

PACIFIC NORTHWEST SWIMMING ASSOCIATION
PO Box 841
Maple Valley, Washington, 98038

Board Meeting Minutes, March 6, 2023

Call to Order: 7:33 PM via Zoom Video Conference

In attendance:

John Skroch, General Chair
Carl Baber, Safe Sport Operational Risk Chair
David Baer, Treasurer
Troy Buglio, At-Large Representative
Molly Cady, Governance Committee
Jerry Chen, Athlete Representative
Rick Cox, Governance Committee
Alice Godfred, Program Development Vice Chair
David Guffey, Officials Committee Chair
Bob Keller, Past General Chair
Nathaniel Lee, Athlete Representative
Grace Lindberg, Athlete Representative
Emily Murray, DEI Vice Chair
Nick Siripipat, Officials Committee Vice-Chair
Deb Soper, Finance
Alex Reed, At-Large Representative
Suzanne Rychlik, Program Operations Vice Chair
Melissa Stiner, PNS Administrator
Kiko Van Zandt, Disability Vice Chair
Linda Vicik, Sanction Chair & Secretary
Justin Wang, Athlete Representative
Chad Winkle, Coach Representative

NOTE: The large number of "no report" was due to several individuals listed above's not being able to join this meeting until mid-way through due to the Speedo Sectionals meet planning meeting.

APPROVAL OF MINUTES

A motion was made, seconded, and voted upon to approve the January 9, 2023, BOD minutes as posted.

OFFICERS REPORTS

Treasurer: Report attached.

- The 30-day delay in receiving registration monies from USA Swimming continues to impact us, but we are roughly on the same track as the pre-covid era. The total looks better due to meet tap income, but major expenses will hit in April and August.
- Except for the PPP loan, we are essentially running on a cash basis.

Membership: Report attached.

Officials: Work on the website continues

Age Group Vice Chair: Report attached

Senior Vice Chair: No report

Program Operations: No report

Administrative Vice Chair: Working on AD 97-08 and the issue of unregistered swimmers at meets

Athletes: No report

Coaches: No report

Finance:

- Working on next year's budget with committee chairs.
- By-laws require an Investment Committee, but there is nothing in our policies to reflect that requirement. At least one athlete will be needed for the committee.

Diversity: No report

Disability: No report

OLD BUSINESS

No discussion of the updating of AD 97-08 because Administrative Vice-Chair John Gagliardo was unable to attend the meeting.

NEW BUSINESS

AD 97-05: Work on a revised travel fund policy continues

2023-2024 calendar: Due to KCAC's unavailability, the 2024 Spring Showdown may be split by age groups and/or venues, with both Curtis and Snohomish as possible venues. Summer 2024's KCAC availability will be impacted by meets hosted by organizations other than USA Swimming, and the venue will not be available during most of March 2025 due to collegiate meets including NAAs.

Spring Workshop: The Spring Workshop is scheduled for April 20-April 23 in Denver. The General Chair, officials, athletes, and Safe Sport Chair are expected to attend.

- Carl Baber will not be able to attend: Anyone interested should contact him
-

PNS received a \$10,000 King County Youth Grant, but the conditions are not yet clear.

A motion was made, seconded, and approved to provide financial support to PNS clubs hosting the Speedo Spring Sectionals and Northwest Age Group Regionals should decreased numbers adversely impact the meet hosts.

