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

**Date:**  October 21, 2020

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

**Time:**  6:30 pm – 7:40 pm

**President’s Report/Approval of Minutes (Tom)**

It was moved and seconded to approve the draft minutes of our last meeting, held on September 16, 2020.

The board also confirmed decisions made by email since the last meeting:

* Proceed with parka purchase program through Swim Outlet, organized by Jackie Chang, with Booster Club contribution of $20 per parka to bring down the cost for individuals. Original estimation was that 25 to 30 parkas would be ordered.
* Provide free parkas for our coaches: April, Kate and Stretch.
* Extend the parka ordering deadline from October 8 to October 19 due to late-arriving orders. Revised estimation was that about 50 parkas would be ordered.

**Communication Director’s Report (Sheila)**

Sheila found that some swimmers didn’t get the original Booster Club email about the prospect of ordering parkas. When she investigated this, she found that most people located the missing emails in their spam folders. There didn’t seem to be any systemic problem that she could correct from her end.

There are duplicate emails in Sheila’s records now for some people, but she’s going to leave this alone unless an individual requests an updated address, or removal of a specified address.

We discussed how to proceed on our prior decision not to ask for $35 per member donations this September. Because times are difficult for so many people, in so many ways, we reconfirmed that we won’t ask for the usual annual donations at this time. When the parkas arrive and are distributed, we may get back to swimmers reminding them that BAM Boosters was happy to subsidize the parkas, and we’re very glad that the offer was so well received. We might then mention that we did not ask for an annual contribution in September 2020, but we may need to ask at a later point.

Meanwhile, the board is open to and interested in any donations that may be offered by individuals, to help us help coaches and swimmers as we go forward this year. Jessica was contacted by one swimmer about such a possible donation, and the board enthusiastically confirmed our yes to the idea.

**Coach’s Report (April)**

April is excited about the late October shift to increased numbers of swim slots, based on updated guidance from various health and governmental agencies who have an impact on our phased reopening plans.

We’re now able to have 2 swimmers per lane!

And we have kept our pool time steady, for now. This increases BAM’s overall swim slots to 312 per week from 156.

And April was able to reduce the per swim cost to $14 from the prior $20.

The doubling of swim slots allows April to accommodate the rising number of active BAM swimmers who either are continuing to swim or are just now returning to the pool. Last month, April was seeing around 90 swimmers at workouts. Right now, this is hovering around 100 swimmers. April is guessing that the total number of swimmers may stay around 100 for a while.

April is prepared for a couple weeks of adjustment, as people get used to the new format. Among other things, we have lane-mates again! In week one of the new format, she filled 212 slots out of 312 available. Looking forward to week two, 237 slots of the 312 available are filled already. So the numbers are trending in the direction we need.

Long term, April has a small buffer in her budget, but will need to fill 90% of her slots, to keep them. This would lead to a target number around 280 filled slots per week, to sustain what pool time BAM has right now. It may be that some chronically under-filled time slots will need to be dropped, if they are not sustainable at current prices and current swimmer signup levels. April will use her signup alert emails to encourage more signups for the tough-to-fill slots, before giving them up.

On the very good news side: There have been, so far, no COVID cases in any program using the pool.

We talked about ways April might try to meet her budget. One potential idea is a non-starter, the notion of paying for a lane alone: it’s administratively impossible to do variable pricing within a given workout time slot. However, later in the discussion, we came back to a variation that might work, when BAM is back to having 3 or 4 swimmers per lane. It might be that there could be different length workout times that these might carry different prices.

April expects the current schedule to run, as is, through the end of December, with a new schedule to begin on January 4.

In December, workouts will be available thru December 24, Christmas Eve. Then the BAM program at the pool will be closed from December 25, 2020 thru January 3, 2021. There might or might not be some un-coached lap swimming offered during that time.

April mentioned that she had been amazed at the exhaustion level she’s felt through the first three months of this restart process. She’s excited that she has Kate back as an assistant coach. And she’s relieved that there is now in place a plan for coverage if she got sick herself or if she needed to take family medical leave. Until very recently, there was no such plan in place to offer her a flexibility for those contingencies.

