PHD Board meeting minutes

4/10/17

Attendees (12):

|  |  |  |
| --- | --- | --- |
| P. Hutcheson | T. Pitcher | K. Riley |
| A. Kemp | K. Hunn | A. Beard |
| S. Webster | A. Ross | G. Jullien |
| K. Minka | H. Budgin | C. Palaganas |

**Action items:**

1. All: Revisit at next board meeting: come to an agreement about consistent attendance; possibly add a clause in bylaws? Come to an agreement about responding to communications in a timely manner.
2. Talli: make a list of extra duties currently handled by coaching staff, but can be delegated to others. Eg., coaches make baskets for other teams during League meet, Senior Coach Day/ice cream
3. Chriscelle/Korey: double-check that everyone has access to the PHD Google Drive folder.
4. Peter: coordinate a meeting with Matt Hauschild, Chriscelle Palaganas, Robert Briggs about Snack Shack responsibilities
5. Gus: Follow up with Robert.
6. Talli: Meet with Sharon on 4/14; include Sharon in potential Snack Shack meeting.
7. Alexandra: contact registrants who do not have a work fee deposit on file.
8. Katrina: please keep us updated on the tax situation and coordinating with non-profit CPA specialist.
9. Korey: update the Battle invitation letter, send out this week. Coordinate with Shuleen, Cathy, Kristy
10. Korey: send updated Battle jobs table to Alex; cc: Sheryl
11. Katrina: help Amy B get alcohol permit for Bingo/Nacho social
12. Amy B: Give Sheryl’s contact info to online store contact for team gear website
13. Sheryl: at the next meeting, please provide an update on Team Gear website
14. Gus: please keep us updated on Cajun Fest logistics: venue (Senior Center?), dates
15. Peter: send Board T-shirt design to Korey
16. All: send your preferred T-shirt size to Korey
17. Korey: add Heather, Chriscelle to the distribution list

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**Detailed meeting minutes**

1. Opened with housekeeping matters
   1. President Peter Hutcheson called the meeting to order at 7:05 pm.
   2. Korey distributed copies of the Board’s bylaws and official responsibilities assigned to each board member
      1. Peter would like to add a clause in the bylaws about board member attendance
      2. There is a clause about the Director’s attendance (pg. 6, sec 4.09), but clause should be expanded to include all board members. In lieu of in-person attendance, a written update will suffice.
      3. Also need to come to an agreement about responding to communications in a timely manner.
   3. Are there areas where Talli needs more support?
      1. Talli to make a list of extra duties currently handled by coaching staff, but can be delegated to others.
2. Peter’s update
   1. Who will take over the Snack Shack? Robert is on the bank account. Should Matt Hauschild be on it too?
   2. Peter to coordinate a meeting with Matt Hauschild, Chriscelle Palaganas, Robert Briggs about Snack Shack responsibilities
   3. Talli to follow up with Sharon on 4/14; Gus to follow up with Robert on Cajun Fest and Safe Serve Certification
   4. Snack Shack, Secretary, Meet Operations, potential Treasurer vacancies on the board
      1. Heather is interested in Treasurer position
      2. Chriscelle is interested in Secretary position
3. Alexandra’s update
   1. Will continue the work assignment/point system model from last year
   2. Need to consider: 1 regular Saturday meet, more Wednesday meets
   3. Policy: registrants cannot get in the pool unless s/he has a signed waiver and work fee deposit on file – Alexandra to contact registrants who do not have work fee checks
4. Katrina’s update
   1. Current budget is $16,881.89.
   2. Reconciling the 2014 taxes is almost complete, 2015 taxes close behind.
   3. Filed extension for 2016 taxes.
   4. Action plan: Katrina will hire a CPA who specializes in non-profit taxes.
      1. Ask CPA about continuing the endowment status
5. Battle update
   1. Korey to update invitation letter, will send out this week
      1. Visiting teams must send deposit by 4/30
   2. If we do not hear back from Shuleen 🡪 Cathy and Kristy will take the lead on this
   3. Confirmed which Battle jobs are season-exempt, pre-Battle, or fulfill regular Battle commitment

|  |  |  |
| --- | --- | --- |
| **Season-exempt** | **Pre-meet jobs that equal Battle requirement** | **Regular Battle job** |
| Assistant Meet Director | Ads/Sponsors | Food donation pick-up |
| Battle Food Lead (Snack Shack) | Raffle | Head Marshall |
| Event Operations | Vendor Fair | Hospitality Manager |
| Swimmer Operations | Battle Program |  |
| Battle Activities Coordinator | Battle Shirts Coordinator |  |
|  | Event Sponsors |  |
|  | Parking Manager |  |
|  | Recyling Manager |  |
|  |  |  |
|  |  |  |

* 1. Korey to send this updated table to Alex; cc: Sheryl

1. Amy B’s update
   1. Bingo/Nacho Social on Sunday 4/30
   2. Amy B will sell tickets during the first week of practice
   3. Katrina to help Amy B get alcohol permit
2. Sheryl’s update
   1. Need team of parents to help swimmers with suit fittings
   2. Purchase team gear on a separate website linked to Team Unify
      1. Amy B to give Sheryl’s contact info to her online store contact
3. Amy R’s update
   1. New PHD computer!
   2. Logistics for league meets will stay the same; non-league meets (ie., Benicia, Oakhurst) will drop to 2 events.
4. Gus’ update
   1. Still exploring venues, possible dates (end Sept/beg Oct) for Cajun Fest fundraiser
   2. Look in PH Senior Center – good kitchen facility
5. PH Rec/Korey’s update
   1. Registration as of 4/10/17

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Registered swimmers | Mini’s | # of families | # new swimmers |
| 2017 | 170 | 8 | 109 | 20 |
| 2016 | 211 |  | 130 | 39 |

* 1. We are up by 18 swimmers in the 13-14 group
  2. How can we make new families feel more welcome?
     1. Heather: Designated pop-ups at meets for new families!
  3. Safe changed to digital keypad

1. Meet Ops update
   1. Mike Katz (Grill Master) might not participate this year
   2. Board member T-shirts
      1. Peter to send design to Korey
      2. Board decided on heather green, softstyle T-shirts
      3. Send your size preference to Korey

*Meeting adjourned at 8:50 pm*