



**Davis Aquatic Masters
Board of Directors Meeting
September 13, 2021**

The monthly Board of Directors meeting was held in person at the Brady building and started at 6:34 PM.

Participants

Kevin Waterson
Steve Reynolds
Dan Sperka
Wendy Pratt
Andy McPherson
Steve Clossick (non-voting)
Allan Crow (non-voting)
Sharon Blaha (guest)
Greg Stoner (guest/board)

Approval of Minutes

The August minutes were unanimously approved.

Membership Comments and Feedback

- Sharon Blaha came to the meeting to provide an update on Brute Squad. She provided a brief background on the event, which was introduced by Ross Yancher. Ross's focus was to get as many people as possible to participate. With that in mind, Sharon and Lynda Yancher (co meet directors) are trying to provide an option to do the event with fins, etc. Sharon is working with Bob Anderson (LMS sanction) to provide a category for non-legal strokes. She is also working with Sierra Nevada swimming to provide an option for kids. They are finalizing the meet sheet, which is required in order to get sanctioned. The concept is to have another non-record category, plus allowing Sierra Nevada Swimming (kids). Sharon provided examples from the MEMO 400 timed kick event. Sharon proposed \$10 for entry, split \$5 for LMS \$5 for DAM. Andy will leverage his Florida and Texas connections to get college swimmers to participate. Sharon also would like to add an option to swim in honor of someone, with names on the back of

the shirt. Sharon will send the logo – fish one from prior years. Aim to advertise in a week. Kevin noted that we should get this started so open/kids categories can swim in October before their meets start. The official dates for the event will be the month of November into mid-December to swim, with deadline to submit by end of December.

Finance Report

- Allan C. provided an overview of the August financial report.
- We are \$50,603 better than budget for August. The primary reason is that the second round PPP loan was forgiven, meaning the \$35K PPP loan became a grant
- We are still doing the final tally for the sponsorship fund drive, but it looks like we generated over \$7,500.
- We still have not received pool invoices for the last 3 months. There was discussion of how we track cancellations of workouts. Owen has write-access to the Google doc and has been identifying workouts that cancelled. Steve will continue that. The City sends invoices with times blocked and we receive a credit. Allan will figure out how to work through with City to confirm we receive correct credits. He does this within the payroll system for coaches as well.
- Membership has been increasing. In last three months we've added net positive numbers 2-3 people per week coming in. Currently we have 536 swimmers. We were 12 below that in January (524)
- The profit/loss for the end of year is now a positive \$6,229
- Scholarships – we have processed three scholarships, one as a journal entry switch with equipment.
- Allan reviewed the CY22 budget and assumptions. There was general discussion and agreement on the assumptions:
 - Revenue side, looking at an 18% increase over 2021 due to One hour swim and Berryessa; membership is up, more members and increased dues from last year; expect \$294,000 in membership revenue based on 483 due paying members.
 - Regarding events, the Board noted that in many regions it may be harder to get pool time for hour swim, which may require lowering the expected revenue and/or extending the event into February (as was done last year)

Coach's Report

- There was discussion of holding a 9am Saturday clinic in response to lower attendance at Saturday lap swims. Coach Steve will come up with a plan, with the intent of making this a regular event. Coach Steve is fine coaching on Saturday morning but needs to check on other coach's participation before committing for them. Also, we have the ability to reach outside DAM for clinic coaches. Coach Steve will spearhead creating a

preliminary schedule with ideas for targets and kind of clinics and dates to start for 9am Saturdays. He'll circulate to the Board for input, and then roll it out in the 9/20 Monday message. There was discussion of including challenge-oriented workouts plus clinics. Greg noted that coaches should be capable of providing stroke instruction. Coach Steve is aware of that need and will work with coaches to train those with less experience. Greg noted there are lots of videos on USMS web sites.

