy vs. up to coaches discretion. Kristie requests policy specific to three meets to better accommodate and prepare in budget.**

Financial Report:

* **Kristie reports goal of achieving more consistent bank balance throughout the year has been achieved with the help of the split $75 registration fee.**
* **Kristie suggests having a printed fee schedule for new families. She will put together and have Amy review.**

## Meeting adjourned at 7:25pm

Minutes submitted by: Toni Brockman