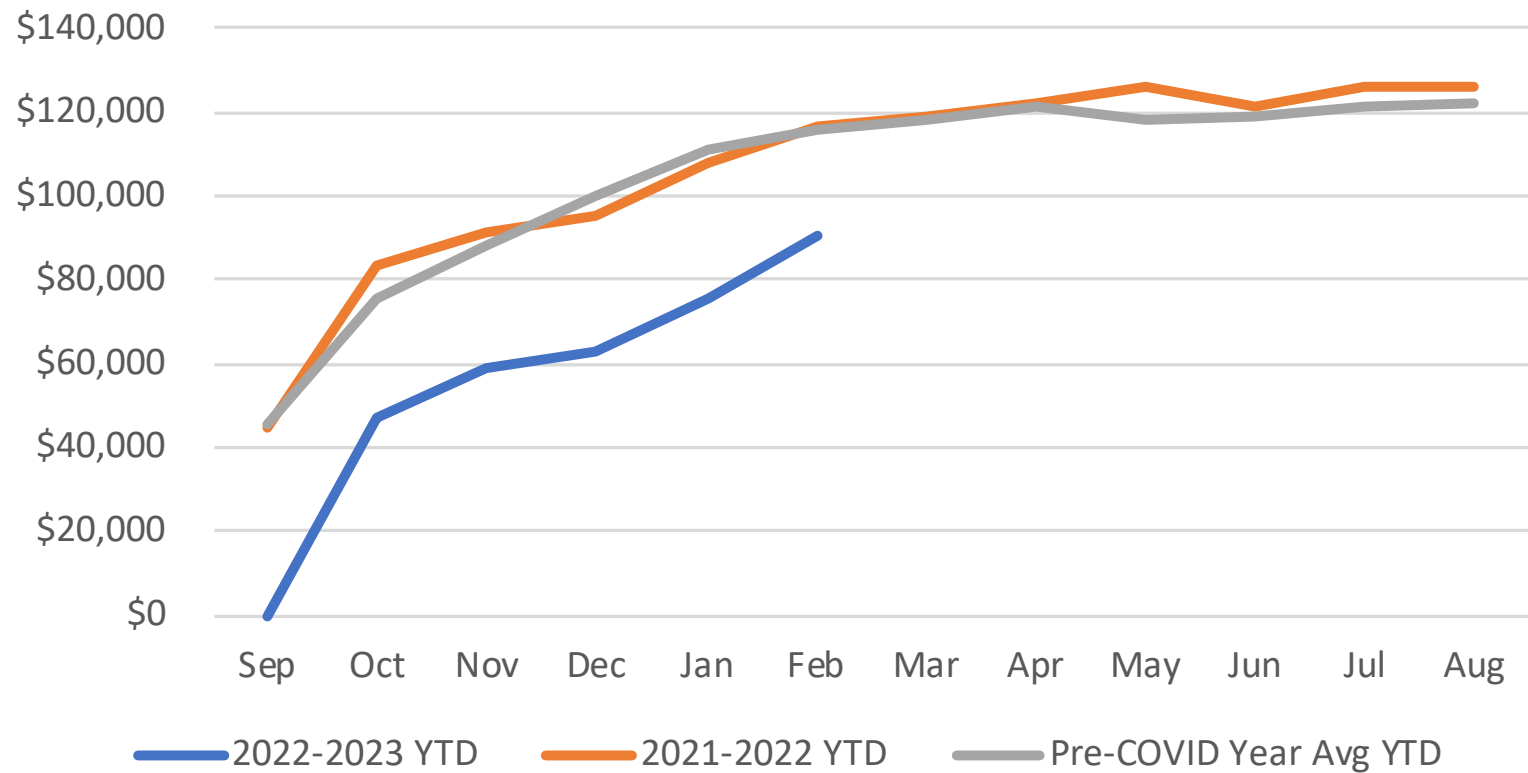
- The original motion was amended to include the Spring Showdown.
- Additional decisions will be made after those meets.

A motion was made, seconded, and approved to change the date of the Board meeting originally scheduled for April 14, 2023, to Monday, May 1, 2023.

A motion was then made, seconded, and approved to adjourn the meeting.

