



Chehalem Swim Team Monthly Board Meeting Minutes
 October 14, 2021 - 6:30pm
 via Zoom

Attendees:

Eleanor Snyder	Athlete
Sky Rowe	Athlete
Christina Tilson	Board Bookkeeper
Tina Urback	Board President
Cathleen Long	Board Secretary
Erin Fincher	Coach
Krista Miller	Coach
Lalanya Fisher	Coach
Quentin Rieniets	Coach
Adam Henning	Parent
Adam's iPhone	Parent
Allison Plaster	Parent
Amy Lauseng	Parent
Ashley Thomas	Parent
Blake Applegate	Parent
Brook Puckett	Parent
Emily Hill	Parent
Flavia Cruz	Parent
Henry Fu	Parent
J Rowe	Parent
Jeff Hamm	Parent
Jessica Marshall	Parent
Kathie Bowdoin	Parent
Kathryn Wonder	Parent
Katie Rarick	Parent
Kyle Henderson	Parent
Lynn Snyder	Parent
Michelle Webb	Parent
Ryan Backman	Parent
Sara DeMaster Smith	Parent
Sara Whitfield	Parent
Shak Emly	Parent
Stephanie Mitchell	Parent
Susan Doak	Parent
Susan Fu	Parent
Sydney Jordan (Tate)	Parent
The House Family	Parent
Tracey Weidman	Parent
Valerie Brewer	Parent
Betsy Jones	Parent/Official
Sarah Pickell	Parent/SafeSport Coordinator
Siddharth Bansal	Parent/Social Events Coordinator
Jeff Boerio	Parent/Website

Chehalem Swim Team's Mission: Provide a safe, healthy, and positive environment where our athletes can develop the character traits, technical skills, and intense desire necessary for them to reach and maximize their full athletic potential.

Meeting Called to Order: 6:33pm

I don't want anyone to feel that because there are slides, you can't ask questions. Please feel free to speak up if you have questions or would like to add something.

Agenda

- ★ Team Pictures
- ★ Harvest Meet
- ★ Pie Sale
- ★ Service Hour Opportunities
- ★ Sick Policy
- ★ Finance Report
- ★ Coaches Reports
- ★ Team Store
- ★ Athlete Representatives

Team Pictures

- See Meeting Slides - p.3
- Currently scheduled for Oct. 27th for 3:30-5:30pm. We need our swimmers to wear their new team shirts. If they don't have practice that day, they can drop by to get their picture taken and be included.
- Christina: There will be picture forms for people to fill out ahead of time. I have known the photographer for 14 years. She is an athletic photographer and worked with football teams with 85 players. She will use a green screen to photograph each swimmer individually and will do a great job developing a team picture from the individual shots. The swimmers just need to come with their team shirts and completed forms.
- Jeff: I've worked with photography in this manner. It will be super easy for the kids and should only take about 45 seconds. The composite picture is pretty easy and effective and should line up with them pretty good.
- Tina: I'm looking forward to it.
- Jeff: I think the last team photo was back when we were in the old pool.
- Krista: That is true; we had some pretty young swimmers in that last photo.
- Michelle: Will there be an email sent out about the picture day and time?
- Tina: Yes

Harvest Meet

- See Meeting Slides - p.4-5
- Christina: Our Harvest Meet is coming up next Friday afternoon and Saturday day. We do plan to have transitional seating. We are also arranging swim buddies to help some of the younger swimmers feel more comfortable. Concessions will also be available as well as Making Waves.
- Tina: I checked recently and this slide lists the positions that are still available. There is no reason to be intimidated, there will be leads to help you get trained and settled in.

