

September 2017

PCST Board Meeting Minutes

Date: 9/7/2017
Time: 6:00 PM
Location: Pebble Creek Clubhouse

Roll Call:

Attended?	Board Position	Member	Email
<input checked="" type="checkbox"/>	President	Jen Colley	jen_colley82@yahoo.com
<input checked="" type="checkbox"/>	Vice President	Shad Gilley	shadonline@gmail.com
<input checked="" type="checkbox"/>	Treasurer	Mark DeBruhl	citadel83@comcast.net
<input checked="" type="checkbox"/>	Secretary	Mike Hill	mike.stone.hill@gmail.com
<input checked="" type="checkbox"/>	Parent Rep	Laura Cooper	lilcoop4@gmail.com
<input checked="" type="checkbox"/>	Meet Manager	Ryan Hunt	ryanhunt4@gmail.com
<input checked="" type="checkbox"/>	Member At Large	Hollie Cammarasana	hollieann144@hotmail.com
<input checked="" type="checkbox"/>	Member At Large	Jill Henderson	jilliebean1973@gmail.com
<input checked="" type="checkbox"/>	Member At Large	Emily Huelette	ehulette75@gmail.com
<input checked="" type="checkbox"/>	Team Manager *	Christy Evanko	
<input checked="" type="checkbox"/>	Concession Manager *	Brian Cooper	chefbcoop@gmail.com

Agenda Topics:

1 Roles and Responsibilities

Presenter: Jen Colley

Summary of Roles and Responsibilities:

1. President
 - Support and staffing
2. Vice-president → Jen Colley
 - Fun activities
 - Fill in for President
3. Secretary → Michael Hill
 - Note=takers
 - Thank you letters to res
 - Coach in Training letters

-
- Letters for volunteer hours
4. Treasurer → Mark DeBruhl
 - Budget
 - Payroll
 - Coordinating sponsors
 5. Meet Director → Ryan Hunt
 - GRAL responsibilities
 6. Parent rep. → Laura Cooper
 - Wrangling of kids and parents
 - Listening and responding to parent complaints / concerns
 7. Communication → Hollie Cammarasana
 8. GRAL REP → Emily Huelette
 - Attend all GRAL meetings
 9. Member at large → Jill Henderson
 - Responsibilities to be assigned
 - Meet fund coordinators
 10. Non-voting members
 - A. Team manager → Christy Evanko
 - B. Concessions → Brian Cooper

Mission of swim team:

- *"To bring the community together in a fun, friendly, athletic, and competitive atmosphere to promote youth swimming, provide opportunities for swimmers to improve their skills, and encourage neighbors to socialize."*
- Midnight madness
- Sportsmanship
 - Won the GRAL sportsmanship award
- GRAL Video
 - Won the GRAL award again
 - Dave the drone guy wants to help
 - Careful for folks who don't want to be video

Action Items:

Item #	Description	Responsible	Date

2 2017 Wrap Up

Presenter: Dave

Need to do better:

- Parent swim
- Was a hassle to setup
- Coving risks appropriately was a challenge
- Thought:
 - Reach out to parents earlier in the year for ideas
 - Get ideas earlier in the year, maybe Santa breakfast

Overall improved from 2016

- Monthly blog, posted by Christy, was well received
- Parent survey feedback of keeping them informed of board activity

Other challenges

- Workers comp
- Payroll
- Handled by getting a core subset of board and
- Bringing on the coaches as employees
 - Was an issue initially, after research of tax law it probably should have been done earlier
 - Before coaches were 1099 contractors, there were some tax issues
 - We made coaches employees, and since we had more than 3 we had to pay workers comp
 - Increased expense
 - We went with ADP because it was a package
 - Took care of taxes
 - \$59, every time we cut a check
 - Christy comment
 - Seasonal, we needed only 3 paychecks cut
 - We'll have to be careful not to have to cut 4 paychecks
 - 2 coaches salary, 1 hourly
- Sponsor thank you notes
 - Need to get \$ to Hollie for 8x10 pictures
 - Hiring was a challenge
 - Fund raisers were an issue, need to do better
- Email address transition
 - Dave to send over
- Coaches
 - CIT
 - We went to a younger age
 - Helped with scheduling
 - Working with younger swimmers was good
 - Mini-mites
 - Good progress with mini's
 - CIT help was good
 - Thought it was good that some of them could go to a second stroke
 - Coaches didn't track CIT hours very well, need to do better with that

