

September 2, 2025 DDST Board Meeting Agenda

***** Keep Discussion of each item to time limit or Table for further Discussion*****

1. Opening Items - 5mins

- A. Call to order
- B. Attendance
- C. Approval of Minutes

Sent an Email for Proposal and Board Voted Yes for hiring wage for Jessalyn and Rachel at \$18/hr and their first day was August 10th for Training and August 18th for coaching with Gab'e to train.

Sent an email for Proposal of Wage scale breakdown that is listed below on Payroll topic. A decision was made to approve said scheduled payscale but then there was a mistake made by the President on Head Coach Gab'e wage and we decided to table the official vote on a documented wage structure for coaches to the September 2nd meeting.

Vote sent in email from VP Jess to suggest Michelle be hired as Team Manager and step down from President so that season management can continue without Gab'e filling both positions and to pay for time Michelle has put in. Her official date tracking Team Manager hours was 8-22-25.

2. HC Report -

3. President/VP Report -

I called Kim Kuntz, one of the NDLSC members. She said the two timer rule for each lane is a standard they are trying to make sure there is consistency across the clubs. She even suggested that if we are short any that we can ask visiting teams if anyone would be willing to help as that is what they have done in Mandan. We also talked about SportsEngine and she offered to come to Dickinson and walk us through any training and questions and issues we have with our back office. She recommended reaching out to other clubs for help as many of them are more than happy to help and willing to do so. As far as board member insurance she said she carries her own policy but doesn't think it's a bad idea to have since we used to.

I touched base with Austin about using a Fridge for the day before meets that parents can drop off food items. He said the Community room fridges are fine to use, he just wanted us to be sure we have things labeled really well.

We have the updated WRCC contract. We just need to decide who will sign it and turn it into them and file our own copy.

I have been doing some research on the best route moving forward for the club software and have set up a free trial with CommitSwimming and feel very strongly that our best option would be to move forward with utilizing a new program. If we were to stay with Team Unify the billing issues we are looking at will continue to cause unknown status in our records and we also have so many inactive accounts that need to be addressed.

Gab'e and myself have been in communication with Commit Swimming and we have set up a free trial period to take time to familiarize ourselves and set up a small portion of it so that we could see if we like how it works. After our last video chat with one of their head customer support techs, we both feel strongly that this would be a wise move for us. Yes there will be some grumbling as we have to get people switched over, and yes it will take a little extra time for me to get things switched over as well but the ease of integration that this program has as well as the customer/parent support is beyond anything we have with TeamUnify. Our first year with Commit swimming would be less than what we are paying for the Total TeamUnify and they are willing to work with us going forward with cost if we decide to keep the higher priced package. All in all it seems like a good move for us to move forward with. I feel comfortable making the change and integrating everything over. I have been able to figure out most things without much trouble and they also have a stellar how to page for parents and staff.

Another thing going forward is going to be record keeping for our employees. We have dealt with quite the headache with not knowing pay scales and what was agreed upon and when people were hired, ect... As team manager I can easily create a file for each employee with Jess and Scott to keep updated paperwork and agreements to keep a better record of things. We will need a new lockable file cabinet but i am able to utilize the old file folders to reuse.

4. Financials

5. Agenda

A. Old Business Simplified to Most Urgent discussion topics for Time

1. **Swim Clinic and Splash Days** - SUPER success!!! We sent a thank you and a \$100 gift card to B.R.
2. **Parent Meeting** -
 - a. We need a list for finalized dibs - volunteer for the meeting - who wants to educate?
 - b. Timeline on dibs - when to cut off after registration opens. I suggest a month. I would like to encourage younger group families to help but emphasize that it is required of Flipper and up.
 - c. Representative from board to encourage and explain more with more emphasis that we need parents to volunteer and highlight changes we have brought about in the last year. - input welcome on information and how to present
3. **Equipment purchasing/Colorado Timing Update** -
4. **Schedule for Short Course**
 - a. Preminnow and Minnow schedule change -

- i. First session starts october
- ii. Include practice schedule from gab'e so we can add to it if needed
- iii. Jess is working on continued 2026 calendar and communicating with Gab'e
- iv. Need board volunteer for splash days for sept 30th and october 2nd

5. Head Coach Hired and assistant coaches hired

- a. We still need junior coaches recruited - any ideas on who we could encourage to apply
- b. We also have another parent interested in Coaching - Derek Fox. The board is working on setting up an interview once it is decided we need the staffing.

6. Volunteer Options for parents -

- a. Updated Service Policy (Team Manager and VP will manage dib requirements)
- b. Finalize opportunities by end of October - so we have ready for short course registration and hand outs for parent meeting.

B. New Business/Standing Business ** 5-10 minutes for each item or table to next meeting**

1. Live stream camera purchase options - need someone to look into pricing and usability - Casey has done some research - would like to have purchased and installed before first meet.

- a. I touched base with Andrew on this and there are very old cameras already installed right under breezeway windows that have been there for many years. This location could be usable for wiring and placement if we need. Andrew said it should be no problem, we just have to communicate with the Maintenance guys.
- b. We can Reach out to Guy Fridley about sharing investment.

