



Chehalem Swim Team Monthly Board Meeting Minutes
May 13, 2021 - 6:30pm
Virtual using Zoom

Attendees: Jeff Boerio, Lalanya Fisher, Erin Fincher, Cathleen Long, Gary Till, Byron Long, Krista Miller, Lucinda Pannell, Melissa Hamm, Quentin Rieniets, Michelle Webb, Patricia Dwyer, Gayle Bizeau, Kyle Henderson, Tina Urback, Kristina Norman, Derek Miller, Sarah Specter, Stephanie, Betsy Jones, Kristel Holveck

Meeting Called to Order: 6:34pm

Financial Report (Lucinda)

- \$31,509 end of the month
- \$38,025 balance right now
- \$11,583 came in from May swim fees
- \$ 680 from recent meet fees
- \$180 from April camps
- Couple outstanding obligations \$2400 for payroll, \$150 for our CPA, \$3400 for CPRD (Jeff corrected to \$3900)
- Should put us at \$31,500 balance after those are paid
- Jeff: Have we paid OSI fees for the last meet?
- Quentin: The sanction fee (\$30 for 1st meet, only one fee for both McMinnville dual meets) is the only thing we will pay to OSI, the other fees (splash, OSI) are waived.
- Quentin: I have a question about PPP, I know the club applied for the 1st round, did we apply for the 2nd round.
- Jeff: I went to 1st Federal originally, they were not likely to do it for us if we didn't bank with them. USBank did offer us one. I didn't apply for the 2nd round because I thought the original loan application had us agree to not asking for future loans. I just finished the application for forgiveness for round one.
- Quentin: I know that the window for the 2nd round closes at the end of this month.
- Lucinda: Any reason why we have 1st Federal as our bank?
- Jeff: We have a long history there. Maybe since 1998 when we were incorporated.
- Lucinda: I've had trouble with them being particular with how checks are written out and threatening to not accept checks in the future if they are not written out to Chehalem Valley Aquatics. They also won't let us do direct deposit.
- Jeff: I'm not opposed to changing. I will say, though, that I have enjoyed the otherwise small town mentality.

- Sarah Specter: Lucinda, I have some connections with 1st Federal, and if we talk offline, I can probably help get your problems sorted out by talking with Amanda and Ron there.
- Quentin: Oregon Community Fund is doing a lot of grants for non-profits.
- Jeff: Patricia, do you have any background in writing grants?
- Patricia: No, working through summer.
- Jeff: I'll do my best to get to that application by Friday the 21st.

Coaches' Reports

- Lalanya
 - 11-14 Performance II: This group has been side by side with Quentin's Seniors. They are working hard and building more aerobic endurance. Off to a good start. Training well. Lot of improvement
 - 11-14 Performance I: Just added 5 new swimmers. They push each other. Good looking group. Finished about 5 weeks of drills and skills, moving on to more endurance
 - 11-14 Development II: This group will be split next week into 11-12 and 13-14 for pool space and quality of coaching. We've had a lot of athletes in the pool at once. We have some more space in the 7:30-8:30 pm time slot and plan to use that. We'll move older kids to the later time. Finished skills, moved on to power endurance
 - 11-14 Development I: Working with Quentin on their skills. This week with Erin to cycle through each stroke.
 - Erin: A good group of kids. I'm excited. Some are still pretty new. Starting to head a little out of their drill stage so they can swim full strokes. They are excited to go to their first meet.
 - 11-14 entry group: Krista is coaching this group. Mainly working on free and back technique. Starting to Introduce fly and back.
 - Krista: They are all working hard. I'm reminding them that just because you do something fast, doesn't mean you are doing it right. I've been doing a lot of reteaching and reminders to slow down.
 - We have some new state qualifiers. We are working with those who are aging up before the state meet, to see if they can work hard and achieve the next age's qualifying time.
 - Progress reports just went out.
 - Lucinda: Thank you. I appreciate those. I talked them over with my daughter(s?).
 - Lalanya: I have noticed which parents have discussed their swimmer's progress reports with their swimmer. I appreciate those who have done that.
 - Jeff?: One of the things that has been really difficult is cohesiveness with the team. Can we look at having some of the more senior athletes demonstrate skills to the younger swimmers, so they have kids to look up to.
 - Lalanya: Absolutely, maybe as restrictions lift
 - Quentin: We are big believers in top groups giving back. My biggest

thing is getting people to interact. My intention is for older kids to do peer coaching as much as they are interested in with CST and in the community.