**Treasurer’s Report (Sara)**

**Thank You Message:** Sara passed along a heartfelt thank you message written to the board by one of our scholarship recipients.

**Draft Budget for Fiscal Year From September 1, 2020 through August 31, 2021:**

Sara also submitted a draft Budget and a separate sheet of Budget notes, both dated as of October 10, 2020. This draft Budget contains some items which are speculative, because the feasibility of those expenditures will depend on the uncertain course of the pandemic.

If actual expenditures and income matched the draft Budget, the BAM Booster Club’s cash balance at fiscal year-end, August 31, 2021 would be $638.33.

In fact, we know that at least one line item, for the team parkas subsidy, will be slightly higher than reflected in the draft. This is because swimmers ordered more than the estimated number of parkas. In a sense, we are victims of our own success. Or, to put another way, we filled a real need and generated a strong response in orders from the team. Total orders were 54. And, because there was some confusion in the price calculations, our Booster Club subsidy of each parka will cover $20 per parka for basic cost, as well as 9% per parka for Washington sales tax. Total sales tax subsidy will amount to $454.

We discussed the ending cash balance of about $638, and whether this is in the usual range as a year-end figure. The consensus was that ending up in this ballpark, or even with $1,000 to $2000 left would be fine. As a member-driven club, we don’t really want to have a lot of money left at year-end. We’d rather use it for our stated purposes to support swimmers and our coach during the year, and replenish with September contributions. This year, due to pressures of the pandemic, we are going to do what we can to get by without asking for the customary annual contributions from swimmers.

For a sense of scale, Tom noted that our typical swimmer contributions in September would bring in about $3,000.

We also discussed some things that will impact the budget. One of them is swim caps. We’ve been on a roughly 2-year renewal cycle for the new BAM swim caps given to each swimmer. In the past, getting a renewed supply for giveaways has cost about $1300 to $1600. This is not in the draft Budget now, but April would very much like to continue the tradition if we can. Even if we do the caps, it’s likely not to happen till January or later. Possibility with messaging to the team along the lines of: We’re surviving! We agreed to return to this discussion later.

We then talked about the financial assistance estimates and whether they are undervalued in the draft Budget. In part, this will be affected by prospects for one or more large donations that we may receive.

We also got a report on the parka program, now that the orders are in. Parkas are going to be shipped to Jackie Chang’s address. When parkas arrive, we’ll need to be available to help distribute them quickly.

Sara will rework the draft Budget to reflect swim caps, “0” money for training, and the real numbers on parkas. Then we will review this at our next meeting.

**Financial Assistance:**

Sara reported that the repricing of BAM swims from $20 to $14 has resulted in a modification of the scholarship program to give support of $7 per swim rather than $10 per swim. Otherwise, the program continues as previously approved through the end of this calendar year.

**Board Resolution to Change Signatories on Kitsap Bank Account:**

The BAM Booster Club board of directors voted to update the authorized signatories on the Kitsap Bank checking account.  Effective immediately, authorized signatories are:

Thomas Goodlin, President

Sara Tifft, Treasurer

The following signatory is removed from the account effective immediately:

Rodney Stevens

This change, to update signing authority, was unanimously approved by the Board.

**Other Old and New Business**

**Jackie’s Work:** Everyone expressed gratitude to Jackie for all her hard work and dedication to the swim parkas project! Jessica will get a gift for Jackie from the Board, to thank her in at least a small way for her tireless work.

**BAMfest 2021:** After discussion, we agreed to try to reserve a 2021 date for BAMfest. We’ll shoot for the second weekend in October next year. It feels both smart and hopeful to try to secure a date, in hopes we can resume swim meets in anything close to the old format by next fall. Jessica will follow up to file with Parks & Rec and with the PNA.

In our discussion, April mentioned that we in the NW may well be one of the last regions in the country to get swim meets. And that swim meets may not at first include all the old events. So far, virtual events are the only ones available. Even there, people can’t participate if their pools are not open. Fitness challenges have been getting the most traction, to this point.

**Next Meeting:** November 18, 2020 at 6:30pm

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

We’ll try to keep them to one hour!