2. Record Board for Swim Club

- a. Andrew said it shouldn't be a problem, we just have to be mindful of size and if hanging it would be doable in the pool area or not.
 - i. He did suggest we look at hanging in the Hallway where we enter the pool... would be easier to maintain and visible from some bleachers.
 - ii. One suggestion I have is we look into mounting a digital record board. We could utilize a TV or Screen and have a slideshow playing with Times and Records for more ease of updating and utilizing the smaller space. We would need to look into a glass case probably to protect it but this could be an option over a board that would need constant cost to update names and times.
 1. Volunteer to look into options -

3. Need to Discuss and vote on PreMinnow/Minnow fee change

- a. We had the original fee of \$80 a month when they were 2 days a week and then when Anna proposed the 7 week session it got bumped up to \$120 a session. Doing the math that is $120/7$ and then divided by 3 that equals \$5.70 a day for practice per kid. We can stay with that fee schedule and offer \$80 a session but that then makes us less money from what we used to make at the \$80/month. So that leaves us to decide what we should charge for 2 days a week 7 week sessions. I feel like meeting in the middle somewhere is best. \$100?

4. Safety/Meet Marshall -

- a. I found a training booklet/slideshow that I can have added to the website
- b. There is a test on USA swimming that just goes over what their responsibilities are and I found a card printout from USA swimming that we can give for meets.
- c. Volunteers could do the test and would just need a safety vest for visibility, be aware of safety of swimmers and monitor doorways for protection of swimmers.

5. Facebook page/Marketing -

6. Need to look at Inventory needs for Future meets -

- a. Take a look at Ribbons, medals and such that are needed for this seasons meets
- b. Are some of these awards a necessary spending item?

7. Team Store -

- a. Need someone to work with AI to set up the store and maintain for this season
 - i. I have submitted a request for him to design a coaches shirt - We would like to make sure it isn't available for anyone other than coaches to buy their coach design.
- b. Need Shirt Sizes for Board Member to start Shirt Design and Ordering with AI
 - i. Should it be something that stands out from normal designed shirts for swimmers? Could be a similar idea as coaches... the design chosen is only available for board members to make sure we stand out for events and meets that we need to help parents know who is available to help.

8. Employees -

- a. Need someone to facilitate an HR file for each employee by creating a hiring package, agreed wage, contract, yearly eval sheet, financial documentation, ect....
 - i. Do we want this to be a Team Manager job or a member of the Board?
- b. Set up an annual review committee - example - President or VP, one board member to

touch base with how things are going and resign paperwork for accounting and documentation purposes.

9. Board Approval for Purchase

- a. 2 large coolers on wheels for meets - Cost about \$100 or so a piece
- b. File cabinet for office with lock and key to maintain records for staff. - Cost \$60-100 based on space needed for storage
- c. Expo Markers(black and colored ones) and erasers, garbage bags- coaches request - Cost \$60
- d. Duct tape and Painters tape to hang signs - Coaches Request - Cost \$ 20-25
- e. New Lap Counters - They are in bad shape - 10 needed - Cost \$48 each
- f. Coach requested equipment that has been damaged or outdated
 - i. 2-3 Parachutes - Cost about \$100
 - ii. 2-3 Bungies - short ones 40-50\$ - Long ones 80\$
 - iii. New small kickboards 10-20 - Cost about \$180
 - iv. 1-2 Mono fins - Cost about \$100 or more depending on style
 - v. New pull buoys 20-25 - mixed sizes - Cost about \$250 -300

10. Address Recording of Minutes -

- a. What should be public, what should be documented?
 - i. Scott is looking into bylaws and different ways to document.

11. Payroll -

- a. Need an agreed upon wage scale, raise or bonus opportunities - need to address Head Coach wage and Experienced coaches wages and agree on other wages to be adjusted or approved.
 - i. Vote was put out in email for 2025 as follows:

To be finalized - Effective August 1st 2025

set Head coach wage at \$20/hr to start with a review at the end of year that can then increase Head Coach wage to \$21/hr.

Set Experienced Assistant Coaches (5+ years at DDST) at the \$19/hr wage with a review at the end of the year to then increase to \$20/hr.

Set Assistant coaches with less than 5 years experience with DDST starting wage

at \$18/hr, after 3 years employment with DDST at the review we offer an increase of wage at \$.50/hr to apply at annual reviews to continue to move them to Experienced Assistant Coach pay scale.

Provisional Coaches start at \$17/hr and after they complete Assistant coach requirements they can move to that pay scale.

Junior Coaches wage to start at \$15/hr and second year as Junior coach can offer \$16/hr until they turn 18. At that point if they wish to continue coaching they move into Assistant coach scale once they complete required training.

We will also discuss Christmas Bonus options at yearly November Meeting and if funds allow an End of Short Course Bonus for Coaches to be given at Banquet as Thank You from Parents/Board.

- b. Coaches that don't have kids get some sort of compensation since they don't get a discount.
- c. talk to michaela about easier access for coaches to paystubs or a detailed instruction for how to access for new employees - included in a new hire packet?
- d. Wage discrepancies - follow-up with payroll to keep pay scale for each coach up to date to avoid errors in future -

12. Schedule next Meeting Date -

C. Adjournment

Notes for Discussion for Next Meeting

Discuss - Proposal of Super Cooper Meet to have Raffle Ticket sales and donate 50/50 proceeds

Need to address any kids with Medical conditions that need monitoring will require parent to stay at practice and meets -

Discuss if we offer reduced rate for swimmers that swim both Club and High school in order to help encourage High school swimmers to swim club as well.