- Erin

- There are 3 squads for 10& unders.
- 10 & Under Pre-Competitive: This is where most of our tryouts land. We've seen a lot of progress with that. 6 new members this month. A few have been placed into 11-14 and some into the 10& under groups. It's been good getting a baseline for what this group looks like. These kids do well with lots of reminders. It's been fun.
- 10 & Under Development: Lalayna is working with the development group. They are looking really strong.
- 10 & Under Performance: We just finished skills and are starting to cycle through them again. 1 athlete qualified for state for the first time at our last meet. We are all continuing to train hard. They love to have fun, but I've got to get them ready for Lalanya. Trying to match up our progression so that they can mesh with the next group.
- 8 tryouts are scheduled for next weekend.
- This group should grow. Waiting for restrictions to lift.
- We were also able to hold another parent coach meeting. That's been good.
- Lalanya: The **skills clinic** participants have really learned a lot. We'll continue to try and offer those. We may also try to add a summer camp. Maybe that would be a good use of the leisure lanes. Thanks to all the parents for their email encouragement and kind words.
- Jeff: I've talked with the governor's office in the past. It sounds like we are kind of at a ceiling. Do we need to talk to Tara to see if we can get some **additional pool time**? Maybe some of the lanes on the leisure pool side, or do we think that restrictions will get lifted soon and we will be able to put 4 kids in a lane?
 - Lalanya: Summer scheduling was my next topic. We had an all teams meeting last Wednesday about pool space. For our summer schedule we have 3-6pm Monday - Friday time block and Saturdays from 7-9am. We probably won't shift too much as far as days but will just shift earlier. We are also going to start transitioning the 8th graders through the summer months to either Rec or Senior high school squads.

- Quentin

- Senior: This group is training really hard and ramping up. It's been a gradual increase to avoid injuries. This week we've done a lot of speed and endurance work. They are working very hard. A lot of improvement in the pool. Once we get to the peak of our volume, the kids will feel pretty beat up, but they will be feeling good once we start to taper. I'll be reaching out to see who is interested in going to state meets in Pendleton July 22-25.
 - Cathleen: Would kids that travel be staying the entire time or just attending for the day that they compete?
 - Quentin: It will depend on the restrictions and whether we are able to travel together with chaperones or need to travel individually. We'll need

- to have a conversation with the board, parents, athletes, coaches.
 - Starting in mid-June we will need to start adding practices more than 6 days a week. The pool might be available 9-11am on Tuesdays and Thursdays. Forest Grove's pool is closing for a short time, so they may be taking that morning pool time. Maybe we could share that time with them. It will depend on restrictions.
 - Jeff: We've had Forest Grove swim with us before when their pool was closed. It should be a pretty easy conversation to have with Summir. We may need to look at talking to Tara about using the rec lanes.
- Krista
 - Working with pre-comp kids is really fun. We've been working on fundamentals. It's fun to watch the little kids peek over the bulkhead to watch the bigger kids. Being able to mix the two together occasionally would be good.
 - Michelle Webb: Lalanya, I see that you are wearing one of our new shirts. Are those available to the parents?
 - Lalanya: We just ordered some more for our new swimmers. We could send an email to see if we have enough extras or if we need to order more.
 - Jeff: Karla was on our board and helped get the athletes shirts ordered through Dormer's in Newberg. Now we need to set up our athletes store. One of the new at-large board members might be able to pick that up and be designated as our apparel person. They could go through another vendor if need be as well.

Athlete Representative Reports

- Byron: Overall, things have been good. I've heard that some of the kids are not happy with the late night practice times. But, I know you all are working on that and have many groups to fit in the pool.
- When I was new to the swim team, I remember having the older athletes help teach me new skills. That was enjoyable and helpful. So I like that idea and would like to be a part of that.
- We are enjoying the longer practices we've been able to have. The 45 minute to hour long practices were pretty short.

