

1. Opening Items:
 - Call to Order by Casey Wosepka, Board President at 6:02pm
 - Casey Wosepka, Mandy Lubken (Member at Large), Erica Hofland (Parent of swimmer), Whitney Champa (Member at Large), Jessica Kruc (Vice President), Richard Smith (Safety Officer/Member at large), Troy Bolton (Parent of Swimmer), Nicolette Tippett (Secretary), Anna Ellerkamp (Coaching Staff) and one other parent present (name unknown to secretary).
2. Approval of Minutes-Done Rich-second the motion to approve minutes. All in favor of approval. No denials.
3. Financial Report: We are waiting for person at the bank to get access changed for the accounts. the person who normally handles it was currently out of the office. Jenna Melmer is working with the accountant to get access to Quick Books. Right now one can get in to the Quick Books. Payroll pick up is Tuesdays and Jenna is all set to submit payroll this week.
4. Agenda: Old Business
 - A. New Board Members Welcomed.
 - B. Registration Update: 74 total registered swimmers currently. Registration currently is an issue because Jenna was doing all of it. Jenna agreed to stay on to help with registration through short course. She agreed to stay on at her current rate that she is at in the Club System. She is still technically a club staff member in the system. Jenna is coming to Casey's house tomorrow morning to meet with her, so she can help train her on the registration process, etc. in team unify.
 - C. Meet Manager-Since Jenna is already on staff, there is a request to keep her on staff for now in order to have her help with registration process of short course and upcoming short course meet sign ups. The request is to move forward with her "current" position to help the club out now, without going through bylaw changes for a meet manager position at this time. Jenna is already an Administrative Official which is also very beneficial for this particular position. Goal will be to address a "Meet Manager" position and come up with a job posting for the future. This will be discussed at a later meeting. Do we want to offer all meets or clean up the schedule? Can we try to "pre" schedule coaches for meets. Priority meets (ex: meets that are typically well attended, we will plan to send a coach) and then offer other meets swimmers can go without coaches. Meets are all listed on the North Dakota website. Casey Wosepka is making a motion to keep Jenna on as doing all "registration" responsibilities at her current pay and in her "current" position. Mandy Lubken seconds that. All members present voted yes on this. There were no nays.
 - D. Staffing/Code of Conduct/Parent Concerns-We need athlete code of conduct signed as well. That was not on the registration page with current registration. Coach Anna brought up that it would be good to have a copy for each coach to review code of conduct with all swimmers in person that are in their group. Then it would be the expectation for the swimmer to take the copy home to review

again with their parent, then they will return the signed copy to the coach. Coach Anna also requested a list of parent numbers for swimmers, so that the coaches would have access to contact a parent if needed for emergency or for late pick ups, etc. It was brought up as a safety concern. All members present agreed. Casey will work on having lists printed with that information for the coaches. Also brought up that it would be good to send a reminder about parents being on time for drop off and pick up.

- E. November Pro Rate procedures?-This would be a large task to under take to attempt to credit all the accounts with a “pro” rate for November due to prior postponement of short course due to staffing and safety concerns. Casey is opting at this time, to “turn off” the autopayment option for December so that parents will not be charged, since those that registered “paid” at registration for the month of November. Essentially the act of “good faith” would be to not charge for the two weeks of November that are left, especially with Thanksgiving coming up as well. We will start running payments as normal, in January 2024. Jessica Kruc motions to make this happen. Kris Wosepka seconds this motion. All were in favor of this. There were no nays at this time. What about “half time” payments? Some parents were requesting options for “half time” options where kids come only two days a week due to other sports or commitments. Is this something the club wants to offer and at a different rate? We do not think we should offer the half time options at this current time. With learning the system and trying to come up with a good structure for the club with new members, not having a head coach currently, not having registration/meet sign ups figured out yet, we all opted to keep montly payment options only. The swimmer will be signed up like “normal”, as if they will attend the practice schedule listed online. You will be charged the full payment for the month. If a swimmer cannot attend a practice, they will just miss that day. Kris Wosepka motions to keep the set monthly payments. Mandy Luken seconds this. All in favor. No nays at this time. Casey is working with Jenna currently to get trained on quite a few things to get set up with how to run Team Unify, registration, etc. this is quite a task and will take some time to get trained on it.
- F. Provisional Coaching- Rich Smith, can you provide more information on this? There was another mom interested in doing this that was brought to our attention. Jessica is requesting a “mini” resume to be sent in for review. Kris feels that it could be discouraging if we ask for a resume. Rich agrees with both. Would be helpful in a bind yes, but for practice sets etc. would be difficult to have a provisional coach without any swim background. Casey recommended that a message can be sent out out that says something along the lines of, “if you are interested in becoming a provisional coach for our club, review the provisional coach information in the link posted and then please send a letter of intent to the board for review. Rich can we provide the link for provisional coaching information to be available to parents for review? Kris motions for this. Rich seconds that. All in favor. No nays. Rich reports a lot more interest in coaching

