

## **BWAQ Meeting Minutes- February 10, 2018**

Meeting called to order: By *President* Steve Freeborn at 0845

**Board Members in Attendance:** *President* Steve Freeborn, *Vice President* Gloria VanDusen *Secretary*, Kaycie Wood, *Treasurer* Judy Williams, Nellis Kim, *KCAC AM Rep*, Michelle Menkens, *KCAC Brunch Rep* Patti Cunningham, *KCAC PM Rep*, Scott Matthews, *Evergreen Rep*, Kim Boggs,

**Absent:** *Communications* Angela Turley, *Membership*, *Covington Rep*, Eric Durban,  
*Head Coach:* Wendy Neely  
*Newsletter:* Zena Courtney,

*Thank you Nellis for the Coffee!*

### **1) Approval of Minutes from January 8, 2018 Meeting -**

**Motion:** "Meeting minutes from January 8, 2018 be approved"  
MSA (moved/Seconded/Approved)

### **2) Financial Reports (Judy)**

Bank account balance elevated related to:

- KCAC Billing→ October Bill for KCAC has been received. Still waiting for Nov, Dec and Jan invoices. No payment made in January. Estimated money owed to KCAC is \$8k (\$2k per month). Need to be mindful about spreading out in extra lanes at KCAC AM & Brunch swims, may increase fees for pool usage. (~\$12.50/lane/hour)
- Grant received from USMS for \$3k has not been spent
- Annual dues have been paid
- \$1k donation to the scholarship fund received.

Shirts → 24 black BWAQ Beast and 24 orange 30 Day Challenge shirts were ordered. Mary Ann has picked them up.

Active Hy-Tek vs Club Assistant: Angie and Judy had a conference call with Active Hy-Tek sales rep. While the product looks good, their product is not connected to USMS. To switch from Club Assistant to Hy-Tek would be considerable work and will not provide the functionality that we currently have with Club Assistant. Angie and Judy decided not to pursue it at this time.

[Race Center](#) add placed for [Swim Defiance](#) & [Last Gasp of Summer](#)

Membership Dues- Two swimmers have not been paid their quarterly dues, these swimmer usually are late (have their own quarterly schedule for payments) but later than usual this time. These swimmers have been informed of the new policy on taking credit cards for quarterly payments. Reported by a coach the payment was made on Feb 1. PO Box will be checked.

### Treasurer Transition

- back-office bookkeeping responsibilities being transferred from Judy to Patti Cunningham . Patti is handling all payments, invoices and payroll for January. She's doing a great job!
- Patti got BECU credit and ATM cards.
- Quick book is saved on google drive and Judy is able to access it for reports, but Judy is no longer making changes.

### CHAMPS—

- ❖ budget revised to show event fees.
  - Champs budget revised. Entry fee changed to \$35 + \$4 splash fee. Estimated profit \$4,280 based on 285 swimmers.
  - KCAC cost have gone up
- ❖ Champ Event not posted yet, Working on a way to register for the buffet, waiting to hear from club assistant. Plan to 'Go Live' on Thursday February 15
- ❖ Profit \$15 swimmer biggest factor is number of swimmers
- ❖ PNA paying for the awards
  - Awards plaques are not being picked up, How to get people excited to pick up their awards, consider changing the design
- ❖ Gifts for Officials- Usually give the officials something like a water bottle or coffee cup
  - Consider Starbucks card as gifts.
- ❖ Boy Scouts -
  - shirts for them same design with different colors
  - Asked about the doing something for the athem, Present the flag
- ❖ Dates April 13 \$ 14
- ❖ **Hospitality**— Need volunteers
  - List of very detailed what to do including timeline.
  - Request Culinary program at FW HS to help—
  - Maybe some Boy Scout parents would want to help
  - NEED Volunteer to organize

- ❖ National Anthem - singers

### 3) **Membership report**

#### MEMBERSHIP—

7 new swimmer 5 dropped - one new gal this am

One was only temporary, but typically swimmers say they are just too busy. One was on the team since 2015

122 paid swimmers

Two failed transactions - was able to get the transaction to work manually.

Revised payment policy-

Treasurer email contact- Now email is being checked by Patty

Judy no longer takes checks but Patty does

Contact information of members is shared, but only name is shared with NW Tri & Bike

Punch Cards No longer transferable - unable to track, punch cards don't expire but have to be an active member of USMS to use for insurance purposes.

USMS membership - couple swimmers did registered because they wanted to do the 1 hour postal.

#### 4) **Scholarship**

No active scholarships. \$1,005 has been donated to the Julie Montiel Scholarship Fund in 2018.

#### 5) **Upcoming Events:**

- Postal swim (in progress) 5 Completed.
- 2018 Champs → April
- 2018 Swim Defiance → August
- 2018 Last Gasp of Summer → September

#### 6) **Newsletter** (Zena)

#### 7) **Gift Certificates for lessons or race entry**

Have been made in the past, each were different and made at time of request. Judy will see if she has the last one to refer to and Nellis will either use one from Judy or create new one.

**Next meeting Sat March 10 @ 0845**

Meeting adjourned at 0935