Annual Election

- Current Slate of Electors for this election:
 - President - No nominees
 - At-Large Position 1 - Gayle Bizeau
 - At-Large Position 3 - Gary Till
- Jeff: I'd first like to ask if there is anyone on the call who is interested in the president role. If so, please speak up.
 - Lalanya: I talked with Tina a little about the president position.
 - Tina: Lalanya, I sent you an email to say that I was willing to throw my hat in the ring.
 - Jeff: That is fantastic to hear. I'm not going very far. I'm willing to volunteer time when I have it available. I've been around since 2012.

Other board members Gary and Cathleen have been with the club since 2014 and 2015. Erin has been here longer than I have been around. So, there are lots of opportunities to find help. I am willing to have a conversation with you to discuss where we think the club needs to go. As president, you can encourage at-large board members to take on responsibilities, such as apparel. I'm not going to abandon you.

- Quentin: My dad is also a resource you can reach out to.
- Tina: I appreciate all this. My hesitancy was just a lack of experience with non-profit organizations.
- Jeff: Is there anyone else who is interested in running for one of these 3 positions?
- Updated Slate of Electors for this election:
 - President - Tina Urback
 - At-Large Position 1 - Gayle Bizeau
 - At-Large Position 3 - Gary Till
- Jeff: We have one nominee for each of the board positions. Would any other board member like to make a motion to accept that slate of nominees?
 - Lucinda: I make a nomination for that slate.
 - Lalanya: I second those nominations.
 - Jeff: Anyone opposed?
 - Lalanya: We've heard a little from Tina. For Gary and Gayle, what would you be bringing to the team? Why is it that you want to be an at-large member?
 - Gary: I would actually like to get more involved in fundraising and apparel. It seems like the at-large positions have not been loaded up enough. I am willing to take on more. I've been part of the team for several years and know a lot of people. I'd like to be more involved.
 - Gayle: My name is Gayle Bizeau. I have 4 kids on the team with potentially 3 more coming up. My kids are invested in the team. My husband has been invested, and so it's my turn to be invested as well.
 - Tina: Ultimately for me, it comes down to the fact that my daughter has been coached by Lalanya and Quentin for many years. The transition has been tough because of Covid. What is driving me to take this role on is that I want our kids to have the best experience possible.
 - Lalanya: I appreciate your answers and honesty.
- Jeff: None opposed. Motion carries.
- Jeff: The new board members will begin their term on June 1st, my last day will be May 31st.

Vacant Board Positions

- Jeff: There is a vacant at-large board member position with its term ending May of 2022. Patricia Dwyer recently got in touch with me. She is interested in joining the board in this position. I think that she would be a good fit as an at-large board member.
- Patricia: My background is in professional development/fundraising for a local university. My daughter, Samantha, swims with the team and came from Sherwood. I am hoping that maybe my skills could be used by the team. I am interested in lowering each family's fundraising responsibilities.
- Jeff: The bylaws allow me to nominate vacant positions on the board.

- Jeff: I nominate Patricia to fill this at-large board position.
- Lucinda: I motion for Patricia to fill this at-large board position.
- Lalanya: I second that motion.
- Jeff: Anyone opposed?
- Jeff: None opposed. Motion carries.
- Jeff: Welcome to the board, Patricia.

Items of new business

- Timing Pads
 - Jeff: At a swim meet recently, I became aware of a couple of issues with the timing pads. Derek, have you had a chance to look at those?
 - Derek: No. I have been working 60 hour weeks.
 - Jeff: That's okay. I understand. We have 10 timing pads that are used by CST, GFU, and NHS. Two of them need some repairs. In the past, we have cycled through who pays for new pads. Last time GFU purchased one. Two years ago, NHS purchased one, so if the damaged pads can't be repaired, it might be on us to purchase one.
 - Lucinda: How much does a new pad cost?
 - Derek: 1 timing pad is about \$1000 + shipping (\$200). The key with the timing pad is that they get shipped according to size not weight, and one pad is shipped in a box large enough to fit two. So it is more cost effective to ship two than one.
 - Tina: What is the warranty on each pad?
 - Derek: They have a 2 year warranty. The only repairable part is the cord itself. None of our pads are less than 2 yrs old so the warranty has run out. The last pads purchased were by George before he left CST and that has been over 2 years ago.
 - Tina: Are they tracked by serial number?
 - Derek: The newer ones have serial numbers, but the older ones do not.
 - Jeff: Right now we have 8 functioning timing pads. The biggest issue is that if one of them needs to be replaced, we may be on the hook.
 - Derek: I think I will have time towards the end of next week to head over and take a look.
- Team Laptops
 - Jeff: We need to make a couple purchases that are outside of the budget for this year.
 - 2 new laptops - one to operate livestream and one to go to the head coach. The future board can look at other purchases. I estimate roughly \$600 a piece. I ran the livestream for the last 2 meets. I will not be able to run the ones this weekend. There is software (OBS) that goes with the webcams and live streaming. It would be good to have a laptop dedicated to that purpose, so we can configure it to include sponsor logos and help advertise for our partners. We could even use that laptop in the short term to broadcast practices to the families. I'm