- Lalanya: Christina just recently added lane timers to the volunteer job positions as well. If you haven't yet signed up to help please do. Also, at some of the new parent meetings, we have encouraged those with young swimmers not quite ready to compete to go ahead and volunteer and bring your swimmer along to watch. But, we need to say please hold off on this at least until the Shark Chase. There will be a lot of people there and we have enough going on. If you yourself would like to help, though, that would be great.
- Christina:
 - Friday Night:
 - We will have 1 session, and we only have the competition pool.
 - We are planning on 92 swimmers on 7 teams. They will be getting seating priority.
 - Right under the crow's nest is the only seating we might have available.
 - There will be staging on the far wall.
 - Saturday:
 - There will be signage and a posted traffic flow.
 - Parents please be mindful of the fact that we will only have 2 coaches on deck and they will be busy.
 - There will be 7 teams and it will likely be super congested.
 - Hospitality, bathrooms, and concessions will be accessed through the main entrance of the Rec. Center. Enter and go to the left.
 - The bathrooms in the competition pool are for athletes only according to the MAAP regulations that we are following.
 - Please sign up to volunteer and help us out. We will train you.
- Tina: The shifts are not long shifts, please come and help out.
- Christina: I've had some parents ask if while they are volunteering they'd be able to stop and watch their kids race. The answer is yes. Also, please be aware that because we don't know exactly when each session will begin and end, the job position time slots are just estimates. If you finish early and can stay, please do. You will also get more service hours.
- Tina: We will have a few floating volunteers, so you should be able to get away to watch your swimmer.
- Christina: We also have our own brand new livestream laptop. The link will be posted on the club's facebook page and emailed as well.
- Jeff: I will make sure to send out an email link on Friday afternoon when it goes live, so you all know when it is available.
- Michelle: Is there a particular reason the timer volunteer positions were last to be added? I looked for them, but then ended up signing up for something else.
- Christina: Yes, it is a new method I tried that worked. We typically have a very hard time trying to fill the other positions. We are also allowing the visiting teams to provide timers for several lanes as a way for their parents to be able to watch their swimmers as well. I didn't get confirmation with those other teams until yesterday, so I didn't know how many lanes CST would be covering. If other teams are unable to fill their timer positions, I will add them to the sign-up.
- Michelle: Will all the athletes be able to be inside during the entire meet?

- Christina: Yes. On Friday they will all be in the competition pool. On Saturday, 3 teams will be in the competition pool and 4 will be on the rec side.
- Tina: You can find the available volunteer positions on our Team Unify website.
- Jeff: Did you get an apparel vendor for the meet?
- Tina: Making Waves will be there.
- Lalanya: There won't be anyone making shirts.

Pie Sales

- See Meeting Slides - p.6
- We have a pie sale fundraiser in progress. Forms are due on October 29th. Make checks out to Chehalem Swim Team, and reach out to Patricia with any questions you may have.
- Sydney: Is it required that the swimmers try and sell pies or is it optional?
- Tina: It is optional. It is just an opportunity for the families to reduce their fundraising obligation.

Service Hour Opportunities

- See Meeting Slides - p.7
- There are a lot of parents signing up and taking on new tasks. This is great. In case there are parents that are interested in contributing to the team. This slide lists some of the more organized ways to help and fulfill service hours.
 - Fundraising Lead: We need a fundraising lead. Our board member, Patricia, has been working on this as well as sponsorships. We've recently split this into 2 positions in order to make it more manageable.
 - Training Trip / Championship Meet Fundraising Lead
 - Banquet Lead
 - Swimmer Materials
 - Asset Manager
- If you are interested in any of these, please reach out. If you have a friend that is part of the club, feel free to take on and share a position.
- Jeff: I have extensive knowledge on working with the website. I would be interested in helping with that and potentially training someone else.
 - Tina: Great Jeff. Thank you.

Sick Policy

- See Meeting Slides - p.8
- We would like to remind everyone of our sick policy. Illness is starting to become a fairly constant thing with many back in school.
- The #1 thing is do not send your child to practice if they are sick. As long as there has not been any known Covid exposure, your swimmer is free to return to practice 24 hours after their last symptom.
- If they have had a known exposure to Covid, please reach out to your coach to make sure all of our swimmers are safe and not being exposed.
- Lalanya: I would like to say that everyone has been doing a good job on that. Thank

you. I get about 5-6 emails per week. The fact that you are keeping your swimmers out when they are sick is very much appreciated.

