

BAM Booster Club Board Meeting Minutes

Virtual Booster Club Board Meeting via Zoom (due to COVID -19 restrictions)

Date: August 19, 2020

Attendees: Tom Goodlin, April Cheadle, Sheila Andrews, Jessica Dubey, Quynh-Anh Nguyen, Sara Tiff, and Anne Voegtlen

Time: 6:35pm – approximately 8 pm

President's Report/Approval of Minutes (Tom)

It was moved and seconded to approve the minutes of our last meeting, held on July 18, 2020.

For the future, we plan to post minutes to our webpage after they're reviewed and approved by the Board.

Tom confirmed to the Board that Rod Steven has resigned as President of BAM Boosters Club, effective August 11, 2020. As of that date, Tom assumed the role of President. According to Article 5.1 of our current By-Laws, "If the President is unable to fill out their term, the Vice President shall replace him or her..." The By-Laws allow for a Vice President to be appointed or the Board could wait until the election next spring to fill the position.

We had an extended discussion that recognized and honored Rod's passion and hard work during his time as President of BAM Boosters, and his intense dedication to supporting April and our whole BAM team. We also honored Rod's decision about the timing of his departure from the Board.

Communication Director's Report (Sheila)

We next had a discussion of best practices for BAM Boosters communications to the team, and for internal conflict resolution. Sheila presented some thoughtful and moving points, as the person who is charged with getting our BAM communications out the door to the team.

As part of this longer discussion, we also confirmed two core practices, for consistent messaging that represents the consensus of the Board.

First, it was agreed that email communications from the Board to the team should be made by the Communications Director.

Second, we confirmed best practices for making a request to the Communications Director. If any Board member wishes to request that a message be sent to the team by the Communications Director, that Board member will copy all other Board members on the request.

Treasurer's Report (Sara)

Sara submitted a written Treasurer's Report as of 8/19/20. (Her report will be entered in the minute book with these minutes.) Sara noted that she needed to make some "on the fly" changes to the scholarship

program as approved by the Board at our last meeting. The proposed punch-card mechanism turned out not to work for Parks and Rec. And recipients needed to have some assurance of continued support for a series of swims over longer periods, as a practical matter, to participate effectively in the Signup Genius reservation system.

Going forward, April will continue to facilitate the scholarship process as needed, but won't be asked to authorize expenditures of BAM Booster funds. Sara will confirm commitments to swimmers who apply, communicate with the aquatics center to identify supported swimmers, and periodically will reimburse Parks and Rec for supported swims. The Board unanimously approved Sara's modifications to the original scholarship proposal, per her attached Treasurer's Report as of 8/19/20. Although we discussed the possibility of raising the original \$1200 cap on total scholarships, the cap was not changed at this time.

Looking forward to September, Sara also asked for discussion of our right course about BAM Booster renewals in a pandemic year. Usually, each September, BAM Boosters invites each swimmer to donate \$35 and become or continue to be an active member for the following year. The Board recognized that this is a bad time to ask for standard contributions, as so many of us are under some sort of financial strain. We may invite people to make voluntary donations in support of other swimmers, but our inclination at this time is not to ask for standard \$35 donations across the board. This will be discussed further at a future meeting.

Coach's Report (April)

April was excited to report that 83 different BAM swimmers worked out in the pool during the past week. This is heartening for April (and all of us!), and is an endorsement of all the hard work by April and Parks and Rec staff, to make the swimming experience productive and safe and welcoming for as many swimmers as possible.

For September and October, the plan is to have 156 BAM slots available each week for our swimmers. Because we are now in a situation where it's not mathematically possible for all currently active BAM swimmers to get 2 workouts each week, the signup process will reflect that.

April's upgraded Signup Genius platform will let her organize the process this way:

Signups will continue to happen in 2-week blocks.

Initially, each BAM swimmer can choose one swim per week.

After all BAM swimmers have had a chance to get 1 swim per week, people will be able to go back in and try for additional workout times.

Swim workouts will be available Monday thru Saturday each week. April is now able to bring on Kate Meyers as a coach, to cover an extra swim day.

There is another issue related to annual signups in more normal, non-pandemic times. April and Megan Pleli of Parks and Rec are still talking about whether there will be a September BAM signup season. Because of recordkeeping limits and Team Unify mechanics, it may be necessary for people to renew their BAM status in September. Details are still to be worked out.