- Need to figure out who can track that
 - Thought parent communication went well through the head coach
 - Because Morgan didn't live in the neighborhood, she wanted to give another coach a key
 - Thought board was more supportive
- Thursday fun practice, no practice necessary
 - Maybe needs to be restructured
- No additional equipment need for next year
- Interest for next season
 - Van – depends
 - Morgan – graduating, depends on grad-school
 - Pam – no word on

2017 Parent Survey:

- 30 responses (out of 64 families)
- Christy to send out the survey to everyone

Action Items:

Item #	Description	Responsible	Date
1	Christy to send out Survey to board	Christy Evanko	

3 GRAL Information

Presenter: Jen Colley

- None right now
- By laws are changing, set of recommendations will be voted on in January

Action Items:

Item #	Description	Responsible	Date

4 Swim Manager Software

Presenter: Christy Evanko

- 5% of you (4.95%) of registration
 - Trying to get this reduced
- Covers everything
- May be able to pass on to parents (\$5), add it to registration
- We've already raised registration the past two years
- GRAL will not mandate it, each team will vote on their own
- No app for that
- Need to decide on this sooner than later

Action Items:

Item #	Description	Responsible	Date

5 Payroll

Presenter: Jen Colley

Workman's comp

- \$300 fee
- State farm agency

Taxes

- \$600 on behalf of employees (FICA)

Payroll

- \$59x3 (unaccounted for)
- 2017 \$6,241 carryover

Goal transition stuff to Mark (new treasurer)

- Nov, prelim budget
- Jan, final budget
- Bank account
 - Brian, Jan have CCs
 - Jen to go off, Mark to go on
 - BB&T field trip for Jen to add Mark to account and remove herself
 - Christy Evanko takes care of 990
 - No additional GRAL fees to pay

Action Items:

Item #	Description	Responsible	Date

6 Santa Breakfast (fundraiser)

Presenter: Jen Colley

- Biggest fund raiser
- 13 years straight
- 1st weekend in DEC. (12/2)
- 8:00 AM – 10:00 AM
- Ideas:
 - Need more food, we ran out last year
- Brian's input:
 - 8:30 – 9:00 start
 - 8:30 – 10:30 AM
 - Maybe not (8:00 – 10:30)
 - Thought it was a little too early
 - Ran out of food towards end
 - Servers giving out too much food to individuals
 - Have more backups ready to go
 - Especially for pancakes
 - French toast style
 - Sausages were a hit
 - No seats were available
 - Brian to work on costs

-
- Have theme ideas ready for October meeting
 - And have costs ready
 - Maybe check for donations
 - Sugar shack resource, maybe be a sponsor
 - Will get with Jen about other leads
 - Last year we did flyers
 - Yes on fliers
 - Cost is \$35
 - Hollie to work on fliers
 - Need them in beginning of November because we send them to print
 - Maybe do two runs of flyers
 - It is in Facebook
 - Neighborhood site
 - Swim site
 - Advertised on courier
 - Front of neighborhood sign
 - Issues last year
 - People came for picture and not breakfast
 - We charged a picture only fee
 - And picture and breakfast fee
 - There is also an action (silent auction)
 - Raised more money than the whole breakfast
 - All board members are expected to bring 2 donations
 - Work on coordinating this in October
 - We get donation from the community
 - Chick-fil-a calendars were a hit
 - Kids sold these
 - Christy has breakdown of Santa Breakfast financials

Action Items:

Item #	Description	Responsible	Date

7 Equipment Requests

Presenter: Open

- Trophy case
 - Other side of bathrooms on the shed
 - Need to figure out a good location for this
 - Budget to be built out for this
 - Need to plan it out
 - Christy has all of the awards, plaques, and pictures
 - Jen to talk with Jen (HOA person)
- Team Manager to get with Jason
- Starter speaker and cord
 - Full setup during blue orange meet
 - Test speaker location

-
- Swim caps
 - Address clerk lighting sign
 - Shed needs to be cleaned out
 - Ryan wants to clean it out
 - Rotting wood is the HOA
 - Our shed is the plastic shed in the shed
 - Have to wait until next year because our shed is blocked by stuff
 - Ryan and team
 - Other board members will help
 - Old lane lines
 - Threw away some

Action Items:

Item #	Description	Responsible	Date

8 Questions from Board Members

Presenter: Open

Action Items:

Item #	Description	Responsible	Date

9 Parking Lot Items

Presenter: Open

1. Practice scheduling may need to be worked on (especially for evening practices)
 - Discussion practice times
 - Currently coaches choose time
2. Other Fund Raiser Opportunities:
 - River bound
 - Red Robin
 - Krispy Kreme donuts
 - Don't want kids to sell

Action Items:

Item #	Description	Responsible	Date