

**Tri-City Channel Cats
Board Meeting Minutes
Tuesday, January 12, 2010, 7:00 p.m.**

In attendance:

Chris Musick, President	Todd Schaef, Vice President	Cristy Bratton, Treasurer	Wendy Francis, Secretary
Renee Schroder, Co-Treasurer	Todd Stafek, Head Coach	Jen Tonkyn, Head Assistant Coach	ABSENT: Karen Eddy, Asst. Coach
Bart Connors, TCCC Rep	Kiane Lesser, KO Rep	Jeff Markillie, CBRC Rep	Doug Wertz, IES Rep
Guests: 6 parents including Mary Blanchard, Past President; Kristi Peacock, Committee Chair; and Ruth Chrisman, head of meet Concessions.			

I. Committee Report (Kristi Peacock)

- a. Kristi led a discussion to clarify the goals of the Committee for Obtaining Funds for TCCC Equipment. Some ideas presented included breaking the goals into smaller, more achievable pieces and checking for business owners who are part of the team and may be willing to donate, and checking with the Pasco Chamber of Commerce.
- b. First priority is starting blocks for Memorial Pool. Todd Stafek would like to order the first 7 blocks from WMS Aquatic in March, for an approximate total of \$8,500. Some money has already been allocated for this. An additional 7 blocks are desired to allow legal starts from both ends of the pool, which is needed for relays and for starting 50 meter events without having to move lane timers.
- c. Second priority is new lane lines for Memorial Pool. The current lines have 1-2 years' use left in them.
- d. Other items mentioned were a sound system for the team to use at meets, storage for the new starting blocks, and fundraising for unforeseen expenses that could result from Memorial Pool reconstruction.
- e. **[ACTION ITEM]** Todd Stafek and Chris Musick will get a comprehensive list of desired items to Kristi. Doug Wertz will provide input on equipment needs for the long course pool.
- f. **[ACTION ITEM]** Kristi will put together the Committee and formulate a strategy.

II. Minutes from the December BOD Meeting were approved (11-0).

III. Treasurer's Report (Cristy Bratton)—please see attached. In addition:

- a. The budget projections do not include new swimmers who are trying out this month. The net loss shown should be corrected when their information is included.
- b. Outreach: We just received our quarterly check from United Way, and funds are sufficient.
- c. The Federal Tax Return is complete.
- d. Paperwork is still needed from the Hernandez swimmers (just back from Mexico) and the swimmers who are trying out this month. One signature is needed from the Maynes family.
- e. **[ACTION ITEM]** Chance Younkin will be asked to clean up the registration forms on the website.

IV. Coaches' Report (Todd Stafek)—please see attached. In addition:

- a. Two new families have contacted him who have just moved here and would like their swimmers to transfer from other U.S. Swimming teams.
- b. Seven swimmers left the team on December 1.
- c. Five Tri-City Court Club swimmers will move from Blue to Bronze on February 1. Some may also move at CBRC.
- d. 81 Channel Cats are currently registered to swim in our Winter Invite meet. It should be a good-sized meet; attendance from other teams looks good.
- e. Asst Coach @ TCCC: Resumes were received. Two applicants did not have any experience. Three applicants were interviewed and one was chosen. Unfortunately, it was discovered that this applicant cannot accept the position because she is a coach at a local high school. One additional resume is on the way.

- f. 2011 Meet Bids: Several ideas were discussed, including bidding for a SC Invite in Ellensburg at the end of January, TC Invite for Memorial Day weekend, and a LC Champs meet co-hosted with Pendleton. [ACTION ITEM] Chris Musick will contact the Pendleton team prior to the February BOD meeting regarding the possibility of co-hosting this meet.
- g. It was suggested that the coaches consider holding a clinic for the Silver and Gold swimmers. The Dolphin Kicking Clinic for Blue & Bronze swimmers was a success.
- h. Coach Todd no longer has a "land line," so he can only be reached on his cell phone number.