- Coach Training/Scheduling Forecast – Coach Steve described the current activities and onboarding. There was a coach training last weekend. Coach Steve thought it went well; he got to know lots of the coaches. Megan is coming in tomorrow and will shadow with Coach Steve. On the scheduling forecast, everything is covered. There will be some scheduling challenges prior to September 27th, but Coach Steve will work through these. He is looking at continuity to get coaches for set times. Coach Steve will also work to be regularly present at specific times (for example 10am) due to workout size and/or swimmer makeup. Coach Steve thinks we should still be looking for other possible coaches. The median age of coaches is rising, too. We will need some younger coaches coming up as a longer-term goal.
- Workouts - Structure/Planning –Owen wrote workouts through the week. Starting next week,
- Coach Steve will be taking over. He utilizes training cycles, different goals with the calendar, and jargon. Coach Steve has talked to Mary and Stu and received their workouts, he has workouts from his prior coaching, and from other sources. Saturday will be Coach Steve's first official workout.
- Administrative Task-list/Delegation – Coach Steve noted the need to have procedures written down for tasks such as opening the pool; safety procedures; phone numbers plus cells and emails; primary and secondary contacts. Some of these items are in the DAM policies. Coach Steve will review what we have.
- Second guard issues – there was discussion of the need for a more structured process for second guards. The prior system wasn't used during COVID; we are at a point to reimplement. There was not a coach at the noon workout on Monday 9/13, Mike Brown was notified and was able to come over quickly. There is a spreadsheet that identifies when guards typically swim, when they were certified, and expiration date. Kevin will turn that spreadsheet over to Coach Steve, who will manage it and target workouts with guard needs. Kevin noted we can do another training this month or in October. Eventually this information will be in the Wild Apricot database.
- Regular meetings – Coach Steve wants to have regular meetings with coaches once a week or two. Topics would include swimmer procedures and safety procedures; knowing what to do if there is a problem, as well as stroke, workout/coaching topics.

- Communication – Coach Steve asked about policies and making sure everyone knows what to do. For example, is there an issue if the pump shuts down? He wants to make sure we are following whatever steps are required. We should determine what the City’s guidance is.
- Red Cross Certifications Update/Future Process – We will return to quarterly trainings, in September and December; Coach Steve will manage this effort, review the binder and have it up to date and available.
- We discussed the sign in sheet at podium, which we stopped using during COVID. It would be good to get names for both the coaches and swimmers. Coach Steve will look for the sign-in sheets and reimplementing.
- Return to Holiday Schedules – the Board discussed the return to Holiday schedules; we will return to holiday scheduling for Thanksgiving.
- Communication via Monday Messages – Coach Steve wrote a message for this week to introduce himself; he will have the next one on Sunday (within Saturday clinic content).

New Business

- Thank You to Stu and Mary re: Summer Splash – Stu and Mary did a great job. The meet was a success, others in PMS were appreciative. DAM received a \$250 bonus from PMS. The Board discussed providing Stu and Mary a gift card and flowers. Dan moved that we give Stu and Mary a \$100 gift card and flowers, Andy seconded, and it was unanimously approved. Wendy will pick up and deliver.
- Hour swim – will take place in January and potentially February; Steve Clossick will serve as Race Director
- Berryessa 2022 – We need to start identifying Race Director(s) and other leads. Andy has approached a few people, including former directors, as potentials. We also should identify the 2023 director so we can train them forward for 2023. The model of having Present, Past, and Future directors work together has been successful. There is still a Berryessa binder, although it needs to be updated and treated as a live document. Greg Stoner volunteered to find the binder and update it and coordinate with Stu and Mary as needed. Greg noted that Stu and Mary want to help.
- DAM has been invited to bid for National Championships 2-mile open water swim in 2023. There was discussion and consent that we submit an application for the national championships. Kevin will spearhead the application. Wendy moved that we submit an application for the National Championships in 2023, Steve R. seconded, and it was unanimously approved.

