Bellingham Bay Swim Team

Board Meeting Agenda

Date:1-16-2018

*Our Values: The most important shared values of Bellingham Bay Swim Team are those that reflect the character that we all intend to develop in our children; honesty, integrity, commitment, loyalty to TEAM, work ethic, friendship, fun, balance, respect, compassion and courage.*

*Our Mission: The mission of the Bellingham Bay Swim Team is to provide an environment for swimmers to develop exceptional character through discipline and commitment to our shared values in the pursuit of excellence in competitive swimming.*

*Our Vision: To create and sustain a culture of excellence where each individual understands they contribute to something greater then themselves. That the pursuit of personal achievement and excellence goes hand in hand with the development of BBST and the development of each individual within the program. An environment in which the Status Quo has no place, where each individual is goal oriented and driven to be better today than they were yesterday and better tomorrow than they are today.*

**Bellingham Bay Swim Team Board Meeting Norms**

1. *Practice Transparency (Be open, direct and clear, honest and timely)*
2. *Resolve Conflicts (Go to the source, be hard on the problem not the people, show mutual respect, practice forgiveness)*
3. *Value Teamwork (Provide mutual support and acknowledgement, be collaborative, follow-through on commitments in a timely manner)*
4. *Practice Positivity (Remain optimistic through the process)*
5. *Demonstrate Unity in public.*

***Call to Order***

**Attendance:** : Nancy Chen, Candace Balogh, Stephen Buetow, Heather Taylor, Hans Johnson, Chris Furhman, Jay Benner, Paulina, Gralow, Dawn Brand

Absent: Clint Carlton

**Old Business:**

1. Approval of Dec. minutes-Action
   1. Approved.
2. Team Admin Report-Discussion
   1. Heather reviewed clubs current enrollment by training group, participation in recent meets. See attachment. A notable item is that the club through Coach Heather’s leadership has currently raised 135 lbs of donated items for the Lighthouse Mission.
   2. Actionable Items
      1. Commitment to provide swimmers free stroke and turn clinics provided by the previous years swim-a-thon has been fulfilled. Availability limited based on pool space and decision was made not to continue these free clinics at this time.
      2. Discussion ensued on costs for team travel. The club currently estimates the costs for local meets for which the team travels together. Any profit or loss based on that estimation is the clubs responsibility. There was a small excess for the recent Washington Open. Discussion over whether this should be returned to swimmers family or kept by the club, the significance of which is whether in the future the estimation is too low should the club then ask the swimmers families to make up for that the loss. ACTION No decision was made at meeting but an email vote by the board ensued and the motion to return the excess funds to the families passed, 4-2.
      3. Storage Unit. In the past this was provided pro bono by a facility who now wishes to charge the club market rate (about $1000/year).
3. Treasurer’s Report-Discussion
   1. Nancy provided the board with a detailed and thorough review of the clubs net profit and losses through Dec 31, 2017 and provided financial projections. See attachments.
4. National Team Travel reimbursement-Discussion Possible action
   1. ACTION: There will be no club reimbursement for national travel, retroactive Sept 1, 2017. Unanimous vote (Clint Carlton absent). Swimmers families will be eligible and will keep all money provided by PNS to help subsidize such costs.
5. High School contract for equipment use-Action
   1. Deferred
6. Cap elimination during sign up- discussion possible action
   1. Deferred
7. Update on SVCC pool-Discussion
   1. Renovations for this summer. Possible to use pool for the following summer (2019) (April/May thru Sept/Oct). There was a discussion over the possibility of building a pool through Barkely development, the city, YMCA, BPSD, etc. No actionable items from this discussion ensued.
8. Coaches report-Discussion

**New Business:**

1. Check signers-Action
   1. ACTION: Approved.
2. Food handlers permit-Discussion
   1. Should not need a permit as long as food is not made to sell at meets. No Action.
3. Standard operating procedures=Discussion
   1. ACTION: Approved. Unanimous vote (Clint Carlton absent). See attachment.
4. Swim-a-thon Date/increase dues/requirement amendment-Discussion possible action
   1. Deferred. See what the Sponsorship Program raises and make a decision in the future based on that.
5. Swimmers with Medical issues-Discussion
   1. A call was made to Fidalgo Pool and their policy regarding who is responsible for swim team members medical needs (such as who should possess and in the case of an emergency deploy an epipen—lifeguard vs coach) is different than the BBST policy decided upon at a previous board meeting (please see those minutes, in sum that although a coach will provide all assistance or take leadership in such a situation they have other responsibilities—ie coaching—that could distract them and the ultimate responsibility for safety should be provided by the lifeguard on duty). No action was made. More information needed including any SOP provided by USA swimming for guidance.
6. Parent appreciation-Discussion
   1. The club has asked a lot from membership over the course of the current year and the board would like to recognize exceptional members who have provided countless hours of hard work and leadership. An inaugural award to be presented at the end of the year banquet to a member(s) by the board was proposed and will be further discussed and developed.
7. Pool facility contract/lane space-Discussion
   1. AHAC contract is dated and has not been renewed or edited based on this year’s different school time and training groups. Lane space BBST is receiving and what is written in the contract are disconcordant. No action taken but will be closely watched particularly in the upcoming months with the conclusion of the HS swim season.
8. Email of minutes to membership-discussion possible action
   1. Not necessary as they are easily found on the website for all members to review
9. Quarterly meeting with membership-Discussion
   1. A meeting will be planned for Feb. 2018 for the entire membership. A date was not agreed upon but will be soon. The meeting will take placed at Carl Cozier ES.