



**Davis Aquatic Masters  
Board of Directors Zoom Meeting  
August 9, 2021**

The monthly Board of Directors meeting was held in person at the Brady building and started at 6:36 PM.

**Participants**

Kevin Waterson  
Steve Reynolds  
Kate Stephenson  
Dan Sperka  
Wendy Pratt  
Allan Crow (non-voting)  
Kathy Gill (guest)  
Greg Stoner (guest)  
Rose Cholewsinki (guest)  
Pat Quinn (guest)  
Owen Yancher (guest)

**Approval of Minutes**

The July minutes were unanimously approved.

**Membership Comments and Feedback**

- Kathy Gill urged the board to be transparent about plans for moving into the future. She also noted that the team found itself in similar situation in 1990s and those members that were around at that time might be able to share their experiences. Kathy's second point was that she is missing the fun things associated with DAM (meets, Brute Squad, parties) and that there are volunteers who would help get these events going if the Board initiates them.
- Greg Stoner reiterated what Kathy said. He has had people ask him about the current situation. He recognizes that these decisions aren't made rashly but as a member of the search committee was wondering what the committee did wrong. He brings lots of experience and is still active in PMS helping two other clubs with their coaching searches. He said that people just need to be asked to help out. He also noted that the

Board should consist of 7 members, which it does not based on Alan Rowland's resignation last month.

- Rose Cholewinski said she was speaking for several reasons. She noted her email to the Board in which she voiced her support and recognized that the coaching decision must be difficult. She said that as a club we have a lot invested in the membership, and she want to see it continue. She trusts that the Board did the right thing. She is curious about what we're doing as it relates to a part time coach versus full time coach. If the Board communicates a plan, it would help stop the talk; even if we don't have a decision, a statement that we don't is beneficial. Rose said she offers any possible support that she can give.
- Pat Quinn said ditto to what has been said so far. She and Dianne Barrett were both surprised that Craig was let go and that the search was thorough, and references were supportive. She doesn't expect inside information but expects to Board to be transparent. She said that the Board should have told the membership that Alan Rowland stepped down. She recommends even the message "we got this" to demonstrate leadership and passion.

## **Finance Report**

- Allan C. provided an overview of the July financial report.
- We are \$9,185 better than budget for July
- The City still has not billed us for May and June pool time. There was discussion about whether we pay for bad air closures and the answer was no. To track this, Owen and other assistant coaches should mark on the coaching schedule that the workout was cancelled. Under the City policy, if the workout starts we still pay, but if the workout is cancelled prior to starting, we do not pay for the hour. Jennifer should monitor for lifeguard sessions.
- The Club gained 10 swimmers in July, adding to the positive variance.
- There was discussion of weekend lap swim and break-even. Allan followed up later that the breakeven point for lap swim at \$5 per swim is 13.5 swimmers. We've been averaging 28 swimmers the last few weeks (signing up).
- Allan confirmed with the Board that the coach laptop should be a club asset.
- Currently, Allan has both drop box keys. The Board agreed that Kate should keep one set of keys as she is currently holding a full set of keys.
- Allan noted the need for another locking 2-drawer file cabinet for the office. Wendy and Kevin may have spare file cabinets and will look [Wendy's file cabinet does not have keys].

- Allan reiterated the message from his email that he submitted the PPP loan forgiveness. The loan, if forgiven, almost covers the current deficit for the year.
- There was discussion of the factors that have resulted in the deficit and ways to reduce our negative cash flow – reducing costs and increasing members.
- Following an email exchange, the Board discussed changing our new member trial policy to be consistent with the USMS policy (30 days). Allan proposed that a trial membership form be included in the binder and that he and Erica be notified. When the 30 days is up, the swimmer will be notified and sent membership information. Erica will maintain a list of trial members so that they can only use the trial one time. There was a motion that was seconded and unanimously approved to change the policy.

