

Cowell Homeowners Association  
Walnut Country Swim Team Committee Meeting Minutes  
Tuesday, March 13, 2018

**Present:** A. Nonaka, T. Wendler, T. Huckestein, G. Davey, J. Dobbs, T. Tadiar (Lindquist), R. Lewis, N. Washmera and M. Ulicki

**Not Present:** M. Weinmann

**1.) Call to Order:** 7:02 p.m.

**2.) Homeowner's Open Forum:** No homeowners present.

**3.) Approval of Minutes:** It was moved and seconded (N. Washemra /G. Davey) to approve the February 13, 2018 Committee Meeting Minutes. Motion carried.

**4.) CHOA Update:** CHOA President Mark Weinmann was not present to provide CHOA update.

**5.) Director:**

A. Practice time update

- a. Coach is open to the idea of changing the times to accommodate swimmers in private school, especially for 7/8 group. However, he does not want to change the 30-minute practice for 7/8 group at this time as he wants to address the practice times after more swimmers have registered (when we get a better idea of the numbers). Coach Adrian's response to A. Nonaka's previous e-mail message is that he doesn't want to change the practice from 30 minutes to 45 minutes. R. Lewis is happy to address this with Coach when the actual season starts. A. Nonaka mentioned that other teams traditionally practice for 40 minutes or greater. 40 minutes is what committee members agreed sounds like a good amount of time. Groups were paired together last year due to smaller numbers in some of the groups. It may be beneficial to combine different groups again too. The reason why the 15-18s group have a longer practice is because they meander before actually swimming.

B. Key Fob access

- a. Mark Weinmann and Pat Magee needs WCST to provide them the times that we can access the pool. It shuts off for all WCST and residents at 8pm. WCST currently has access from 2-8pm. Kitchen has always had a key and may need access at different hours than currently approved. Dual access on one key fob can't be provided to residents on the committee – two keys need to be used. 24 hours access will not be provided to anyone. However, they are willing to work with WCST based on a times proposal. It will be difficult to provide the schedule by day. We can give the range in blocks of time basis. T. Tadiar suggests it should be a 6-10pm. T. Wendler says that this should be Monday-Saturday and no access needed on Sundays.
- b. Fob keys need to be engraved by Pat Magee for all WCST Fob keys. Pat is planning on retiring the end of May but is all dependent upon someone being hired to fill this role. In addition, Steven Michael will be the new Pool Manager. Collins employees will recruit and conduct the first phase of the interview process. The possible candidates are then interviewed by the board.

- C. R. Lewis announces that Bud Ward has resigned as Director Elect. He does not have children swimming so he would like to resign. Mike Cannon is considering the position. He was a "write-in" on many ballots so this will be a good transition. Mike will decide the end of this week. Bud was initially also going to oversee the data for the kitchen. T. Wendler mentions that using the Square software will help with regards to data. Bud however will be able to help if asked. There aren't many home meets this year so the kitchen may only be a problem during Crossings Challenge.

**6.) Secretary:**

A. Registration Updates

- a. 89 swimmers have registered – majority is still in the 7/8 group. Due to the number of Little Rays currently registered, the Little Rays group is still open for registration. It is noted however that there are two Little Rays on the waitlist.

Swim Group	Number of Swimmers	Additional Swimmers since last meeting on 02/13/2018
6&U	8	1
7/8	23	3
9/10	17	4
11/12	16	4
13/14	11	4
15-18	11	4

Little Rays	3	2
Little Rays - Waitlist	2	

- B. Coach feels that we should address Little Rays once the season has started. The committee agrees that it doesn't feel right to wait for the season to start as people are waiting if there is a possibility in registering their Little Ray. We can have 10 Little Rays. Coach wants 8 swimmer coaches with 4 helping the Little Rays. R. Lewis asks when do we want to open up the waitlist. G. Davey mentions that it doesn't sound good as a parent to continue to have people waiting. We will finalize this at the next meeting. Proposed rule that the committee meeting prior to season starting is when we review the Little Rays waiting to register. It should be based on age, prior swimmers, etc. This will be called the "exception list" going forward. Last year there was a waitlist for 6&U and 7/8 so we may do this this year. Wait list is based on each group, Little Rays (exception list) and Little Rays normal waitlist. Last year before the season opened there was several families that will register last minute. N. Washmera said other families have approached her that they will register last minute.
- C. T. Wendler suggested that we blast out an email saying, "Hey, don't forget Walnut Country Swim Team! Swimming starts in a month." R Lewis said wait for the rain to end. "Think about summer now..."