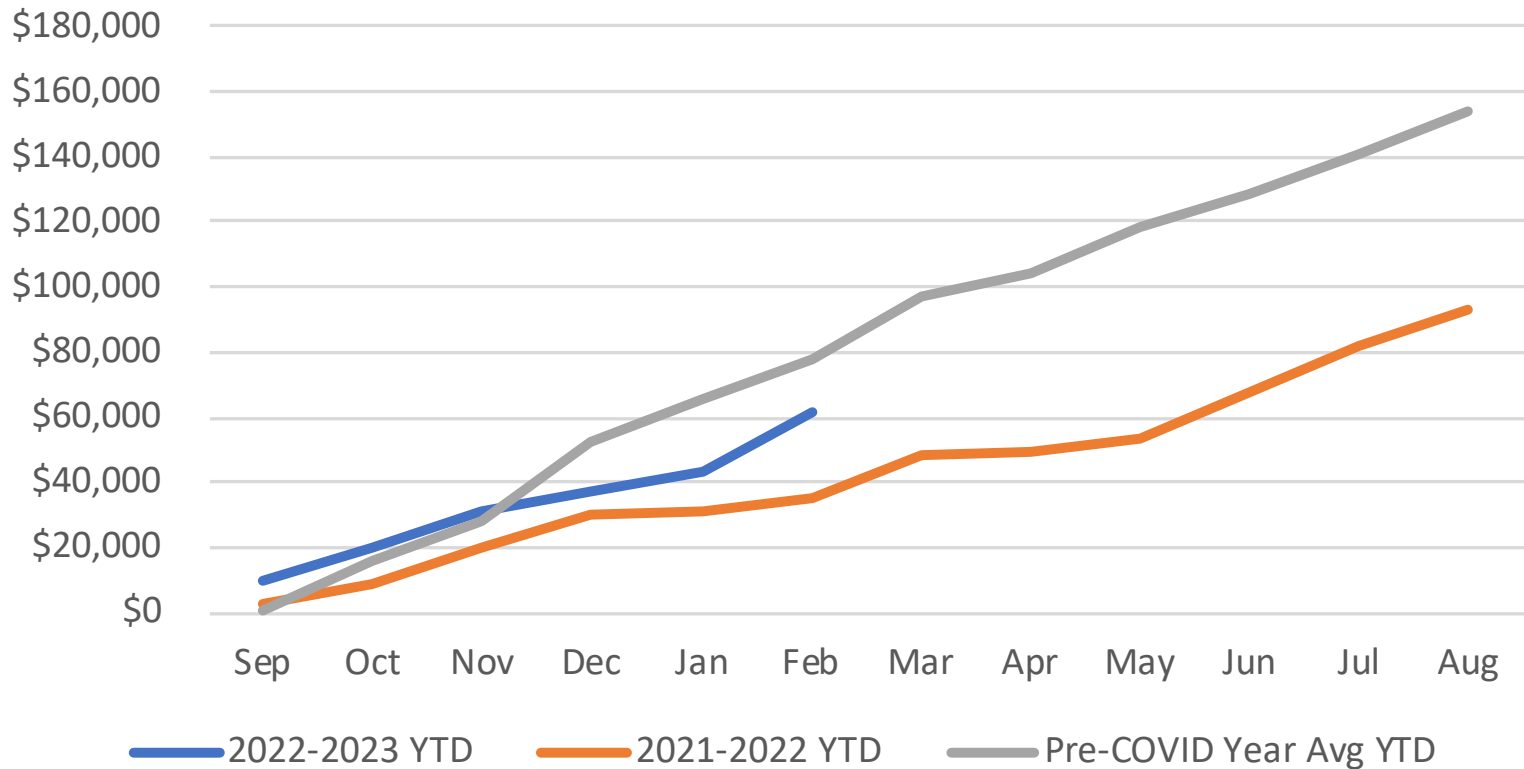
Respectfully submitted,
Linda Vicik
Secretary

