



Chehalem Swim Team Monthly Board Meeting Minutes
February 11, 2021 - 6:30pm
Virtual using Zoom

Attendees: Jeff Boerio, Erin Fincher, Cathleen Long, Lucinda Pannell, Karla Yoshinaka, Gary Till, Lalayna Fisher, Maia, Kathie, Michelle Webb, Kathryn H-W, Byron Long, Robert Till, Melissa Hamm, Derek Miller, Betsy Jones, Gregory Mitchell, Krista Miller,

Meeting Called to Order: 6:37pm

New Topics:

- Last Tuesday, Jeff's car was broken into and the notebook he used for CST was stolen. Our normal checking account has a freeze on it, which includes ACH payments, and the ability to use credit cards. So far, there is no evidence that anyone has tried to access the checking account. The bank worked with us to allow some payment exceptions and the February paychecks for the coaching staff will go through as normal and be paid on time. Jeff will finish up transfer by the 3rd week of February. Lalayna sent an email to Jeff regarding a \$50 payment to a third party. Jeff will pay the third party and get reimbursed by the team once the new bank account is established.
- Financial Report -
 - Lucinda Shared Financial Report through chat (See Below)
 - Beginning Balance 01.01.21 \$26,530.61
 - Income 2,001.31 (fundraiser, sponsorships)
 - Expenses (5,983.43) (majority payroll)
 - Ending Balance 01.31.21 \$22,548.49
 - February Income to date: \$1,904.51
 - *includes Canby Pool Fees, Registration Fees and Sponsorship
 - February Expenses to date: \$392.86
 - Current Bank Balance 02.10.21 \$24,060.14
 - Outstanding Expenses : Payroll \$8,283.68
 - T-Shirts \$1,410.00 (budgeted)
 - Effective Estimated Balance: \$14,366.46
 - We are looking as a board at the budget to determine what fundraising should look like this year. We won't have the Shark Chase this year and likely won't have any spring meets.

- Jeff: This is typical for our club (a draw down at this time of year). We'll see a bump with fundraising commitments coming through in a couple of months, then another draw down through the summer. Jeff is still confident that we'll be in good shape through the summer, but we'll do our best to keep the club aware of where we are.
- On Dec. 2nd we were kicked out of the pool, but we had already charged members for the December dues. For this reason and the fact that we weren't in the water in January, we didn't charge members at the beginning of January or February. We are doing our best to treat the families fairly.
- Coach's Report (Erin unless otherwise indicated)
 - Our membership is staying pretty steady, but we've had a few people decide to not get back in the water. We lost about 3-4 members. Those that are here are positive. We are trying to get as much time as possible. We've been able to fill spots when kids haven't been able to make it. Kids are happy to be back. Hoping pool time will increase.
 - Coaching meeting next week. We'll discuss next steps. Right now, there are 6 kids per group, as we are able to increase kids in the water, we'll try to blend some of those groups.
 - Thanks to the families for your patience and flexibility in scheduling and getting kids to practice.
 - Watch for county updates that roll out in 2 week increments.
 - Coaches are taking this time to look at safety and getting on board with CPRD regarding their safety protocols including training and learning code words for emergency situations.
 - CPRD has been working to get us more pool time. We were just given notice that they are giving us a little more time on Mondays, Wednesdays, and Fridays. In return, we will put the water vacuum in and check the bathrooms before we leave. Weekend time is available but is expensive for the team, we are revisiting the budget as a board to see if it makes sense to add more time. For now, we'll be getting this extra time as part of our original contract with CPRD. We will map out a new schedule and let members know as soon as we know what that looks like. We do need to keep in mind that this time could also be taken from us.
 - HS sports dates are now available for planning. If water polo starts according to this date, our time available in the pool will change. If they don't start, our schedule will stay the same.
 - Quentin will not be returning to the team for the Long Course season. We will be looking to hire one more senior level staff member. I've submitted a hiring document to Oregon swimming. Hopefully, within the next couple of months, we will find someone awesome to fill this position.
 - I've been on this team for 10 years and the coaching staff has fluctuated during that time. We are looking for a staff of 4 people all looking for the long term development of the team. I will update at each meeting on any new developments.
 - Jeff stated his disappointment with Quentin leaving, but he appreciates what

Quentin did for our team while he was here. Quentin is a good coach and Jeff hopes Quentin finds a place that will use his talents.

