PHD Board meeting minutes

9/11/17

Attendees (13):

|  |  |  |  |
| --- | --- | --- | --- |
| T. Pitcher | K. Riley | P. Hutcheson  | A. Kemp |
| A. Ross | T. Murphy | S. Teicher |  |
| K. Hunn | M. Picon | A. Beard |  |
| S. Shirley | C. Palaganas | H. Budgin  |  |

**Action items:**

1. Korey: Confirm with Katherine Moore if she wants to be in charge of Board meeting attendance as the Snack Shack rep.
2. Korey: Follow up on which Safe Serve Certification class Triveni is attending.
3. Heather: Send 2016 financials to CPA to complete 2016 taxes.
4. Amy R: Email Gus for missing PHD thank you cards; send Thank You cards to ACE, Republic Services, Costco.
5. Korey: Book the Senior Center for 2018 Awards Night: Sunday 8/19.
6. Talli: Provide proposed practice schedule and meet schedule at next Board meeting.
7. Korey: Print quarter-sheet Cajun Fest flyers and Flippy coloring sheets for Tinkers and Thinkers Fair.
8. Chriscelle: Keep on agenda for October meeting: Holiday Festival on Wednesday 12/6 @ Community Center.
9. Mario: Follow up with Peter on roofer’s contact information.
10. Mario/Peter: Follow up with Heather on roofer’s estimate.
11. Heather: Send communications to A) families whose deposit checks will be cashed; B) families whose checks can be picked up or shredded. Note that if families in category (B) had missed invitational fees, those fees will be deducted from their check.
12. Shuleen: Deliver Battle files to Kat.
13. Gus: Send Cajun Fest budget to Board, including break-even point
14. Heather: Set up Mario/Graciela with team debit card.
15. ALL: Promote Cajun Fest!

**Detailed meeting minutes:**

President Amy Ross called the meeting to order at 7:04 pm.

The Board approved the August Board meeting minutes and the Awards Night minutes.

1. Katrina and Heather provided Treasurer’s report.
	1. 2016 income statement and budget are complete. Need to send 2016 financials to CPA to file 2016 taxes with IRS.
	2. Board approved the notion that CPA has the power of attorney to investigate tax questions on behalf of PHD Parent Club.
	3. 2017 budget (YTD) is available.
	4. Fell short on 2017 fundraising – need to follow up on missed shift work fees ($1600).
	5. Need to enforce pre-approval process for large expenditures; no surprise invoices (eg., reimbursement to J. Gamble for Diablo Trophy).
2. Talli’s update
	1. Thank you notes to vendors: Costco, Republic Services, ACE Hardware.
	2. Board agreed to move Awards Night to Sunday 8/19 at Senior Center. Will plan on hors d’oeuvres and desserts; giant inflatable screen for Awards.
	3. 2018 meet and practice schedules
		1. Primary practice in the morning for all age groups; one evening practice for all who cannot attend morning.
		2. Fewer meets – agreed to cancel Concord City Meet next season; possibly cancel Wednesday night meets.
		3. Talli to continue polling fall swimmers about preferred meets and practice times; provide proposed schedule at next Board meeting.

Possible summer practice schedule; Talli still investigating:

|  |  |
| --- | --- |
| 8:30 – 9:30 am  | 13 – 18  |
| 9:30 – 10:30 am  | 9/10; 11/12 |
| 10:30 – 11:30 am  | 6 & under; 7/8 |
| 11:30 am  | Minis |
| Split evening practice; time TBD  | 11 & older  |
| Split evening practice; time TBD  | 10 & under |

1. Amy R’s update
	1. Doing meet entries requires 3 roles: Team Manager, Team Director, Meet Director – from other teams’ perspective, nice to have one PHD point of contact
		1. Could Keeley Ariana share some of the work, ie., printing?
		2. Brad will attend the League meeting next Thursday 9/14 🡪 Talli will have a better idea of when to schedule dual meets.
		3. Schedule fewer meets throughout the season to take pressure off parents, budget.
2. Korey’s update
	1. Amy Beard to work PHD booth at Tinkers and Thinkers; Peter to stop by to promote Cajun Fest.
3. Peter and Sean’s updates on Meet Ops
	1. Peter to fix broken pumpkin door
	2. Need a contractor to install exhaust fan in Snack Shack
		1. Mario to follow up with Peter on roofer’s contact information
		2. Get estimate from roofer, then notify Heather so she can include it in the 2018 budget
4. Alexandra’s update
	1. Sent a full work report to the Board. Highlights:

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| --- | --- | --- |
|  |  | Board’s decision  |
| Jennifer Bushman  | No regular work shifts, no Battle points  | Cash $200 check; invoice for remaining $200 |
| June Cai  | 1 regular work shift; no Battle; no set-up | Cash $200 check; invoice for remaining $200 |
| Pat Fife  | No regular work shift; no Battle points  | Cash $200 check; invoice for remaining $200 |
| Amsale Gessina  | 1 regular work shift; No Battle | Not worth time; owes $400 if returns for 2018 |
| Tuzon  |  | Forgave this one  |
| Sean Wood  | No regular work shift; no Battle points  | Revision: Did not provide $200 deposit; owes $400 if returns for 2018 |
| Jody Knight  | No regular work shift; no Battle points  | Cash $400 check; owes $400 if returns for 2018 |
| Leila Bracamontes  | 2 regular work shifts; no Battle points  | Forgave this one  |
| Mary Grace  | Admitted she flaked  | Cash $200 check  |
| Tracy Razen | 2 regular work shifts  | Forgave this one  |
| Aida Sherazi  | 1 regular work shift; 4 Battle points  | Forgave this one  |
| Janette Starke | All regular work shifts; 2 Battle points, no set-up | Forgave this one  |
| Reyes  | 2.5 Battle points; fell short on 2016 work commitments  | Owes $400 if returns for 2018 |
| Alejandra Hernandez | 3 regular work shifts; 2.5 Battle points, no set-up; past issues  | Cash $200 check  |
| Roth  |  | Ask bank if $400 is good. If so, cash immediately. |

* 1. Following families are forgiven: Alden, Betschart, Evelyn Flores, Celeste Graybill, Melrose Hascheck, Klinghoffer, Rosie Lomeli, Heidi Taylor, Sarah Stice
	2. Heather to send communications
		1. Notify those families whose deposit checks will be cashed
		2. Notify those families whose deposit checks are available for pick-up or shredding
	3. Several families owe money for missed invitational fees. In this scenario, missed invitational fees will be deducted from deposit checks.
	4. Need to clarify EXEMPT work status – this was a big problem at invitationals. What is expected of exempt parents?
1. Kat’s Battle update
	1. Moved date to 6/30 – 7/1 weekend
	2. Shuleen to give Battle files to Kat
2. Peter/Gus’ update on Cajun Fest
	1. Gus’ wife reaching out for dessert donations; twins are organizing babysitting services; oldest son working on auction
3. Amy B’s update
	1. Polar Bear plunge in January
4. Mario’s update
	1. Wants to explore additional items on the menu: cotton candy, nachos, taco salad is a big seller

*Meeting adjourned at 9:23 pm.*

*Next meeting is Monday 10/9 @ 7 pm.*