V. Old Business

- a. Swimmer Level Definitions (Todd Stafek)—The proposed definitions were presented and discussed by all in attendance. [ACTION ITEM] Todd will make the suggested changes and present the final version of the definitions at the February meeting, where the BOD will be asked for approval. In addition to correcting typos and standardizing measurements (yards vs. meters), the following changes were suggested:
 - i. Silver: Change the word, "must" to "should" in the first bullet item.
 - ii. Gold: Third bullet item, change "2500" to "3000".
 - iii. Gold: Fourth bullet item, remove the word "sick".
- b. Short Course Swim Meet (Renee Schroder)—
 - i. Committee Chairs met with Todd Schaef this weekend to get supplies out of the storage shed.
 - ii. [ACTION ITEM] Todd Schaef will work with Renee and Ruth Chrisman to resolve table issues and make a decision regarding the use of hot water at the concession stand.
 - iii. The BOD voted and approved \$500 to purchase food and supplies for the meet (11-0).
 - iv. [ACTION ITEM] Todd Schaef will provide Renee with a breakdown of how much money was spent last year.
 - v. 1600 ribbons were ordered and received for a total of \$486.44. They are not dated, so any leftovers may be used in future years.
 - vi. [ACTION ITEM] Todd Stafek will send information to new families attending this as their first meet.
- c. Channel Cat Committees Proposal (Wendy Francis)—Committees were discussed. [ACTION ITEM] The BOD will send any further thoughts on the matter to Wendy, specifically if they know of team members who would be good candidates for any of the positions. [ACTION ITEM] Wendy will work with Todd Schaef on an implementation plan.

VI. New Business

- a. [ACTION ITEM] Wendy Francis will create an Action Item Log to track action items of the BOD.

The meeting was adjourned at 8:48 p.m. and followed by a Closed Board Meeting. The next Channel Cat BOD Meeting will be Tuesday, February 9, 2010.

Respectfully submitted,

Wendy Francis
2009-2010 TCCC Board Secretary

Attachments: Treasurer's Report, Coaches' Report

Treasurer's Report Month: December

General Discussion:

- We have 7 swimmers who have decided to leave the team and 140 current swimmers.
- The total collected for Poinsettia's was \$14,317.00, and we paid \$9,393.75 for the plants.
- Our request to have the credit limit raised on the credit card account was denied, but Cristy Bratton was added as the authorized contact for the credit card account. We can survive with the current limit.
- The \$8932.03 CD was combined with our \$7,703.07 Savings Account to create a new Business Interest Maximizer Account.
- The signature cards have all been changed.

Checks Issued:

<u>Recipient</u>	<u>Date</u>	<u>Reason</u>	<u>Amount</u>
Barracuda Swimming	12/02/09	Meet Entries	\$1409.00
Bank of America	12/03/09	Credit Card Bill	\$526.84
IES Treasurer	12/09/09	Swimmer registration	\$366.00
King Aquatic	12/09/09	Meet Entries	\$2160.00
CBRC	12/09/09	Pool Rental/NM Fees	\$288.30
Tri-City Court Club	12/09/09	Pool Rental/Health Ins	\$441.89
Kia Ora	12/09/09	Pool Rental/NM Fees	\$388.30
Northwest Swim Shop	12/09/09	Caps	\$1599.06
Sun West Growers	12/15/09	Poinsettias	\$9393.75
Bank Of America	12/21/09	Credit Card Bill	\$2584.38
Payroll	12/30/09	Payroll	\$7451.26

Coach Travel:

<u>Coach</u>	<u>Meet/Meeting</u>	<u>Mileage</u>	<u>Lodging</u>	<u>Meals</u>	<u>Total</u>
Karen	Wenatchee	\$176.00	???	\$92.00	\$???
Jen	Wenatchee		???	\$92.00	\$???
Todd	Senior Champ	\$108.00	\$283.26	\$213.00	\$604.26
Jen	Senior Champ	\$97.51	\$283.26	\$223.00	\$603.77
Totals		\$381.51	\$566.52	\$620.00	\$1208.03

Swimmer Totals:

<u># Swimmers</u>	<u>Blue</u>	<u>Bronze</u>	<u>Silver</u>	<u>Gold</u>
140	74	24	30	12

Accounting Issues:

- The outstanding account from last month has been brought current.
- There are a few other delinquent accounts that have received phone calls from the Board President, two have been brought current.
- The total for meals for Coach Jen at the Wa State Senior Champs Meet was incorrect. I did not catch it until it was paid. An adjustment will need to be made on her next expense report.

