

Santa Clara Aquamaids
Board Meeting Minutes
August 20,2018

1. Call to Order

Meeting is open at: 6:07 pm

2. Roll call 6:07 pm

Present: Jeanne Perez, Jifie Song, Yong Zhu, Mingming Liu, Thelma Floresca Ticzon, Mary Keeler, Chris Carver, Pernilla Quarfordt, Barbara McCreight, and Heather Dal Cielo

3. Head Coach Report 6:10 pm -- Chris Carver

a. PET update

Chris has hired a trainer for injury prevention. The trainer will work 12-15 hours per week and travel with us to big meets. This is a result from a collaboration with SJSU and the trainer is a graduate from SJSU.

b. Gym & Trainer updates

More gym work for the swimmers are in the works. This will help the swimmers to become stronger with more targeted training. It will also help with the pool situation by putting less strain on our pool times.

c. Pre-Comp Program

During the summer, the coaches implemented "goodies" for all swimmers (i.e. national team, ICE program, camp for competitive program). Chris asked for feedback on the summer programs. An idea was surfaced to make a survey to collect feedback from parents on the programs. Chris will implement with help from Pernilla.

For the coming season, Chris shared that all age groups are pretty full with staffing and pools that we have available. Efforts are made to increase the number of coaches.

4. Financial Report 6:24 pm-- Mingming and Mary

d. Audit Update

Fiscal year Sept 2015- August 2016 is completed.

Fiscal year Sept 2016- August 2017. Mingming hopes that the audit will be completed in August 2018.

Mary is working on setting new procedures and processes to continue improvement and feasibility of the information.

e. Financial Update & Budget 2018-2019

Mingming gave a financial update. Next fiscal year's budget is under progress. Outlook for the current fiscal year is good and outperforms budget.

f. Update Chase Bank Accounts- vote

Motion to: Remove David Kwan and Steve Locke from the Chase bank accounts. Thelma motion, Mingming second

Vote: All for in favor (Thelma, Jeanne, Yong, Jifei, Mingming). Motion is carried.

Motion to: as authorize Chris Carver signatory rights to the Chase bank account.

Mingming motion, Thelma second

Vote: All in favor (Thelma, Jeanne, Yong, Jifei, Mingming) motion carried.

g. Fiscal Year Change

Proposal to change the fiscal year to match the swim season. Problem with previous fiscal year system was that Chris and coaches could not match it up with the swim season and planned meets (which are not known until after USA Synchro Convention. This makes it difficult to plan the season and prepare a budget. Instead, current fiscal year will add one month (i.e. become 13 months) to synch up with the start of the new fiscal year on Oct 1st 2018.

Motion to change the fiscal year to Oct 1st, 2018 to Sept 30, 2019 by Mingming. Jifei second motion.

Vote: All in favor (Thelma, Jeanne, Yong, Jifei, Mingming) motion carried.

5. Operations Report 7:02 pm – Mary Keeler

h. City of Santa Clara

City of Santa Clara is looking to update the ordinance for Bingo. There are potential impacts and risks. There are several games that will be looked at. The change in enforcement could affect 30% of our revenue. We have

talked to the City and suggested them to implement the ordinance that Sacramento has and that is approved by the State of California. We are aligning our bingo operations to Sacramento's bingo ordinance and the State of California. This threat is that we need to work on.

Eight bingo operations, including Aquamaids, are working together with city council and the mayor. Chris will visit the mayor to impart the importance of bingo for our operations.

i. Facility Update

We need to implement procedures in the point of sale to comply with reporting procedures.

Handheld machines are in the processes of being updated, as well as blowers and digital displays. The current boards are outdated and there are no spare parts for them. Promotion and programs are designed to work with the new machines.

With new machines, we have signed new leases with vendors that includes taxes that simplifies our reporting and auditing in the future.

Training material for bingo volunteer are in development.

We are losing money on FastTrack and will look to terminate game. There is no financial impact should game be removed. More to come.

j. Communications

Pernilla is working on communication through TeamUnify, website and social media. Also, will be utilizing TeamUnify to help document rosters, fees etc.

Bingo Post-September schedule: we will have Bingo training for all members and post guides on TeamUnify for easy access. We will keep on reevaluating the schedule for Bingo to make sure Bingo is sufficiently staffed, while at the same time take care of our members and relieve their duties if we can.

The planned training is for all members, since we are rolling out new software and hardware that everybody needs to be able to operate.

6. Committees' Reports 7:35pm

Bingo committee was resolved earlier this year, but committee members have not been informed. Jeanne will take on the task to inform the members. Completed on 8/21

Nominating committee report – last meeting was held on Sunday, August 19th 2018.

The nominating committee would like to have representation from the pre-comp in the committee although the bylaws states that pre-comp members cannot be part of the BOD.

Bylaw committee – nothing new to report. The committee will continue their work.

New committees are in the works and will be presented to the board and members as they are finalized.

7. House Cleaning

- k. Wells Fargo
- l. Chase

Items 7.l and 7.m: No new information to share, these items are settled.

- m. External Audit

This item was covered under Item 4.d

8. Old Business 7:51 pm

- n. Mingming Liu's term of Office
- o. Voting for new President

Item 8.o and 8.p was postponed until next board meeting in order to look over all position as new members are applying to the board and becoming part of it. In this process, the board will make sure any changes to the position of the board of the directors comply with the bylaws.

- p. Pernilla's application for a Board of Director position

Thelma made a motion to nominate Pernilla Quarfordt to the Board of Director. Jeanne seconds.

Vote all in favor, (Thelma, Jeanne, Yong, Jifei, Mingming) motion is carried.

9. New Business 8:05 pm

Barbara suggested to organizing a Parent-Coach Association with parent and coaches. This PCA organization should serve as an exchange of ideas between parents and coach, so parents can share, for instance, their opinions on planning of various activities so they can may run smoother.

10. Adjournment

Meeting adjourned at 8:16 pm