**BELLINGHAM BAY SWIM TEAM**

**March 21, 2016**

**Meeting was called to order at 5:30 pm.**

**Present:**

Board members: Clint Carlton, Christina Boyd, Lynne Vagt, Hui-Ling Chan**,** Sean Muncie, Daryl Smith, Karla Flaming, Jen Rubio, Steve Booth

Guests: Howard Leung

**Old Business**

**Minutes** from February meeting approved. November minutes still unavailable.

We will look into online storage for meeting minutes and other documents. Hui-Ling will set-up Google Docs account for board.

**Scholarship –** Christina will seek volunteers to help her initiate a plan for a BBST scholarship for graduating seniors.

**Bellingham Bay** **Marathon** – First meeting went well. Income so far this year is up 26% over last year at this point. Consideration is being given to kids marathon.

**Review of meeting with Bill Krumm -** Discussion of topics raised in meeting. Discussion of service hours and possible changes. We will ask Teri Booth to come to a future meeting to discuss common unmet service/volunteer needs and to discuss possible changes to current policies minimize unmet needs. There was additional discussion regarding working toward creating better written policies and procedures to build sustainability regardless of Board composition.

**Banquet is set for April 21.** Recommendedthat volunteer sign-ups be moved to an earlier date to inspire earlier sign-ups.

**Update on 2016 Swim-a-thon** (Marci Hardy) - As of March 23: $7,969 pledged; so far, at least 46 swimmers have $25 in donations; 11 swimmers have raised $275 or more; 70 swimmers still need to report and are required to commit at least $100. Several business donors are already in place for prizes. There have been issues with TU regarding billing. Those will be resolved following the end of the swim-a-thon.

**2016/17 Payment methods:** Further discussion of payment method options for next year. PayPal is cheaper and more flexible than TU, but will require a bit more bookkeeping. The primary goal is to move away from handling cash/checks as much as possible. Suggested that we operate with ACH, TU credit card acceptance, and PayPal for next year and then evaluate the following year. Clint will do research into systems used by other clubs. Issue tabled until next meeting.

**Coach’s Update:**

* Regional and Sectional meets both had great showings with many new personal and team records and new cut achievements. Upcoming divisional meet includes 55 BBST swimmers.
* PNS has changed long course meet entry process to help ensure access to meets. BBST meet entry deadlines will be two days before meet entries open for the two June long course meets we will attend in Federal Way.
* Diving update is tabled until next month.
* Hui-Ling will look into university housing for both Futures and Juniors.

**New Business:**

**Hiring of Team Administrator:** Meredith Cratsenberg has been hired to serve as team administrator. Her initial responsibilities will be limited to bookkeeping and account administration. At this point, she will be paid $400 per month. The HR Committee will talk with Karla and Sean to create a job description. At this point, the team’s expectations and Meredith’s availability with regard to hours are not fully defined. The Team Administrator position will be piloted until August and re-evaluated at that point. BBST Treasurer will provide oversight of Team Administrator’s bookkeeping and account administration activities.

Further discussion and protocols will need to be established for internal review of financial activities. Treasurer will provide detailed monthly accounting at each meeting.

Banking signature authority will need to change. A motion was made by Clint Carlton and seconded by Christina Boyd to remove Karla Flaming, Wha Kim, and Teri Booth as signers on all Bellingham Bay Swim Team Industrial Credit Union checking and saving accounts and approve Sean Muncie, Meredith Cratsenberg, and Hui-Ling Chan as signers. Motion passed unanimously.

**Next Board Meeting** - April 18, 2016 6PM

Action items for next meeting:

* Set-up Google Docs for Board use.
* Investigate secure online storage for sensitive documents.
* Arrange for Teri Booth to meet with Board to review service needs.
* Research of PayPal and TU use by other teams.
* HR Committee initial work on Team Administrator job description.

*Respectully submitted,*

*Lynne Vagt*

*BBST Secretary*

*March 31, 2016*