- Derek - If HS Water polo is back in the water, why will it adjust our time?

Jeff - we are contracted for a certain number of hours.

Derek - But why will our time change?

Erin - HS water polo or swim team has always been the first into the building after school hours. Our traditional time was 4:30-6pm.

Derek - I heard a rumor that we might get moved to a 6:30 start time.

Erin - That's not a rumor. But I think it will all go back to normal after Covid. For now, everything gets pushed because of the spacing and cleaning required between groups. We actually are getting twice the hours as in our contract.

Derek stated his displeasure with later times for younger kids, and that he thought it made much more sense for HS kids to swim later than the younger swimmers.

Jeff - we'll keep working with Tara to see how we can get the best possible times for the club.

Erin - We can ask.

- Krista - Everything is going good so far. I'm guessing the pool may be closed due to weather over the next couple of days. I have been experiencing some health issues and have been keeping the coaches up to date on that. I miss the kids.
- Bylaws change recommendation - The board would like to ease restrictions on those who are eligible to become board members in order to enable Sherwood members to participate on the board of directors. Currently, the bylaws state that one has to be a member of the team for at least one year prior to gaining eligibility. But this doesn't take into effect the unique situation we've found ourselves in. We would like to welcome anyone interested in taking part in the leadership of the club. In this effort, we've recommended a handful of changes. I included them in my board meeting email the other day. (See Below)

Article V

Section 1:

Original Language: The Board of Directors will consist of seven elected Directors and two additional positions: President, Secretary, Treasurer, and four at-large positions. To be eligible to serve on the Board of Directors an elected Director must be a Member in good standing of CST, be a continuous Member for more than one calendar year, and must not have immediate family members who train with another OSI affiliated competitive swim team, must acquire and maintain nonathlete membership in USA Swimming. The eighth member shall be the Head Coach who must also maintain non-athlete membership in USA Swimming. Article VI will define the terms of office and roles of each of the board members. A ninth and tenth member of the Board shall include athlete representatives. No more than 20% of the Board shall be members at large from the community without a child currently on

the team.

Proposed Language: The Board of Directors will consist of **the following: President, Secretary, Treasurer, up to four at-large positions, Club Head Coach, and at least two athlete representatives. The Past President may serve as a non-voting member of the Board.** To be eligible to serve on the Board of Directors an elected Director must be **interested in furthering the goals and success of CST, and** acquire and maintain **non-athlete** membership in USA Swimming. Article VI **defines** the terms of office and roles of each of the board members. No more than 20% of the Board shall be members at large from the community without a child currently on the team.

Explanation: Cleans up language surrounding the Board positions and requirements for being an eligible Board member. Most notably, the requirement for potential candidates for the Board being a member of the Club for at least one year has been removed.

Section 3:

Current language: The nominating committee shall prepare a single slate of eligible Members in good standing for the Board of Directors as required by Article VI, Section 1, and shall deliver its report in writing to the Secretary at least 30 days prior to the annual Election Meeting to be held not before April 1st or after May 31st.

Proposed Language: The nominating committee shall prepare a single slate of eligible **candidates** for the Board of Directors as required by Article VI, Section 1, and shall deliver its report in writing to the Secretary at least 30 days prior to the annual Election Meeting to be held not before April 1st or after May 31st.

Explanation: Cleans up language surrounding the eligibility of nominees for Board positions.

Section 5:

Current Language: The Board of Directors shall meet at least once each calendar quarter. Meetings shall be held by call of the President or of any six members of the Board, and shall be held at such place as may be designated by the person or persons calling such meetings. Six members of the board shall constitute a quorum at any meeting; a majority of those present and voting for or against a proposition shall prevail except where otherwise specified by these Bylaws.

