

September 17, 2019

Convened: 6:06 pm

Members present: Ken Mays, Steve Benedict, Sally Pardue, Chris Sheets, Ragan Goff, Debbie McCrory, Beth Pye, Alisha Stanley, John Tate

Members absent: Lina Desai, Jayme Lyttle

Others present: Eric Bellah

- I. Approve August minutes
 - a. 1st Ken, 2nd Debbie approved
- II. New member orientation
 - a. Welcome
 - b. Abide by by-laws
 - c. 501 c(3): non profit
 - d. Elections of 9 Board members; 3 classes of 3
 - e. Conflict of interest: Do what's in best interest of program, best interest of others, best interest of your child's
 - f. Process for forming committees
 - g. Officers: President, VP, Treasurer, Sec.
 - h. Fiscal year: Aug. 1-July 31; file 990 form
 - i. Can amend by-laws; we have changed the election process and fiscal year
- III. Contracts
 - a. Employment contract with Head Coach Cameron Higdon and Business Director Chris Pelant
 - b. Contract with GMCC; pay yearly fee; expires end of 2022 (7 year contract); \$3250 in 2019; \$3500 in 2020, \$3750 in 2021, \$4000 in 2022
 - c. John Sevier Pool- \$2000/summer for pool use
 - d. Contract with MCS and BCS; MCS- 7 year contract on declining basis; BCS- 7 year contract on declining basis (part of these contracts include that MCS and BCS get favorable swim times)
 - i. **Ken mentioned that he is creating a shared drive with every contract and document that have been used the last 3 years. Ken suggested we have a swim-a-thon every spring to help pay off the loan since Prime's contribution will increase drastically over the next few years.
 - ii. Received MCS payment for the year. Have not received BCS payment. Systems still pay lane rental space. The payments are due in four equal payments. Rates vary depending on practice time.
 - iii. Ken mentioned that running facility has remained stable around \$69k-\$70k. \$23k is cost for installing and the take down structure. Insurance is around \$14,000/year.
- IV. Financial Overview

- a. Prime has a \$400,000 yearly budget.
 - b. Fees are heavy in the beginning of the season with many people making annual payments. We shifted \$70k into a Charles Schwab money market account. Beth will be able to transfer money into the operating account.
 - c. Prime has 1 credit card with cash back benefits.
 - d. \$113,000 in total in bank accounts.
 - e. \$114,000 loan on structure.
 - f. Depreciated structure value is \$220,000
 - g. Team Unify is used to give breakdown of total income each month.
 - h. P&L sheet is generated each month.
 - i. Income statement each month.
 - j. There are capital improvement budgeted items (blankets, heaters, etc). There are line items for improvements/repairs but no separate account.
- V. Email system demonstration to send out team wide email
- a. Email center
 - b. Click email message
 - c. Use billing groups or individual accounts (highlight all groups that need to be included)
 - d. Type in subject
 - e. Put yourself CC
 - f. Copy and paste message in message box
 - g. Can attach files
 - h. If you need to attach a link, there is a link button on the right above the text box.
 - i. If you need to attach a document, you must upload to the Team Unify Server and then attach it.
- VI. Installation of new members
- a. Must sign a conflict of interest statement (when it's developed)
- VII. Officer elections
- a. Nominations
 - i. President: Debbie McCrory move to close: 1st Sally, 2nd Beth
 - ii. Vice President: Sally Pardue move to close: 1st Steve, 2nd Ragan
 - iii. Treasurer: Beth Pye move to close: 1st Steve, 2nd Chris
 - iv. Secretary: Alisha Stanley move to close: 1st Beth, 2nd Sally
- ***Motion to accept the slate of Prime Board of Directors; 1st Chris, 2nd Sally
- VIII. Practice schedule issues
- a. 11-14 split T/R practice
 - i. Options
 - 1. Morning practices on T/R 5:30-7:00; open to any 11-14
 - 2. Criteria established for groups (high caliber swimmer that meets certain criteria—section cuts, high attendance, etc.) If they meet criteria, they can go to the other practice. In the future, Saturday practices might be an option with the Senior group.
 - 3. Beth suggested for next swim season:11-12 swim in evening and 13-14 swim in morning

4. Chris suggested having seniors do dry lands on T/R and 11-14 swim at that time
- IX. Managing private lessons
 - a. It is difficult to track lessons. All coaches need to be paid the same (90%). Rate needs to be \$35/30 minutes and \$70/hour. Coaches need to develop a procedure to collect money for the lessons. Must have payment before coaches get paid.
 - X. Update on structure installation
 - a. Heater will be serviced tomorrow. Burner tray will be cleaned. \$800-\$1000
 - b. Electrician Terry Tuttle will install when structure is finished.
 - c. Ryan Kindrick with Ft. Loudon Equipment rentals-lifts will not have outriggers so grass won't be destroyed.
 - d. Jimmy Pye will deliver structure on Saturday. Lot will need blocked off late Friday night. Eric Bellah will block it off.
 - e. Lot will need blocked off late Sunday night for equipment delivery. Ken and Chris will block off Sunday night.
 - f. Volunteers are needed for next week.
 - g. Alisha will get trailer for Monday.
 - XI. MMSC Proposal/Update
 - a. Goggled Gobbler-looks like it will be profitable
 - b. MMSC began with Tates/Prime. Club team with volunteers. Prime ran the account and MMSC benefitted. MMSC can accept Blount County swimmers and homeschool swimmers. Team will practice at NFC 2 days/week. Eric asked if Prime will continue to help MMSC. Will it be possible for team to swim at GM on weekends? Will the coach be a Prime employee or will she be a volunteer with a gift at the end of the season?
 - c. Practices run Oct. 14-KISL meet.
 - XII. Master Program
 - a. Chris Pelant will send proposal for Masters program.
 - b. He has asked to have an assistant coach for that program.
 - XIII. NCSA Reservations
 - a. Deadlines are late September/early Oct.
 - b. We will need to watch very closely so that we get a reservation. The meet fills very quickly. We will also have to reserve hotel rooms.

Meeting Adjourned @ 8:25

Next meeting: Oct. 17 @5:30 @PCS