not asking for the money tonight. I'm asking the board to consider these purchases over the next couple of weeks. Maybe even consider a laptop for each of the coaches.

- Jeff: Any questions regarding laptops?
- Lalanya: Will we continue to offer livestream, even after spectators are allowed back in the building?
- Jeff: Good question. At our last Shark Chase, we did not have enough room for the spectators in the building, so it would be good to still offer that livestreams to parents and extended family during those times.
- Tina: The live streaming of events is one of the positives of Covid. But it might be a Nice-to-Have instead of a Must-Have. So maybe it can wait until the next budget cycle.
- Patricia: Are we sending out a release form regarding us filming other teams' children and putting it out on the internet?
- Jeff: USA Swimming takes this very seriously. They do not allow photographs or videos to be taken behind the starting blocks. Some referees don't like them taken from the turns. Where we have cameras strategically placed, even if you zoom them all the way in, you wouldn't be able to zoom in on one kid from head to toe. The question is whether or not a release needs to be offered, and maybe we could turn off the camera for one heat if a parent objected. One thing to remember is that we are only streaming that to our team facebook page. We could restrict it to only those who had the url. We could also delete the video after the meet was over. Great question - very much in line with SafeSport.
- Patricia: I'm sure our sponsors would like their logos up as long as possible, but they wouldn't want it to be an issue with the athletes or parents.
- iPads
 - Krista: What happened to the iPads?
 - Erin: I have them, but I don't have the code. Maybe I can take them to Apple to have them unlock them for us.
 - Krista: Jeff or Tina could probably take them to Apple and get them opened.
 - Jeff: Erin let's take a look at that, and see what we can do.
 - Erin: George's plan was to clock times and log workouts. iPads are somewhat useful.
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- Jeff: Cathleen anything to add? Gary?Lucinda?
- Gary: Thanks to the new board members. Thanks to Tina for stepping up to the president position.
- Lucinda: We need to come up with a CST Zoom account. I'd also like to be able to share my screen for the financial report. Can we put that on the agenda for our next meeting?
- Jeff: That would be a good purchase. I bought the zoom account for the purpose of the club. I haven't expensed it yet. I am willing to share my account.
- Lalanya: Look forward to working with all of you.
- Quentin: Thank you Jeff for taking the president role for the last couple of years and bringing us on board. Hope to see you at upcoming meetings.

- Jeff: I'm really excited for this club. We have four quality coaches and 85+ swimmers. Financially in a good position. As the board does the budget for the next year they'll see we are moving forward in a strong position. With Gayle, Tina, Patricia joining the board, we will be very strong. The pandemic has been very good for the Chehalem Swim Team. Now that we are coming out the other end of it, I'm excited for the future. The board will have a fun challenge keeping up with all the vision that the new coaches have.
- Jeff: Are there any questions from our family members?
- Derek:
 - I'd like to congratulate the coaches on communication. The weekly emails have vastly improved. They are very informative, and I appreciate that.
 - I would like us to start getting meet information out faster. One week lead time for me doesn't work. I would rather have 2 months of meets scheduled and then cancel when we need to than be told about a meet with a week's notice. As a parent, it is hard. As an official, it doesn't work.
 - Quentin: i have set up the next several meets, but I was hoping to make sure they were going to happen
 - Derek: I would prefer to hear those potential dates.
 - Q: I would too.
 - Derek: The next position we need to fill is a co-meet director. **New board members, please find me a co-meet director.**

- **Meeting Adjourned: 8:07pm**

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