**Attachments:**  Treasurer’s Budget Draft #1, at 10/10/20, for Fiscal Year 2021 (9/1/20 through 8/31/21)

 Notes to Initial Draft Budget

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  | *Draft # 1, 10/10/20* |  |  | **Fiscal Year 2021 Budget - Cash basis** |  |  |  |  |  |  |   | **FY 2020 summary - 3/01/20 - 8/31/20** |  |  |  |
|  |  |  |  |  | **BAM Booster Club** |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  | Items in red: Speculative per pandemic | **For the period: Sept 1, 2020 - Aug 31, 2021** |  |  |  |  |  |   | Cash on 3/01/2020 |  |  | **$5,712.82**  |  |  |  |
|  |  |  |  |  | **Draft - 10 October 2020** |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **Fiscal Year** | **10-Oct-20** |   |   |   |  |  |  |   | Deposits 3/1-8/31 |  |  | 8.00 | Swim cap |  |  |
|  | **Income** |  |  |  | **2020-21 Budget** | **Actual**  | **Variance** |   | **Notes** |  |  |  |   |  |  |  |  | 134.72 | PayPal - registrations |  |
|  | Cash in bank on 9/01/2020 |  |  5,372.02  |  4,850.00  |  522.02  |  | Prior year's registrations, BAMfest, etc. |   |  | Total deposits |  |  $ 142.72  |  |  |  |
|  | BAMFest net income  |  |  | 0 |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  | BAM member's Club registrations/donations | 0 |  |  |  | Annual fee $35/member |  |  |   | Expenses 3/1-8/31 |  |  | 10.00 | WA Secy State |  |
|  | Clinics net income |  |  | 0 |  |  |  |  |  |  |  |   |  |  |  |  | 156.96 | SquareSpace |  |
|  | PNA contribution LMC meet |  | 0 |  |  |  |  |  |  |  |   |  |  |  |  | 81.65 | Zoom @ 16.33/mo. X 5 mo. |
|  | Other: Swim caps, garment sale rebate | 0 |  |  |  |  |  |  |  |   |  |  |  |  | 150.00 | USPS PO Box annual fee |
|  | Sample parkas deposit (see below) | 435.69 |  |  |  |  |  |  |  |   |  |  |  |  | 30.26 | R. Stevens reimburse March social |
|  | **Total** |  |  |  |  **$ 5,807.71**  |  **$ 4,850.00**  |  **957.71**  |  |  |  |  |  |   |  |  |  |  | 160.00 | Financial assistance |  |
|  |  |  |  |  |   |  |  |  |  |  |  |  |   |  |  |  |  | 40.00 | Financial assistance |  |
|  | **Expenses** |  |  |  |   |  |  |  |  |  |  |  |   |  | Total expenses |  |  $ 628.87  |  |  |  |
|  | Administration |  |  | 250.00 |  |  250.00  |  | See detail below |  |  |   |  |  |  |  |  |  |  |  |
|  | Equipment and accessories |  |   |  |  |  |  |  |  |  |   | **Cash on 8/31/2020** |  |  |  5,226.67  | per calculations |  |
|  |  Swim caps, other swim equipment | 0.00 |  |  -  |  |  |  |  |  |   | Cash on 8/31/2020 |  |  |  5,372.02  | per bank statement |  |
|  |  Team parkas  |  |  | 1000.00 |  |  1,000.00  |  | 50 @$20 (48 confirmed a/o 10/10) |  |   |  |  |  |  |  $ (145.35) | discrepancy |  |
|  |  Coaches' parkas |  |  | 362.73 |  |  362.73  |  | 3 @ $110.91 + $30  |  |  |   |  |  |  |  |  |  |  |  |
|  |  Sample parkas deposit (to be refunded) | 435.69 | 435.69 |  -  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  | Annual payment to BISC |  | 0.00 |  |  -  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  | Contribution to BIMPRD equipment | 0.00 |  |  -  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  | New printer - swim meets |  | 0.00 |  |  -  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  | Coaching  |  |  |   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  | Travel  |  |  |  | 400.00 |  |  400.00  |  | Assume June 2021; est. amt. per partial FY 2020 |   |  |  |  |  |  |  |  |  |
|  | Training |  |  | 250.00 |  |  250.00  |  | Assume June 2021; est. amt. per partial FY 2020 |   |  |  |  |  |  |  |  |  |
|  | Communications |  |  |   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  | Website hosting  |  |  | 175.00 |  |  175.00  |  | SquareSpace annual fee; paid to March 2021 |   |  |  |  |  |  |  |  |  |
|  | Zoom account  |  |  | 195.96 | 16.33 |  179.63  |  | 12 months X 16.33/mo. Actual Sept. 2020 |   |  |  |  |  |  |  |  |  |
|  | Team events |  |  |   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  | Summer |  |  | 400.00 |  |  400.00  |  | Assume Aug. 2021; est. amt. per FY 2020 |   |  |  |  |  |  |  |  |  |
|  | December |  |  | 0.00 |  |  -  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  | Gifts - Asst Coaches |  | 700.00 |  |  700.00  |  | 2 X $350/each, year-end, same as FY 2020 |   |  |  |  |  |  |  |  |  |
|  | Saturday socials |  |  | 0.00 |  |  -  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  | Financial Assistance |  |  | 1000.00 |  560.00  |  440.00  |  | See details below |  |  |   |  |  |  |  |  |  |  |  |
|  | Miscellaneous |  |  | 0.00 |  |  -  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  | **Total** |  |  |  |  **$ 5,169.38**  |  **$ 1,012.02**  |  **$ 4,157.36**  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  |  |  |  |  |   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|  | Net Income |  |  |  **$ 638.33**  |  **$ 3,837.98**  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |
|  | **Admin expenses** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | PO box annual fee |  |  | 150.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Secy of State |  |  | 10.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | State Dept of Revenue |  |  | 11.25 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Misc meeting expenses, other TBD |  | 78.75 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Total |  |  |  **$ 250.00**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Financial Assistance: Approved max $1200 at 7/18/2020 board meeting** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total budget - Financial Assistance |  |  $ 1,200.00  | for FY 2020 and FY 2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Paid in August (FY 2020) |  | 200 | 1 swimmer thru Oct 2, 2020 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | FY 2021 actual to date: 2 swimmers thru Dec 2020 | 560 | 2 swimmers thru Dec 2020 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Estimated additional - Oct '20 - Aug '21 | 440 | 1 @ $10; 3 @ $7/week X 11 weeks; others TBD. |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total expense - Financial Assistance |  **$ 1,200.00**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Budget notes - BAM Booster Club, fiscal year 2021, Draft budget as of 10 October 2020**