### **7.) Fundraising:**

- A. Parents Social night updates
- June 16<sup>th</sup> date is back for parents social night as the Concert in the Park is a different day. Not sure if it will be Casino or a dance party. A casino night is costly and brings in a smaller profit. N. Washmera expressed that families have told her how much they enjoy Casino night.
  - Additional sponsors are in the works.
  - March 19<sup>th</sup> is next Dine and Donate event at B.J.'s
  - Donations received will get deposited as "swim-a-thon" donation.

### **8.) Sub-Committee for Swimmer Coaches:**

- A. Update on Swimmer Coach hiring:
- 19 swimmer coach applicants. A. Nonaka and Coach Adrian spoke on hiring all. Most swimmer coaches will like it as it allows flexibility in their schedule. It will be explained that they will be limited hours. It was reminded that this will cause a problem if swimmer coaches are selected more than others. A. Nonaka mentions that it makes sense to hire someone who are more responsible than others. Andy agrees with Coaches plan. R. Lewis suggests that swimmer coaches need to request for certain positions that they are interested in. That way if they are disappointed that they didn't get the hours, Coach will provide feedback. This will be treated like a normal job – it allows for growth. Those who show interest gets rotated through. Those who don't come forward will not be selected. T. Tadiar suggests eliminating process going to Coach and that the board decides who will be given the opportunities. A. Nonaka said that he agrees going through Coach as Coach knows best on which swimmer coach is best to fulfill the role. In the beginning of the previous season, Coach has to make many changes in the schedule as the swimmer coaches often change their availability until summer (finals and other school events interfere). Coach only scheduled those who say they are available. Parents complained that their kids didn't work meets. However, swimmer coaches sometimes don't want to work meets because of his demeanor and intense focus during a meet. It would help if Coach can provide feedback and more open communication with the swimmer coaches. T. Tadiar reminds committee that it would be best that the Board needs to give input on the swimmer coach scheduling. Set the expectation with swimmer coaches. If they miss a shift, then they won't be scheduled a following meet. Many of the swimmers would call out sick for example the day of their shift. 24 meets and 19 swimmer coaches. As an attempt to be fair, an idea is to have a select 6 or so be the subcommittee swimmer coaches and then have the younger/newer swimmer coaches follow. It is suggested that swimmer coaches need to sign up for the meets they want and Coach can provide feedback if they are a good candidate. This needs to be resolved before time trials. Everyone basically gets to work one meet.
  - N. Washmera requests that the swimmer coaches bring a check for direct deposit once they are hired. Coach needs to start performance feedback which will give guidance to swimmer coaches. He wants to know what is in place for a termination clause. R. Lewis said it would be in line with CHOAs process for termination. Best way is to not schedule them in lieu of termination based on performance. But it's a problem if Coach doesn't schedule someone because Coach didn't provide feedback in the past. G. Davey suggests job expectations be written in the offer letter. This way swimmer coaches sign to it. Expectations will also be discussed in a group meeting. They will be told on paper and in person what expectations are. The job description states many of these things. It's the job of the Coaches to provide feedback to the swimmer coaches. Coach Adrian needs to let us know his expectations of the swimmer coaches.
  - Sunday, March 25<sup>th</sup> will be the introduction meeting for the swimmer coaches hired and expectations discussed.
- B. Coaches Jacob and Marissa will return in time for the Blue and Orange Meet - Time Trials.

**9.) Meet Directors:**

- A. Update
  - a. Purchased new laptop for the data team.
  - b. Purchased additional lane rope pieces (cables and ends of lane rope)
  - c. Purchased a new microphone for meets. Now we have one and a spare.
  - d. Jackie Byrd is selling items from Shadelands Ranch. We are purchasing a cast iron grill piece for \$20.
  - e. T. Wendler wants to propose we purchase good quality popups with CHOA that will say Walnut Country that way both groups can use them.
  - f. Inventory of the shed will be put together on a list to be kept in the secretary binder.
  - g. Other closets may want to take inventory.