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Other Old and New Business

BAMfest Canceled: April confirmed that BAMfest 2020 cannot happen. It has been canceled. There have been two significant aspects to BAMfests in the past. First, the meet has been a team fundraiser. Second, it has been a chance for competitive swimmers to record qualifying times toward regional and national events.

It's possible that BAM could organize time trials as an alternate fundraising event.

It's also possible that April could fit some timed swims into the current array of BAM workouts. This could be taken up later, but there was agreement that for now there is plenty to manage just keeping the many workouts organized.

We need to brainstorm these ideas at a future meeting.

Warmup gear: Some of us have been showing up for workouts in cozy warmup parkas. As we wait outdoors in changing weather and move toward winter, this has created some interest in the possibility of BAM logo warmups.

One swimmer approached Anne after a workout with an impressively detailed wish list for what a BAM workout parka might look like. It would be: dark blue; with a yellow lining; with the old BAM swim cap logo somewhere on it (dark BAM letters vs. light ones).

Jessica and Quynh-Anh agreed to look into this—what it might cost, and how doable it would be.

Next Meeting: September 16, 2020 at 6:30pm

For now, Board Meetings are scheduled for the 3rd Wednesday of each month, at 6:30pm, via Zoom.

We will try to keep them at or under one hour in length!

Attachment: August 2020 Treasurer's Report, as of 8/19/20

BAM Booster Club Treasurer's Report - as of 8/19/2020

1. Kitsap Bank Account

Bank balance as of 8/18/2020: \$5,388.35

Uncashed checks: \$ 0.00

Pending expenses:

Zoom \$16.33

Fin Asst \$70.00

Net cash: \$5,302.02

2. Status report - Financial assistance to swimmers

Number of swimmers requesting support: 2

Total committed: \$270 (\$200 paid, \$70 pending) for swims through end of September.

Swimmer #1: Requested 8/4/2020 to Treasurer, earlier made verbal request to April.

- \$40.00, retroactive for 50% of 4 swims, via check # 1079 paid on 8/7/2020
- \$160 to BIMPRD for 50% of a package of 16 swims starting Monday August 10

Swimmer # 2: Requested 8/17/2020

- \$70 to BIMPRD for 50% of package of 7 swims @ 1/week starting Friday Aug 21 through week of September 28

Note on financial assistance process. We had to modify the process in real time and therefore it does not follow the exact guidelines described in the 7/18/2020 BAM Booster Club board meeting minutes. The process changed for three reasons:

1. The aquatics center management advised that April should be initial contact and referral person, but felt it inappropriate to make her the point person to approve use of BAM Booster Club funds for financial assistance. This part of the process was worked out only after we got our first request for assistance so we responded with some urgency. The current process is as follows:
 - April gets request from swimmer; she gives swimmer a support request form (this form was circulated by Sara to BAM Booster Board) and directs swimmer to Sara.
 - Sara reviews and approves financial assistance request.
 - Swimmer's name and approval form are given to aquatics center front desk (Megan, Marjorie); therefore, when swimmer checks in at the pool the sign in sheet will show that they are charged only \$10 per swim.
 - Swimmer pays \$10 per authorized swim, BAM Boosters gives BIMPRD a check for the \$10 per swim balance on behalf of that swimmer.

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2. Punch cards are not an option. The BAM Booster meeting notes talked about using punch cards for assistance, but Aquatics center is not currently using these; also, there was no way to work out a 50% per swim punch card system. Instead, BAM Booster Club pays BIMPRD by check for each swimmer's assistance.
3. Short-term awards as envisioned in BAM Booster Club notes was too burdensome (# of checks written for small amounts, repeated approvals every 2 weeks) and the timeframe was too short for swimmers to get on the SignUp Genius schedule. In response, I made a decision to award support for a package of swims that goes into September, beyond the trial period outlined in the notes.

On point # 3., I apologize for taking a unilateral decision to extend the timeframe and number of swims covered in response to the evolving process. I felt that our priority should be on providing support to swimmers requesting assistance without creating undue burden on swimmers, April, and BIMPRD (as well as on myself having to track multiple small transactions), especially given the very short timeframe envisioned plus the time lost to revising our process.

Recommendations going forward:

- Approve swims for longer time period beyond the trial period.
- Revise the support request form so that swimmers may request a package of swims for a longer time period.