- Tina: Only 5 or 6 a week out of 100 kids and mostly from different families shows that there doesn't seem to be any spread among the team.
- Jeff: A lot of people might not know that over the last year or so, with Quentin and Lalanya's help and their positions and active beliefs, we have actually worked with the state governor's office. And, they have listened to what we had to say and have helped keep us in the water. So, thanks to Quentin and Lalanya.
- Lalanya: Thanks, Jeff. It takes everybody. I'm glad we are where we are at.

Finance Report

- See Meeting Slides - p.9
- I know this slide is quite small and may be hard to see, but our finance team has been working really hard.
- These numbers in the front of each line item are Finance codes. We are working toward a true finance system that tracks all of our transactions and provides transparency. We have big plans.
 - Related to this is one of our open positions - Asset Manager. The team is investing in some new equipment. We would like an asset manager to help keep track of those and all of our existing assets.
- We are hoping as we get Quick Books up and running, parents will be able to see what is going on behind the scenes and what is being done to help grow and improve the team.

Coaches Reports

- See Meeting Slides - p.10-11

General Report (Coach Lalanya)

- I will start with a general report and then each of our coaches will give a brief update.
- We currently have 108 families and 121 active swimmers. This is amazing, and we have been able to fit them all in the pool and provide good quality workouts.
- Tryouts are still happening - Erin will speak to that a little later.
- Our current team events are:
 - Monthly Treat Days
 - Harvest open
 - Pie fundraiser
 - Bottle drop ongoing
- The focus this month has been goal setting. I think the meetings have gone well with the kids. We've been learning about what they are trying to get out of being on a swim team. We will be working with them individually as the weeks and months go by and keeping them on track to achieve those goals. We are now about 5 weeks out from our summer break. For the 1st month we worked mostly on skills, drills, and technique reminders. Now we are on to aerobics and lengthier sets. And, of course, we are getting ready to race. You might have seen us swapping kids so that everyone has a

chance to swim in the competition pool.

- Michelle: I love the monthly treat idea. I have a random question about the caramel apples. For those with braces who can't bite into an apple, can it be noted to bring knives?
 - Lalanya: They will be sliced, in Dixie cups, and already dipped in caramel.
 - Michelle: You are on it. Thank you.
 - Lalanya: Yes, I keep seeing kids show up with new hardware.
 - Tina: With the age group of our swimmers, I'm not surprised.

11-14 Age Group (Coach Lalanya)

- For the development squads in the next 4 weeks or so, we will be introducing swim challenges. We are checking to see where the swimmers are at. We will be posting charts, so the kids can challenge themselves and race against friends.
 - Streamline Kick Challenge
 - IMR and IMX track challenges: We will be making charts with their names on them, for each event swum they will receive a badge to add to the chart so they can track their progress visually. This will also let them know what else needs to be swum in order to complete their track.
 - We are trying to make all the swimmers comfortable with swimming all of the strokes at all of the distances.
- For entry level squads, Krista has been working on racing skills - flip turns, pushing off the wall.
 - Lalanya: Krista, anything else you'd like to add.
 - Krista: The kids are learning how to read a pace clock.
 - Lalanya: I think I've heard them yelling, "Go".
 - Krista: The 10 & under precomp are especially enjoying and getting really loud.
- Lalanya: We are also looking at increasing upper body strength, so you will be seeing pull buoys out a little more often.
- After the Harvest Meet, the next available meet for the 11-14 is the Turkey Dive on November 6-7 in Albany.
 - Quentin: Entries are due tomorrow for that meet.
- **???:** Has there been any update on gear?
 - Lalanya: Making Waves said that they have over 60 containers off the coast of Los Angeles with Arena stuff in them. As they are receiving supplies, they are shipping orders out as quickly as possible.
 - Tina: I don't think it is a Making Waves or CST thing. I'm not sure how many of you are experiencing similar situations at work. I do believe it is outside of their control.
 - Lalanya: Yes, Making Waves has done really well at communicating with us. I have faith that the orders will come in. Hopefully a lot of the items we ordered will be arriving on the 15th.
 - Michelle: They are reaching out to individual families as well. I heard that my order did not arrive and may not, and they offered me some alternate products.
 - Tina: I liked how they also included pictures in the options email.