- 2021 Holiday Party/Member Recognition, social chair/awards chair – Dan put a notice in the MM identifying the need for two positions: a 2021 holiday party director and a social chair (in charge of identifying and coordinating events). The chair would have the authority to make committees. Dan was working on the MM during the meeting and included the notice.
- Updating Website/Database – Dan provided an update on the SMS notification system and database (Wild Apricot – WA). WA will be beneficial for new member policy and tracking, emergency contact info, USMS membership tracking, etc. Alex May and Dan talked about the process for SMS notifications; how it goes out and who initiates it. SMS services work like Mail Chimp; you go to a web page to initiate the text message. There are subscriptions and pay as you go, typically 2.5 to 5 cents per message (per recipient). Dan recommended we utilize the pay as you go approach. He believes that the messages should be human initiated. When something happens (high AQI), a coach could ping in Whats App. Any coach could then go to the web page and send out a text message, which also sends box to front page of web site. We can give several people the ability to initiate a message. Dan has some options; he will collate and send it out. The Board discussed sending an initial message and one when the pool opened back up for smoke, rather than one every workout. For smoke, messaging would cost a few hundred dollars a year.
- Dan has put the transition to Wild Apricot on temporary hold. He let Scott and Erica know we're going to make move and the website can come along as Scott has time to work on it. Jon Jenson will assist. Alex May will help also. Dan is hoping that we can get set up soon. Allan will need to set up the WA account; Dan will provide information.
- Modern Pentathlon World Cup in October – the Pentathlon club is hosting the Modern Pentathlon World Cup in October. Kevin said they are looking for cross promotion and participation. Our support is a logical connection to the Taormino project, which will come up for a City vote next year. For that project, the pentathlon club will own the barns, put in a track, shooting/fencing facilities. The pools and swimming would be outsourced to DAM/DART. For the October event, they want people to participate in the event, which would include training for the weekend, then competing. DAM will put a poster up at pool.
- New Member policy and tracking – currently, the website doesn't match up with the policy we passed last month, which provides a 30-day test period consistent with USMS. Allan walked through the process approved last month.
 - The key for coaches on deck is to know if someone is a trial member – forms get put in box for Allan.
 - For Trial memberships, the 30-Day Trial Membership form is used (with the waiver on page 2)

- For DAM membership, directly or following the trial period, the DAM Membership Form and Direct Payment Form are used
- Erica monitors emergency contact and USMS registration.
- Board Vacancy/Upcoming Election – Steve R. moved that Greg Stoner fill in for Alan Rowland’s term [unless it is determined that it he should serve through the end of the year], Wendy seconded, and it was unanimously approved
- Timing for Board election. The Board reviewed and discussed the timing for elections. The timing is announce new members at the annual meeting or alternatively, electronically within one week prior to annual meeting. Assuming that the annual meeting is either December 5th or 12th, then open voting should start on November 10th, which would be three full weeks if it closed on 29th. Kevin will start soliciting candidates on October 11th in the MM, which will be open through October 29th. On November 1st and 8th we will put out statements. Kevin will write the MM for October 11th.
- Pool Security –Kate will give her full set of keys to Coach Steve. Jennifer also has a set of pool keys. There have been some security issues with non-members coming in, use bathrooms. This is not allowed due to transients, liability, and security concerns. Coaches and lifeguards should keep an eye out for non-members. There was a complaint that members aren’t complying with the mask policy in the locker room. The City sign says masks are mandatory; people should use their best discretion to comply (when not in the shower). Kevin will respond to the individual that emailed.
- The Board reviewed the action items from August; all were completed.

September Action Items

1. Coach Steve will spearhead a preliminary schedule with ideas for targets and kind of clinics and dates for 9am Saturdays. He’ll circulate to the Board for input, and then roll it out in the 9/20 Monday message.
2. Kevin will turn the second guard spreadsheet over to Coach Steve, who will manage it and target workouts with guard needs.
3. Coach Steve will manage Red Cross trainings and certifications; he will review the binder and have it up to date and available. We will return to quarterly trainings, in September and December.

4. We discussed the sign in sheet at podium, which stopped doing it during COVID. It would be good to get names for both the coaches and swimmers. Coach Steve will look for the sign-in sheets and reimplementing signing in at the podium.
5. Coach Steve wrote a message for this week's Monday Message to introduce himself; he will have the next one on Sunday 9/19 (within Saturday clinic content).
6. Wendy will pick up and deliver a \$100 gift card and flowers for Stu and Mary for directing the Summer Splash.
7. Greg Stoner will find and update the Berryessa binder and reach out to Stu and Mary for their input/assistance.
8. Kevin will spearhead the application to host the 2023 2-mile National Championships; Wendy (and potentially Kate) will help as needed.
9. Dan was working on the MM during the meeting and included the notice for a holiday party chair and a social chair.
10. Dan will collate and send it out options for SMS text messaging.
11. Kevin will write the MM for October 11th to recruit Board candidates.
12. Kevin will respond to the individual that emailed regarding the locker room mask requirement.

The regular meeting was adjourned at 9:21 pm, followed by an Executive Session. The next meeting will be on October 11th at 6:30 pm at the Brady Building