lately from postponement of short course due to staffing shortage, which is great for the club and offers the club a lot of opportunity for growth.

- G. Coaching-Casey is asking Jessica Kruc and Rich Smith to help with some items. Not all the coaches are up to date currently on all requirements from USA Swimming. We need a deadline posted for all tasks to be completed by coaches. May need help with this from Wallace and/or Jenna to run reports to see what items are missing from what coaches, etc. Set up date for in water training for coaches? Previously stated in a prior meeting that some one from the WRCC Staff was going to help with this. Need to look into this further? Ben Rae offered at a previous meeting to help out with a clinics, the board wonders if he would offer a “coaching” clinic. This would be especially helpful to get all coaches on the same page, give some helpful tips, help new coaches and help potential provisional coaches learn as well.
- H. NDLSC Update-House of Delegates had a meeting about a month ago. There was some discussion about 11 and overs qualifying times bring changed. There was a vote regarding this from what we are being told. Wallace who is our “representative” voted on this. Would like to get more information from Wallace on this. Send out a message to Wallace to get a “report” on what the voting is about. We need the information before December 2, 2023 because this is when the next meeting is happening and our club is able to have one vote on this matter.

5. New Business: Added to agenda during meeting.

- A. Fundraising: Kris is going to work on reaching out to people. Crystal Yoner (sp?) (swim parent) offered to help with this as well. She is working on contacting people about sponsor ship. She will work on marking her name next to companies that she has reached out to. Would love to have more parents helping to get sponsorships and provide other fundraising ideas. Mandy Lubken-will work on hotel stuff. Room blocks, lobby stuff, etc. for upcoming meets for swimmers/parents and coaches. Send out an encouraging invite to have everyone stay at the same hotel for upcoming meets potentially instead of doing room blocks first, just to see how many people we get to stay in one location. Typically there is a minimum requirement for “room blocks” at a set price for a team. Will plan to do this for BIG meets like STATE to ensure that people have rooms to reserve. Goal is to have more team camaraderie, interaction, etc.
- B. Coaches Clinic for Injury Prevention/Dryland/Nutrition for Jo Champa to hold potentially was brought up as well during the meeting. The board would like recommendations for equipment that is needed for dryland, in the pool training, etc. Would probably need coach input as well. We could start a list of equipment needs/wants to start pricing things for the future budget.

6. Items for Next Meeting Agenda:

- A. Access to laptops, google documents, new hire paperwork, employee files
- B. After Holiday Break, once we get budget/account in order, can we look into cutting back \$10 on monthly payments.
- C. Confirm picture date & time from Kendra Erikson.

D. Nicolette added to the agenda items for next meeting: Meet the Coaches and Meet the Board Member “post”. Would like to get a picture from each person and a small bio to post for parents. Nicolette also offered to hold a parent meeting if needed for “new” swim parents especially for information.

5. Motion made to order 250 Green Latex DDST Swim Caps by Rich Smith. Mandy Lubken seconds this motion. All in favor. No nays at this time. New swimmers have been asking for this and about Tshirts since this is listed on the site. Jessica Kruc will look into shirts, etc. with Logo Magic.

5. Adjournment at 7:13pm