YTD USA Registrations



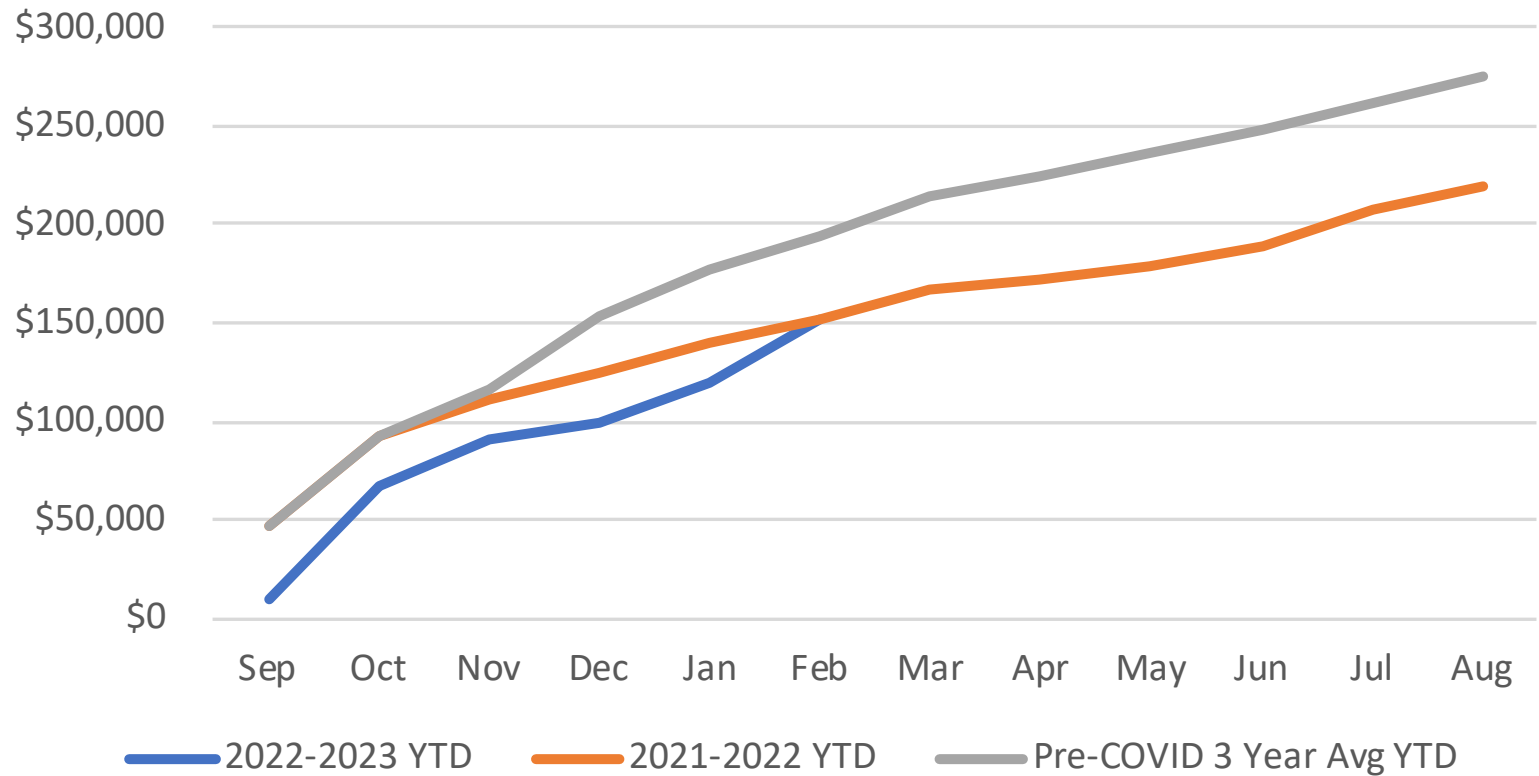
USA Registration process introduced a 30 day delay