### **Coach's Report**

- The Board had a long discussion of coach recruitment. We currently have all deck hours covered. However, at the end of August we'll have 15-20 hours of on deck time to cover (Owen may cover many of these). In mid-September we will be faced with another deficit, particularly during the midday hours.
- Kevin has gotten 3 inquiries/applications for assistant/substitute coaches. The Monday message also advertises our need for temporary coaches.
- Kevin discussed the overall approach, which is to be as flexible and open-minded as possible. We should look at each person/option on a case-by-case basis. We don't want to close door and do narrow search. He presented the approach in three phases:
- A – gather applications to fill the immediate needs. Solicit interest from members, Aquadarts, coaching forums, PMS, and Sierra Nevada Swimming. We will form a small group to review applications (Kevin, Andy, Kate, and Wendy).
- B - based on applicants, decide if we want to have someone help with administrative work. Again, this will be on a case-by-case basis. Kevin is currently conducting many administrative tasks. At this point it may be best to have one person doing these activities, but this is not sustainable in the longer term.
- C – begin the process of a head coach search. The intent is that we cover the immediate and mid-term needs of the club so that we can take the time needed to make a head coaching decision.
- Owen attended the meeting to make sure he's on the same page as the Board. Starting next week he is going to be coaching up to 30 hours per week until he leaves in mid-

September. Owen asked about hourly rates and salary – the discussion was deferred to the executive session.

- There was discussion of the importance of having on-call back-ups for coaches (and second lifeguards). This will be further discussed in the executive session, including a member that is offering to exchange coaching for a scholarship.
- There was discussion of member counts and impact on monthly income. Allan Crow will expand on his prior breakeven analysis and develop a simplified Excel worksheet that the Board can utilize to change assumptions and evaluate the impact on the budget. The budget process for 2022 will begin in September, with a first draft in October, and finalization in November. Allan noted that 43 new members is equivalent to \$34K to \$46K per year.
- Splash Counts/Practice Schedule Updates – There was discussion of splash counts and workout breakeven numbers. For a workout, there must be about 10 dues paying swimmers to break even. There are a few practices that are sometimes under 10: T, TH 1pm and sometimes 6:15 pm. Over the last few weeks there have been enough people at 8 and 9 am. It was noted that we do not need to fill every workout, and in fact new people overwhelmed if there are too many swimmers per lane.
- For the coaching staff, when they make first touch with a new swimmer the coach should talk to them and ask about their interests and experience in swimming, ask them what time they want to swim, and push idea that some practices lots of room. Owen noted that the coaches are doing this. It is tough for new members when they see a different person at each time. We discussed the option of putting a picture of each coach at the pool to help swimmers identify coaches.
- There was discussion of lap swim attendance and costs. The break even for weekend lap swim is 13.5 swimmers per hour. Over the last 4 weeks the trend is down, but the average is still 28. We agreed to maintain the current schedule and approach while we continue to monitor lap swim
- 2<sup>nd</sup> Guard/Title 22 training/Weekend Guard Recruitment – Kevin is working with Matt Paige to conduct training on August 28<sup>th</sup> or 29<sup>th</sup> for 20-25 people. Those that have previous certifications and/or some background will be able to do an intense 5-hour recertification. Kevin is also working on scheduling with Matt to provide Title 22 for anyone that would be coaching, hopefully in early September. Kevin has a list of those that are interested in training and will reach out to them as the dates are confirmed.

- Pool Scheduling – Kevin received the preliminary schedule from City for the next quarter. Once again there is competition for Arroyo from Aquamonsters as well as a potential conflict one day a week for 8-9am. He doesn't foresee Darts needing the time. Kevin will reinforce with the City the importance of and justification for maintaining our 6-7am time at Arroyo.
- Andy has been monitoring Civic pool temperature and the need for the pump on a regular basis. Troy showed Andy how the thermostat worked – if the water drops below 78, the heat kicks on. The use of the pump may result in increased pool heating and energy use. There are also concerns about the pump extension cords. Andy will coordinate with Dave to eliminate/minimize use of the pump.
- Work Orders Update – Kevin said member Erick Vink, who is on Parks and Rec Committee has been in touch with City about pool issues. He received a response from Chris Helweg, who acknowledged that the City does have the work orders we've been submitting over the last several years. Kevin also received an email from the City regarding parking, which may be an issue at random times during the day if there is construction related to the gym roof. Kevin will write a Monday message regarding City work.
- Steve will contact individuals as follow-up to the COVID exposure. Kevin will provide Scott with an updated message to correct the Monday message.
- Summer Splash Prep– Owen noted that the coaches have started dive practice, which also provides good advertising for the meet. They will continue working on starts, turns, finishes. Coaches are promoting the volunteer list. There are currently almost 50 entries with more expected at the last minute (August 19<sup>th</sup>).
- There was discussion of the Brute Squad. August is the month that we need to get the event calendared with PMS. Kevin will reach out to PMS to get the Brute Squad on the calendar. Wendy noted that Sharon Blaha said she and Lynda Yancher were interested in directing the Brute Squad. Wendy will have Lynda and Sharon write up a proposal about directing the event.

