

BAM Boosters Board Meeting

8/17/2019

Present: Rod Stevens, Jessica Dubey, Quynh-Anh Nguyen, Sheila Andrews, Sara Tifft, April Cheadle

Decisions made by vote of the board:

- Revised bylaws adopted
- Final draft FY 2019-20 budget adopted (with provision for additional revisions in September)

Actions with responsible person in **bold**

Sara

- Give Marilyn and Rod details re: treasurer responsibilities during absence Aug 23-Sept 25
- Draft a short "promo" for BAM Boosters "plug" with PayPal link and summary of budget and how we use funds. Send to **Marilynn**, who will insert into communications to BAM when April indicates appropriate.
- Confirm that the BAM Boosters PayPal link works; send to April, copy all board members especially **Jessica**.
- Get details from **April** concerning final equipment purchase (approx. \$700-\$800) before end of August; Marilyn to handle purchase if information received after Aug 23.
- Check with BISC board president about whether BAM owes \$200 annual contribution to equipment

April

- Send email to team with upcoming schedule through early September
- Follow up with Parks District about revisions to registration packet and timing of BAM re-registration
- Follow-up with **Sheila** (and board) when registration packets are ready about communicating to team

Jessica

- Promote BAMFest to coaches of other teams
- Start recruiting volunteers in early September
- Coordinate with Sheila about broader BAMFest communication to team

Rod

- Set up board election for September; follow up with **Jessica** to get into existing Survey Monkey ballot in Google drive.
- Send electronic copy of newly adopted bylaws to the board
- Meet with Parks District about contributing to BAM financial assistance

Quynh-Anh

- Evaluate costs of summer picnic, including details in Costco receipt; recommend what to buy (or not) next time.

Sheila

- Post newly adopted updated bylaws on BAM website
- Include communications about BAMFest in all upcoming comms to team; coordinate with **Jessica**
- Verify to **Rod** (and board) how communications works with MailChimp; that such communications do not have a “reply all” option.

April – schedule, budget

- BAM on break Aug 26 – Sept 3
- Re-registration for BAM starts on Sept 1 – date is set by Parks District.
- Need to send out the link to the registration documents
- Will send out the documents that Boosters is responsible for.
- Boosters comms and BAM registration comms have to be separate
- April provides Parks packet. US Masters is separate at start of the year.
- We add the Boosters packet to it with information about what is Boosters and why to do it.

Actions:

- Sara - draft a Boosters “plug” with PayPal etc. budget information, etc. Leave with Marilyn to insert into communications when appropriate.
- Confirm that the PayPal link works
- April send to everyone especially Jessica.
- Equipment before end of August approx. \$700-800
- Payment to BISC – check with their board president

Rod – Board and bylaws

- Reviewed revised by-laws
- Total 7 people on the board
- Each term is 2 years

Do we need an election? Yes - It is in the by-laws

Send out a ballot with one name on it for each position

Actions:

- Rod will hold election in September
- Jessica will help get into the existing Survey Monkey ballot; it is in the Google Drive
- Board voted to adopt revised bylaws
- Rod will send electronic copy of new bylaws to the board
- Sheila will post revised bylaws on BAM website

Jessica – BAMFest update

- Working with all relevant parties to put key activities in place
- On vacation Aug 25 – Sept 3
- BAMFest packet is “live” – put an ad in the “WetSet”
- She already updated the link for BAMFest on the BAM website
- Need to include it in all communications to BAM – push the link to ClubAssistant
- Will have the link on PNA website, all the clubs, etc.
- Jessica will follow up with coaches from other teams to encourage registrations
- Will start recruiting volunteers in early September
- Deadline to sign up is Sunday October 6th for October 12th BAMFest

Summer picnic

- Rod and the board congratulated and thanked Quynh-Anh for all of her hard work organizing the summer picnic.
- Quynh-Anh reported that we had a smaller number of people RSVP but then more actually turned up for the picnic, so it was difficult to predict how much to purchase.
- There are a lot of drinks leftover which can be used at the winter party.
- Sara reported that the total cost of the picnic was over \$800, which exceeded budget.
- We agreed to look into using another venue next year that would not require renting toilets, tables, chairs, etc., e.g., Fay Bainbridge Park or similar.

Sheila

- Updated and asked questions about email list; has done a lot of work to streamline, add MailChimp, fix email addresses as needed
- Is waiting for further guidance from Jessica about what’s needed for BAMFest
- Will work with April on the registration packets communication
- Will start working on updating the website

Sara – Report to date, new annual budget

- The board reviewed current report and revised draft of FY 2019-20 budget
- Sara noted that we have a cash balance of over \$3,000, which can carry over into the next year and cover any possible deficit in next year’s budget
- She also noted that the new budget extends 3 current financial assistance recipients by 3-6 months. One recipient in particular is on a fixed income and is likely to require ongoing support.
- The board made some specific adjustments to the upcoming budget and then voted to adopt the budget.
- Agreed that income from any clinics (e.g., Shoulder Clinic) should be no more than \$10 per participant.
- Rod will look into getting assistance from Parks District for BAM financial assistance

Rod

- Wants to see if Parks district can help support financial assistance; will meet with Ken Dewitt
- Need a revised policy on how need is assessed, how long it lasts

- Some people may need permanent scholarships
- Discussion of changes to BAM clinics income
- Want to keep \$900 cash reserve
- Board voted to approve the budget with caveat that we continue to update/revise in September

Rod – Communications, new pool strategy

- With MailChimp there is no capacity to “reply to all” - should be sure that this is set up that way
- Sheila will verify how communications works with MailChimp.
- Concerned about the KPFD this past Monday evening meeting – was done on such short notice.
- There is no “plan B” for the new pool funding. Need to figure out what the best role is for the BAM Booster board; work with BISC, water polo teams, lap swimmers, etc. to create a “friends of the pool” group?