YTD Meet Tap



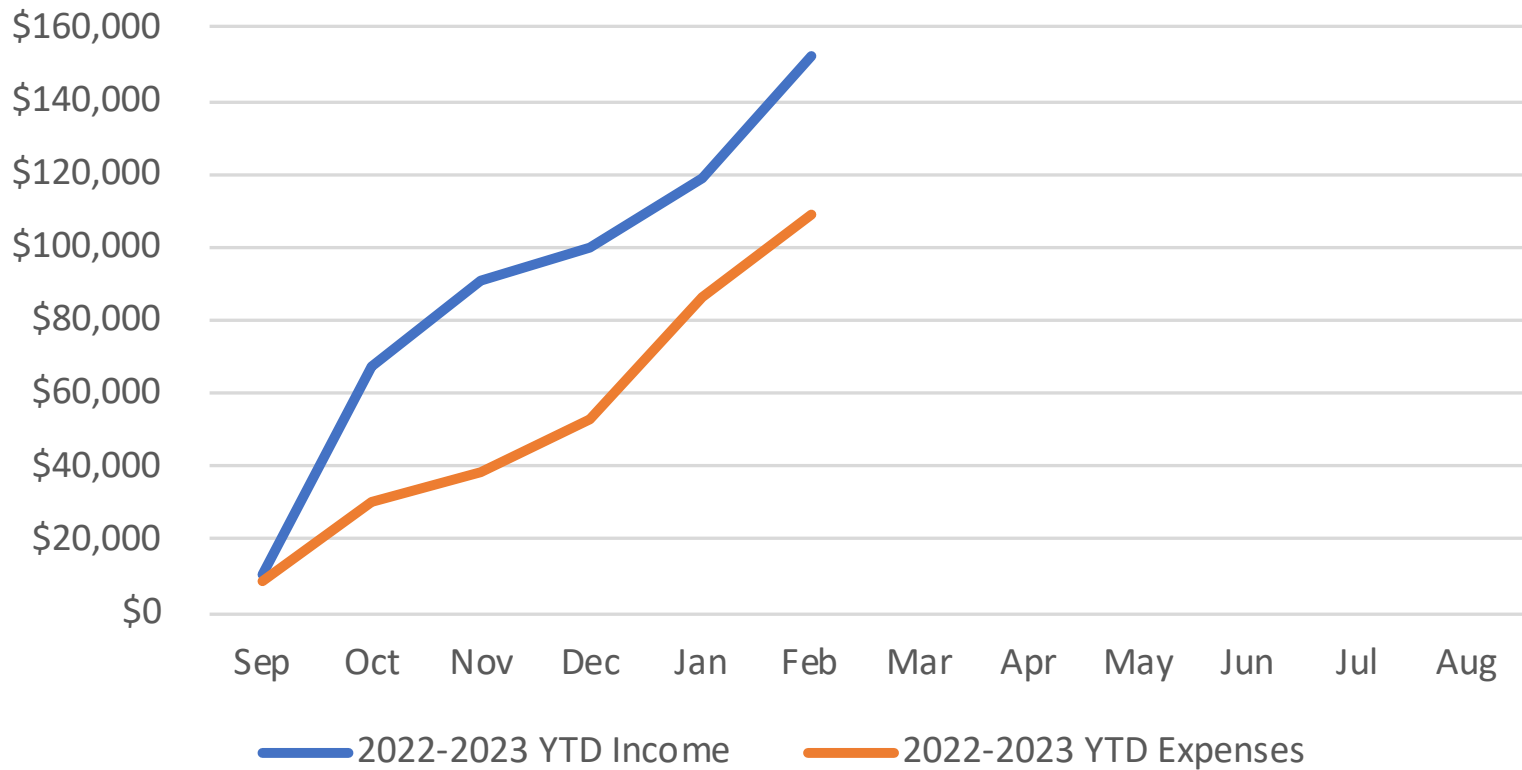
Meet Tap income improving

YTD Income



Cash Flow impacted by USA Registration process

Income vs Expenses YTD



Major expenses are incurred in April and August



Expenses by Month

Expenses	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total Expense	Total Budget
Administration		\$256				\$123							\$379	\$29,550
Age Group					\$446	\$12,437							\$12,883	\$30,000
Disability														\$5,100
Diversity & Inclusion	\$992	\$12,286	\$732	\$246	\$560	\$2,285							\$17,100	\$31,750
Finance & Marketing	\$510	\$72	\$41	\$173									\$795	\$5,800
Officials			\$1,295		\$4,546								\$5,841	\$13,900
Total Payroll	\$5,250	\$8,630	\$5,159	\$5,914	\$5,159	\$5,159							\$35,272	\$74,100
PNS Office	\$84	\$415	\$188	\$1,301									\$1,988	\$6,120
Program Development														\$100
Program Operations	\$2,217		\$532	\$6,876	\$2,305								\$11,930	\$22,200
Senior Swimming					\$20,000	\$2,325							\$22,325	\$131,500
Coaches														\$7,500
Total Expenses	\$9,053	\$21,659	\$7,946	\$14,509	\$33,016	\$22,329							\$108,511	\$357,620

Added new Coaches budget approved at January BOD meeting

Pacific Northwest Swimming

Balance Sheet
As of February 28, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
INVESTMENT INCOME	465,935.39
Fidelity Investment	230,687.16
Total INVESTMENT INCOME	696,622.55
WF Checking	117,269.06
WF Savings	10,470.08
Total Bank Accounts	\$824,361.69