	A	B	C	D	E	F	G
1	Tri-City Channel Cats			December 31, 2009			
2	FY09-10 Budget					Voted Budget	
3	Cash On Hand			01/06/10		Dues	\$97,137.00
4	Business Interest Maximizer			\$16,635.10		New Swimmer	\$5,000.00
5	Checking Account			\$50,838.89		Admin Fee	\$2,915.00
6	Scrip Account			\$15,628.49		Dues Offset	\$23,000.00
7	Total Cash			\$83,102.48			
8							
9		Actuals		Budget		Actuals	
10		<u>FY08/09</u>	<u>FY08/09</u>	<u>FY09/10</u>	<u>FY09/10</u>	<u>FY09/10 YTD</u>	<u>FY09/10 YTD</u>
		<u>Receipts</u>	<u>Expenditures</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Receipts</u>	<u>Expenditures</u>
11	Budget Categories:						
12	<u>Dues</u>						
13	Returning Swimmers (119)	\$102,486.26	\$964.75	\$79,262.00		\$55,349.72	\$60.00
14	New Swimmers (27)			\$15,519.00			
15	Administration fee	\$3,415.00		\$3,130.00		\$3,170.00	
16	Dues Offset	\$30,727.20	\$11,761.00	\$20,750.00		\$25,480.02	\$22,108.68
17	Non Member Fees	\$8,000.00	\$8,440.00		\$400.00	\$2,577.78	\$1,360.00
18	Trial month	\$2,210.00		\$1,718.00		\$1,200.00	
19	Late Fees	\$1,375.00		\$500.00		\$335.21	
20	<u>Coaching Expenses:</u>						
21	Payroll Expense	\$58.22	\$102,553.00		\$105,000.00	\$223.54	\$30,096.18
22	Medical Insurance		\$4,336.00		\$4,400.00		\$1,334.38
23	Coaching Expenses/Training		\$1,170.00		\$2,500.00		\$527.42
24	Meet Travel		\$12,711.12		\$18,000.00		\$2,958.42
25	Office/Admin		\$3,278.00		\$3,500.00		\$715.59
26	Team Insurance		\$710.00		\$710.00		
27	Equipment		\$1,595.44		\$2,000.00		\$1,899.34
28	Pool Fees	\$2,460.00	\$5,101.69		\$3,000.00	\$30.00	\$191.30
29	Swim Banquet		\$1,051.56		\$1,000.00		
30	Swimmer Recognition		\$2,884.33		\$4,000.00		\$230.64
31	<u>Meets</u>						
32	Winter (IMC)	\$7,523.80	\$5,611.95	\$1,250.00			
33	June	\$27,294.82	\$13,505.44	\$7,500.00			
34	Non Hosted Meet Fees	\$29,246.00	\$27,472.92			\$5,675.63	\$8,042.00
35	<u>Other Activities</u>						
36	USS Dues	\$9,975.50	\$11,568.50		\$1,500.00	\$9,028.00	\$10,606.00
37	High School	\$3,600.00		\$3,600.00		\$450.00	
38	Volunteer Hours	\$1,576.00		\$1,200.00		\$233.31	
39	Swim Suit/Cap Sales	\$1,380.10	\$907.64	\$300.00		\$165.00	\$1,599.06
40	Swim Clinics	\$3,705.00			\$1,000.00		
41	Swimmer Travel	\$5,340.49	\$5,340.00	\$0.00		\$617.61	\$1,572.91
42	Anchor (Paseo Pool)		\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$5,283.91
43	Starting Blocks Paseo Pool		\$8,400.00	\$0.00			
44	United Way/IES Support	\$2,840.00		\$2,000.00		\$696.80	
45	IES Support					\$380.00	\$628.05
46	Donations			\$0.00			
47	Outreach		\$2,308.38		\$2,000.00		\$780.00
48	Interest Income	\$54.88		\$55.00		\$11.20	
49	Totals	\$243,268.27	\$236,171.72	\$141,284.00	\$151,510.00	\$105,603.80	\$89,993.84
50	Net Income or Loss		\$7,096.55		(\$10,226.00)		\$15,609.98

Coach's Report

Month: January

General discussion:

- Tryouts are complete. We added about 12 new swimmers. Our current numbers will be about 156.
- Dolphin kicking clinic this weekend on Saturday, January 16.

<u>Swimmer Level</u>	<u>Blue</u>	<u>Bronze</u>	<u>Silver</u>	<u>Gold</u>	<u>Totals</u>
TCCC	25	3	14	7	49
CBRC	30	16	17	5	68
KIA ORA	23	6	0	0	29
TOTAL	78	25	31	12	146

Upcoming Meets:

- January Storm (January 8-10) 62 swimmers are entered from TCCC. The entries are submitted and paid.
- Winter Invitational (January 30-31) the entries have not been submitted.

Travel Arrangements:

- Three coaches will be attending the January Storm (Todd, Jennifer, Karen(S&SU)). Estimated food cost is \$184. The estimated gas cost is \$193. Estimated travel cost is \$377. They will arrive in Ellensburg Friday evening.
- Three coaches will be attending Winter Invitational (Todd, Jennifer, and Karen). Estimated food cost is \$276. The estimated gas cost is \$220. Hotel rooms are booked, estimated cost is \$450.

Site Visits:

- None this month. These will start when an assistant coach has been hired to coach in Todd's absence.

Staff Meetings:

- One staff meeting. On 1/09/10

Matters needing BOD Attention:

- 2011 meet bids will be coming out soon. Recommend that we bid for a SC invitational in Ellensburg on the last weekend in January and for our TC Invite the weekend after Memorial Day.
- Ordering starting blocks in March. Need approval to order these items.(7 or 14)