- Lalanya: That is good to hear.

Novice Group Report - Part I (Coach Erin)

- We had 3 new tryouts today (10 year olds). We have 2 more older kids on Saturday.
- New swimmers start working with Krista in pre-comp.
- Our coaching staff is all working together.
- Krista has the 11-12 and 13-14 entry groups and is also working with 10 & under pre-comp (entry).
- Krista is doing really well with the pre-comp kids. I also love that we are starting to have senior athletes help out. Krista, did you want to speak to your group?
 - Krista: They are all doing great. We have 17 on the roster right now. It's also fun to hear compliments from other coaches as the kids swim. Their endurance is building. They are doing great. I'm really proud.

(Coach Erin lost connection)

Athlete Awards

- Lalanya: I forgot to mention that the Top 5 Awards have been announced. There are 3 swimmers on our team that received these honors for their performance in the past year. Awards will be presented in November.
 - For 8 & under: Ocean Rowe was top 5 in 3 events: 25m Back, 25m Free, and 25m Fly
 - (Age group? / events?) Presley Dorn earned top 5 as a 10 year old and has since turned 11.
 - Senior: Eleanor Snyder was top 5 in 1650y, 1000y, and 1500m. She earned these awards while swimming with the Lake Oswego Swim Club. She has since switched to our team and we want to recognize her accomplishments.
- Quentin: As a team, our Virtual Championship Score placed us in the top 5 for Oregon last year for both short course and long course seasons. This was a full team effort. This is a great reward that I'm really excited about.
 - Tina: That's a big deal.
 - Lalanya: Was this for large or medium?
 - Quentin: Medium, they restructured the group sizes.

Senior Squad Report (Coach Quentin)

- For those of you that don't know, I am Quentin, and I primarily coach the senior squads and the 13-14 performance group.
- We have been doing a lot of pre-season work. We are now getting to the meat of our ramp up. I'm excited to see the improvement in endurance. We've also had good attendance for dry land. This is great. It keeps joints healthy and shows swimmers wanting to work on strength and conditioning out of the pool too.
- I want to thank our previous athlete reps - Robert Till and Byron Long. Byron went to the House of Delegates last year. They did a great job.
- I also want to welcome Eleanor Snyder, our new senior rep, and Sky Rowe, our junior rep. They have good ideas and good energy. If swimmers don't feel comfortable

talking to their coaches for any reason, they are welcome to go to them. They can also be the liaison between the peer groups, coaches, and the board. They also plan to work on gatherings and buddies as we are able to get back to those.

- I'm very excited for the season.

Novice Group Report - Part II (Coach Erin)

- Erin: I just realized I need to have my computer plugged in when on Zoom even if my battery is full.
- The kids have been working hard. They are still learning skills, correct flip turns, and dives. The 11-12 have had some really exciting flip turns recently with both feet to the wall. They have even been able to form their streamline prior to pushing off.
- We are training with 40's and 50's.
- All the hard work the kids are doing everyday, we are starting to see that paying off. I see the skills building and am feeling positive about that. It's fun to see the great swimming and kids being able to move up groups and eventually become senior swimmers.
- 10 & unders - Krista has 17 precomp kids. I coach another 11 10 and under kids. All the kids have been working hard. The development kids are starting to be able to do some repeats. The kids are asking, "What can I do?" and, "How can I get faster?" We'll continue to watch their skills and make sure they are swimming correctly.
- Thank you parents for getting them to the pool.
- Quentin: I really want to echo that sentiment, it's been great to see the kids at younger levels improve and seeing them go from not confident in an entry group to development groups and wanting more. It is exciting for someone in my position to see the kids in the pipelines. I'm excited for the next couple of years.