### **New Business**

- Palomino Proposal – Kevin provided more detail on the proposal, which includes approximately 150 housing units, an anchor business, green space, and the pool/pentathlon facility. There will be a meeting on Wednesday August 12<sup>th</sup> to discuss further. There are still numerous unanswered questions, including the estimate of pool construction, which seems low at \$1 million. The developer's approach will be to first

gain support from the close neighbors and then expand outward. This development would go on the ballot in 2022.

- Pool Pump Reimbursement for Roger – Roger provided information on the pump cost (\$300) from a Granger catalog. There was a motion, second, and the Board unanimously agreed to offer him 6 months of dues, equivalent to \$318 as reimbursement.
- Modernizing the DAM database – Dan described his proposal and the need to modernize the database. The current approach consists of several ad hoc spreadsheets and workarounds with worksheets and data used by different volunteers. This approach is prone to errors which are time consuming to resolve. The Club Assistant (CA) program is antiquated and does not provide the functionality they Club requires. There are several alternative applications that would better meet our needs. Dan, Scott, and Erica have tested several. All the options range from \$150-\$200 per month, as compared to \$80 for CA. [The Club would still use CA for hosting events; however, we pay for this service separately.] There was discussion about the pros and cons of acquiring a new system. Dan proposed that he, Scott Allison and Alex May work together to determine what will be necessary and the best time to transition. They would coordinate starting service with one and ending other in coordinated fashion so that at worse would be one month overlap. Andy made a motion to commit to signing up for Wild Apricot for \$190/month and to do as soon as possible but in coordinated fashion. Wendy seconded. Steve added a friendly amendment the purchase not exceed \$2,500 for the new service per year. The motion and amendment were unanimously approved.
- On a related matter, Alex May is going to look into SMS text messaging, Alex May is and will provide Kevin a proposal.

### **August Action Items**

1. Wendy will reach out to Lynda Yancher and Sharon Blaha write up a proposal about directing the Brute Squad, including the t-shirt/logo design.
2. Kevin will contact PMS to obtain a sanction for the Brute Squad.
3. Kevin will continue to receive applications/interest statements from assistant, substitute, and interim coaches. Kevin, Kate, Andy, and Wendy will review the applications and provide feedback to the Board. Kevin will reach out to Steve Clossick to see if he is interested in submitting an application.

4. Allan Crow will expand on his prior breakeven analysis and develop a simplified Excel worksheet that the Board can utilize to change assumptions and evaluate the impact on the budget.
5. Kate will do Monday message for the next open water event.
6. Kevin will follow up with Matt Paige to provide second lifeguard training on August 28<sup>th</sup> or 29<sup>th</sup> and to schedule Title 22 training in September.
7. Andy will monitor Civic Pool temperature and evaluate/determine the need for a pump with the expectation that we should eliminate/minimize use of the pump.
8. Kevin will write a Monday message regarding City work that may impact parking and access while the gym roof is being worked on.
9. Steve will contact individuals as follow-up to the COVID exposure. Kevin will provide Scott with an updated message to correct the Monday message. send emails to the people.
10. Kate volunteered to do hospitality. Based on the hospitality budget for the last SS, the Board set the budget at \$200.
11. Kevin will contact Roger regarding the pool pump expenditure to resolve the issue by offering six months of dues reimbursement.
12. Dan will work with Scott Allison and Alex May to determine timing and approach for transitioning to the "Modern DAM Database" using Wild Apricot.

The regular meeting was adjourned at 9:27 pm, followed by an Executive Session. The next meeting will be on September 13<sup>th</sup> at 6:30 pm at the Brady Building