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Payroll Corrections	0.00
Undeposited Funds	198.50
Total Other Current Assets	\$198.50
Total Current Assets	\$824,560.19
Fixed Assets	
Furniture & Equipment	34,445.14
Accumulated Depreciation	-34,445.14
Total Furniture & Equipment	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$824,560.19
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Credit Cards	
AMEX	0.00
WF CC AgeGroup	-3,910.60
WF CC Office	0.00
WF GC Credit Card	-1,892.12

	TOTAL
Total Credit Cards	\$ -5,802.72
Other Current Liabilities	
Direct Deposit Payable	0.00
Payroll Liabilities	45.33
Dept of Labor and Industries	-964.02
Federal Taxes (941/944)	1,453.17
WA Paid Family and Medical Leave Tax	235.88
WA SUI Employer	126.60
WA Workers Compensation	702.62
Total Payroll Liabilities	1,599.58
Pre Paid Expenses	0.00
USA-S Registration	1,382.00
Athlete - Annual	-15,026.03
Athlete - Outreach	-215.00
Athlete - Seasonal	330.02
Club	-3,085.02
Dual Membership Credit	1,432.00
Flex Athlete/USA	1,627.52
Flex Upgrade to Premier/USA	11,551.99
Non-Athlete Family	0.00
Non-Athlete Individual	-1,038.62
Total USA-S Registration	-3,041.14
Total Other Current Liabilities	\$ -1,441.56
Total Current Liabilities	\$ -7,244.28
Long-Term Liabilities	
Payroll Protection Program (PPP) Loan	12,682.00
Total Long-Term Liabilities	\$12,682.00
Total Liabilities	\$5,437.72
Equity	
Net Assets	383,335.85
Retained Earnings	453,639.83
Net Income	-17,853.21
Total Equity	\$819,122.47
TOTAL LIABILITIES AND EQUITY	\$824,560.19