Proposed Language: The Board of Directors shall meet at least once

each calendar quarter. Meetings shall be held by call of the President or of any **four** members of the Board, and shall be held at such place as may be designated by the person or persons calling such meetings. **More than 50%** of members of the board shall constitute a quorum at any meeting; a majority of those present and voting for or against a proposition shall prevail except where otherwise specified by these Bylaws.

Explanation: Clarifies language for number of Board members necessary to call a Board meeting and clarifying quorum.

- Does anyone have any questions regarding proposed changes?
- Derek is opposed on a permanent basis. But, he agrees that for this temporary situation, it is a good idea. He'd prefer a special one time change versus a permanent change.
- Jeff - Over the last couple of weeks, the board discussed similar thoughts. We can certainly revisit these changes after the election. For now, we took the simple route, wanting to take care of the new families, and any other new family that was able to fill a need for our team. If someone new does run for election and the membership is concerned about their potential impact, the simplistic way to approach that is to not vote them onto the board. In the end, for the purposes of what we were trying to do here, this is what we thought best. I think it is not a bad idea to continue to revisit what the bylaws say and make sure it matches what the members want to see.
- Jeff- Does anyone like to make a motion to revise the bylaws as indicated in the email notification?
- Erin - Do we need to make motions individually for each section?
- Derek - Do we need to have bylaws sent to members a set number of days prior to the meeting where they are potentially revised?
- Jeff read a portion of the bylaws, and it just said we had to notify the members with notice of the meeting.
- Erin - Did we need to notify members a certain number of days prior to this meeting about the meeting?
- Jeff - I don't believe so.
- Lucinda made a motion to adopt proposed bylaw revisions.
- Cathleen seconded the motion.
- Jeff- Anyone opposed?
- Derek - I would like to oppose the first change simply because of the 1 year requirement being taken away.
- Jeff - With only one objection, the motion carries. So, we will go ahead and update those bylaws, and email them out to the members this weekend.
- Yamhill county is still in the Extreme Risk category. Jeff sent an email to Bill Post this evening to ask him if there was anything he could do. He is committed to work with the governor's office and state representatives to get us back in the water.
- Michelle thanked Jeff for his efforts to support the team and the kids. Jeff mentioned a New Jersey report that shows no connection between covid transmission and pool use.

It is important to him to advocate for the team. He likes to share the information from other states and communicate that to the governor's office. If we move to the High Risk category, we should be able to have 50 people in the building. Jeff thanked Michelle for the recognition.

- Krista asked why we are getting phishing scams from people at 5:30 in the morning. Jeff explained that due to some forms on the CST website being available publicly, hackers have scraped the website for email contacts for the club. A couple of days ago an email went out (supposedly from Jeff) with the subject "Help" and body "Can you help me right now". Jeff believes a couple of other members got a similar email. **Jeff will talk to Team Unify to see if there are ways to protect us in the future.**
- Erin - We amended the bylaws for the upcoming election. Jeff, can you explain the election process?
- Jeff - We need to prepare a slate of electors that includes team members who are interested in becoming a board member. This slate of electors is due 30 days in advance of the April meeting. We also need to have an election nominating committee in place to develop this slate of electors, and at least one member of this committee must not be a member of the board. We need this committee to develop this slate of electors and submit it to the board at our March meeting. Once the new members are elected, I believe they officially take their new seats June 1st.
- We have one at large member position and one president position coming available at the end of May when Kristel and Jeff step down. Gary's current at large member position also expires at the end of May. In addition we have a vacant 3rd at large member position that we'd like to fill.
- Erin asked if anyone was interested in taking part on the nominating committee. No volunteers.
- **Jeff said he'd send out email looking for interest in the nominating committee.**
- Student Athlete Representatives -
 - Robert is excited to be back in the water and swimming in our home pool. Indoors is nice, and we get to do backstroke.
 - Byron agreed that even if it is for a shorter time and fewer days than normal, the swimmers are thankful to be back in the water.

Meeting Adjourned: 7:43pm

Meeting Minutes Key: **Yellow Highlight: Please confirm accuracy** **Green Highlight: Action Item**