**For the period: September 1, 2021 – August 31, 2021**

**General notes**

1. This budget is cash based (not accrual)
2. “Notes” (column J) explain the assumptions behind the line item amount.
3. FY 2020 summary (columns O - S) provides overview of activity from March 1 – August 31, 2020.
4. Bank statement vs. calculated balance as of August 31 shows a discrepancy of ($145.35), which means we have more cash in the bank than calculated; likely cause is accumulation of small errors, interest, etc.
5. The cash balance at August 31, 2021 is expected to be $638.33. This assumes no additional income and spending as budgeted.

**Income**

1. Starting cash on September 1, 2020 is taken from Kitsap Bank statements. The current FY 2021 income reflects carry over of BAM Booster Club registrations (@$35/year/person) and remaining cash from BAM Fest, other swim meet fees/income.
2. The budget does not anticipate any additional income at this time.
3. The income line item “Sample Parkas Deposit” is a cash in/cash out transaction.

**Expenses**

1. Review “Notes” (column J) for details as needed.
2. Team Parkas line item represents BAM Booster Club underwriting of $20 per parka X 50 parkas. This total will increase with final order amount.
3. Expense items in red are “speculative”, feasibility of the expenditure actually taking place will depend on the course of the pandemic
4. Maximum budget for Financial Assistance remains at $1200, per earlier board approvals; this amount covers payments made in previous and current fiscal year, plus estimate for additional assistance.