				LSC Fee		USA Swimming Fee	
				Members	Amount	Members	Amount
2023 (9/1/2022 - 8/31/2023)	Club Registration	Organization	Renew	3	\$0.00	3	\$210.00
		Year-Round Club	Renew	40	\$0.00	40	\$2,800.00
		Total		43	\$0.00	43	\$3,010.00
	Member Registration	Administrator	Cancel	(1)	(\$1.00)	(1)	(\$30.00)
			New	51	\$51.00	51	\$1,530.00
		Apprentice Official	New	52	\$0.00	52	\$0.00
			Renew	7	\$0.00	7	\$0.00
		Coach	Cancel	(5)	(\$22.00)	(5)	(\$136.00)
			Life Upgrade			2	\$2,000.00
			New	66	\$671.00	66	\$4,012.00
			Renew	203	\$2,233.00	203	\$13,804.00
			Renew - Life	6	\$0.00	6	\$0.00
			Upgrade	6	\$0.00	6	\$0.00
		Flex Athlete	Cancel	(2)	(\$20.00)	(2)	(\$40.00)
			New	648	\$6,480.00	648	\$12,960.00
			Renew	158	\$1,580.00	158	\$3,160.00
		Junior Coach	Cancel	(7)	(\$77.00)	(4)	(\$272.00)
			New	37	\$407.00	37	\$1,564.00
			Renew	5	\$55.00	5	\$204.00
		Official	Cancel	(1)	\$0.00	(1)	\$0.00
			New	92	\$880.00	92	\$5,440.00
			Renew	301	\$3,190.00	301	\$19,720.00
			Renew - Life	3	\$0.00	3	\$0.00
			Upgrade	20	\$220.00	20	\$1,360.00
		Other	Adjustment	1	\$11.00	1	\$68.00
			Cancel	(6)	(\$66.00)	(6)	(\$408.00)
			New	90	\$781.00	90	\$4,828.00
			Renew	54	\$528.00	54	\$3,332.00
			Renew - Life	6	\$0.00	6	\$0.00
		Premium Athlete	Adjustment			4	\$272.00
			Cancel	(51)	(\$806.00)	(57)	(\$3,448.00)
			New	2,016	\$32,256.00	2,016	\$136,816.00
			Renew	3,376	\$54,016.00	3,376	\$228,208.00
			Upgrade	115	\$770.50	115	\$5,070.00
			Upgrade Overpay Adj.	1	(\$8.50)	1	(\$30.00)
		Premium Athlete- 2023 Outreach Athlete	New	62	\$0.00	62	\$310.00
			Renew	27	\$0.00	27	\$135.00
		Season 1 Athlete	Cancel	(1)	(\$8.50)	(1)	(\$30.00)
			New	120	\$1,020.00	120	\$3,600.00
			Renew	1	\$8.50	1	\$30.00

		Total		7,450	\$104,149.00	7,453	\$444,029.00
--	--	-------	--	-------	--------------	-------	--------------

MEMBERSHIP PAYOUT

September Membership Amount

Pay to the Order of: Pacific Northwest \$ 47,297.28

For: September Membership

LSC Amount Collected	4% Tech Fee	Payout Amount
\$49,268.00	\$1,970.72	\$47,297.28

October Membership Amount

Pay to the Order of: Pacific Northwest \$ 11,747.52

For: October Membership

LSC Amount Collected	4% Tech Fee	Payout Amount
\$12,237.00	\$489.48	\$11,747.52

November Membership Amount

Pay to the Order of: Pacific Northwest \$ 8,677.92

For: November Membership

LSC Amount Collected	4% Tech Fee	Payout Amount
\$9,039.50	\$361.58	\$8,677.92

December Membership Amount

Pay to the Order of: Pacific Northwest \$ 13,110.24

For: December Membership

LSC Amount Collected	4% Tech Fee	Payout Amount
\$13,656.50	\$546.26	\$13,110.24

January Membership Amount

Pay to the Order of: Pacific Northwest \$ 14,192.16

For: January Membership

LSC Amount Collected	4% Tech Fee	Payout Amount
\$14,783.50	\$591.34	\$14,192.16

February Membership Amount

Pay to the Order of: Pacific Northwest \$ 4,338.72

For: February Membership

LSC Amount Collected	4% Tech Fee	Payout Amount
\$4,519.50	\$180.78	\$4,338.72

March Membership Amount

Pay to the Order of: Pacific Northwest \$ 634.56

For: March Membership

LSC Amount Collected	4% Tech Fee	Payout Amount
\$661.00	\$26.44	\$634.56

March 6th BOD

Age Group Agenda:

- Zones Travel Meet - Boise, ID
 - Travel Dates: July 31 - Aug 6th (meet Aug 2-5)
 - Unless we don't secure coaches
- Summer Zones Call For Coaches
 - Need min of 6 coaches (have 2 interested now)
 - Application
- All Star 2024
 - Date: January 6-7, 2024
 - Site: East LA College (ELAC)
 - Team Travel
 - Coaches Survey