Team Store

- See Meeting Slides - p.12
- Lalanya: I'm not sure how Swim Outlet is doing at shipping, but parents can give that a try for non personalized items like goggles.

Athlete Representatives

- See Meeting Slides - p. 13
- Our new athlete representatives are:
 - Eleanor Snyder - Senior Representative
 - Sky Rowe - Junior Representative
- Eleanor: We want to make sure we are always available for all of the swimmers. If they have questions or ideas, we would love to hear what they have to say and facilitate any communication. We will be sending out our contact info very soon.
- Tina: Would you mind telling us a little about yourself and how long you've been swimming?
- Eleanor: I have been swimming since I was about 8 on the Sherwood team, so I know several people on the team already.
- Quentin: Eleanor is also a representative on the board for Oregon Swimming (OSI),

they help to organize events across Oregon. So, she not only has a connection to our coaching staff, but a connection to Oregon Swimming as well. So, if athletes have questions at our level or higher, she can take help and take those to the OSI board.

- Eleanor: Yes, we are always looking for things we can do to improve swimming for the athletes.
- Sky: Hi, I am Sky Rowe. I am the junior representative. I am in the 13-14 performance group. I've been swimming since 5.5 at Sherwood, so that's almost 9 years. We are working on setting up some gatherings for the high school squads so we have a chance to talk and get to know each other outside of the pool.

Questions and Answers

If there is anything you would like to see discussed at these monthly meetings, please reach out and let us know. We want them to help you gain a better understanding of how the team works and measures we are taking to improve the team.

Meeting Adjourned: 7:22pm

* To receive credit towards your service hours in return for your attendance at tonight's meeting, please send Tina an email to clarify your name unless it is already clearly listed above.

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

Meeting Slides:



CHEHALEM SWIM TEAM

Annual Membership Meeting
October 14, 2021 @6:30 pm

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CHEHALEM SWIM TEAM

Agenda

- Team Pictures
- Harvest Meet
- Pie Sale
- Service Hours Opportunities
- Sick Policy
- Finance Report
- Coaches Reports
- Team Store
- Athlete Representatives

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Chehalem Swim Team's Mission: Provide a safe, healthy, and positive environment where our athletes can develop the character traits, technical skills, and intense desire necessary for them to reach and maximize their full athletic potential.



Team Pictures

- October 27th 3:30pm to 5:30pm
- Individual pictures will be taken, Team Picture will be created
- Swimmers need to wear their new team shirt
- Swimmers who do not have practice that day can drop in to get their picture taken

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Harvest Meet

- Friday evening, Oct 22nd and Saturday, Oct 23rd
- Transitional Seating Planned
- Swim Buddies to help at 10&U and 11-14 Sessions on Saturday
- Concessions and Making Waves will be available on Saturday
- Service Hour Opportunities – sign up on TeamUnify
 - Openings remain for Athlete Staging, Bathroom Monitor, Concessions, ET(need to be an official), Hospitality, Lane Timers, Pool Marshals, Set-up/cleanup before and after, Stroke and Turn Officials, Transitional Seating Monitor, Volunteer check in

4



Current & Upcoming Past & Archived

Subscribe Search for Team Events 🔍 Customize Filters

Sep 29 2021 **Holiday Pie Sale Fundraiser**
Sep 29, 2021 - Nov 15, 2021 Event Category: Fundraiser [Edit Email Event](#) [FULL](#) [Job Signup](#)

Oct 19 2021 **Monthly Team Treats**
Oct 19, 2021 - Oct 20, 2021 [Edit Email Event](#) [FULL](#) [Job Signup](#)

We are so excited to offer a series of monthly "treats" for our swimmer's!!
As the weather gets colder and our schedules get busier it'

Oct 22 2021 **Harvest Invite**
Oct 22, 2021 - Oct 23, 2021 Event Category: Home Swim Meets [Edit Email Event](#) [Edit Commitment](#) [Job Signup](#)

The Harvest Open has been scheduled for October 22nd and 23rd.
Meet information is attached to this event. Please read it thoroughly.

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Pie Sale

- All funds go to YOU – directly reducing your family's fundraising obligation
- Deadline to turn in your forms and money is right around the corner Friday, October 29th
- Make checks out to Chehalem Swim Team
- Questions: contact Patricia at tad2033@gmail.com



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Open Positions - Service Hour Opportunities

- Team Fundraiser Lead - Organize a yearly calendar of events, recruit and organize volunteers, work with treasurer and president on budget needs
- Training trip/Championship meets fundraising Lead - organize and recruit volunteers to help run fundraisers for our Senior squad training trip and championship meets
- Banquet Lead - Organize and plan each season's banquet - includes securing a facility, ordering awards, decorations, food, etc
- Swimmer Materials – put together goodie bags, tickets for drawings, etc.
- Asset Manager – maintains list of Swim Team owned materials and tracks location and/or contact information of custodian
- Website Support

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CST Sick Policy

Do NOT attend practice if you are sick or have been in close contact with someone who is sick.

If your swimmer is experiencing cold or flu-like symptoms with no known Covid exposure, they may return to practice 24 hours after their last symptom.

Covid related illnesses

If your swimmer has Covid like symptoms and/or known possible exposure, Swimmer must:

- Sit out until they have quarantined for 7 days with a negative test on or after day 7 QR
- Sit out 10 days, symptom free QR
- Be cleared by your healthcare professional to participate

Symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

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Chehalem Swim Team's Mission: Provide a safe, healthy, and positive environment where our athletes can develop the character traits, technical skills, and intense desire necessary for them to reach and maximize their full athletic potential.



Chehalem Swim Team
Statement of Activity
September 1 - October 14, 2021

	TOTAL
Revenue	
101.01 Skills Clinic	730.00
102.01 Try Out Fee	500.00
103.01 Corporate Sponsorships	2,600.00
105.01 Memberships	20,516.73
106.01 Fundraising	1,375.00
106.03 Obligation	3,873.00
Total 106.01 Fundraising	5,248.00
107.01 Meet Revenue	1,519.00
Total Revenue	\$31,193.73
GROSS PROFIT	\$31,193.73
Expenditures	
310.01 Meet Fee	
310.02 Away Meet Travel Expense	204.88
Total 310.01 Meet Fee	204.88
315.02 Meet Supplies	42.92
401.01 Coaches	19,037.84
401.02 Education Meals & Entertainment	92.16
Total 401.01 Coaches	19,130.00
506.01 Legal & Professional Services	100.00
508.01 Background Check Fee	402.23
510.01 Office Supplies & Software	146.62
513.01 Team Apparel	1,475.00
523.01 Bank Charges & Fees	910.49
581.01 CST Team Registration Fee	50.00
582.01 Non-Athlete USA Registrations	1,193.00
583.01 USA Swimming Registrations	-17,146.88
Total Expenditures	\$4,608.67
NET REVENUE	\$26,585.06

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Head Coach

- Current membership: 108 Families with 121 active members
- Tryouts: held monthly (3-4 this month)
- Current Team Events:
 - Monthly Treat days - Oct 19 & 20,
 - Harvest Open Oct 22 & 23
 - Pie Fundraiser
 - Bottle Drop - ongoing
- General:
 - Focus for this month has been goal setting with swimmers
 - Finishing up Drill and skill focus after our August break
 - Getting ready to race

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Chehalem Swim Team's Mission: Provide a safe, healthy, and positive environment where our athletes can develop the character traits, technical skills, and intense desire necessary for them to reach and maximize their full athletic potential.



Coaches Reports

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Team Store

Team apparel and equipment can be purchased:

[Making Waves](#) Password: CST

[Swim Outlet](#)

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Athlete Representative:

- Sky Rowe – Junior Rep
- Eleanor Snyder – Senior Rep

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Q & A

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