**10.) Treasurer:**

- A. 2018 current budget vs Actual YTD – Budget spreadsheet provided.
  - a. Great job fundraising as the Chili Cook-off and sponsorship is doing really well.
  - b. Payroll tax percentage has increased so the budget will need to be re-addressed. It's 1.6% higher.
  - c. Meet director expenses have been updated to the spreadsheet on page 3. Additional expenses are inputted as well such as TeamUnify website cost.
  - d. We have a net profit of \$47,297.60
- B. E-payroll decision/discussion
  - a. Payroll process is out of date and time consuming. N. Washmera had to redo 2017 payroll and found errors on CHOA's side. She proposes that since WCST payroll is separated from CHOA (even though falls under CHOA), we go electronic. This would make the account an annual account versus a seasonal account with a base rate for a set number of employees. Additional employees but will be an additional fee. Electronic time cards on the system are an additional fee. However, going electronic will reduce the liability since physical time cards has room for error. By clocking in electronically, swimmer coaches can take accountability for clocking in themselves. They can use any electronic device but set parameters from where/how they log in. N. Washmera will go in weekly to conduct an electronic audit rather than physically checking their time cards. The fee with the discount is an additional \$35/month for up to 9 employees (\$2.60 per month per swimmer). It is unsure if Lifeguards will get onboard the electronic payroll. One questions if swimmers are only going to make approximately \$200 per month, then why not give them a gift card. Due to liability, we must make sure people clock in and are paid for their time. It would be ideal to get a tablet for swimmer coaches to use. This decision needs to be made soon as the discussion will be made for CHOA. If the lifeguards go electronic, then maybe we can share a device with CHOA. Being electronically on ADP allows us to remain within CA laws. May of last year: 1) assistant coach who was here got a paid check and 2) swimmer coach got a paid check that should have been his/her swimmer. The checks were shredded and entries for one check were backed out right away. This caused a discrepancy and it affected taxes going forward. As a result, we either had to pay a swimmer coach that didn't work or we pay to have reports updated. This can all be eliminated going electronic.
  - b. Motion and seconded (N. Washmera/R. Lewis) to approve moving to the electronic ADP payroll of additional \$34.97/month for first 9 employees \$2.60 for the months we have more than 9 employees. For the "off season" we wouldn't have to pay for the additional employees. We are getting a 30% discount because of the CHOA relationship. We are currently seasonal and will go to a 12-month payroll.
  - c. If person doesn't have a bank account, they can be issued a debit card for a one-time fee of \$2.00. This will remove the problem of people not cashing their checks. CHOA said that if checks aren't cashed by a certain date they will cancel them. We cannot make someone open a bank account so we will get them a debit card.

**11.) Boosters:**

- A. Swimsuits
- B. T. Huckestein said the fit kit will be available for the first day of preseason. The website will be open for people to place their orders.
  - a. Fittings are first 3 days of practice. Suit order deadline by 4/19 that way it will be submitted as a bulk order so shipping expenses are discounted. By ordering in bulk, it will arrive faster.
  - b. This date is perfect and can be discussed at the mandatory parent meeting on 4/18.
  - c. N. Washmera suggests we set out a tablet for people to order their suits. However, T. Wendler suggests that we only provide forms.
  - d. R. Lewis recommends that a mass email go out as a reminder the week before.
- C. Apparel/caps
  - a. Popup shop is open right now for clothing (shirts, hoodie, tank top, blended tee, visor and car magnet).
  - b. We need 100 magnets to print through Custom Inc. – we have 9 ordered so far.
  - c. Gina is looking at other vendors who can offer the same thing. It's difficult finding a vendor that can make the correct size magnet.  
Perhaps chocolate sales arranged through Erin James can be used to purchase the remaining magnets.
  - d. If we switch it from fundraiser to regular purchase, then it will be \$7 each rather than \$10 each.
  - e. There will be a welcome back potluck dinner on April 20<sup>th</sup>. This will help the returning families take on a new family as a buddy.
  - f. Apparel is available for 10 more days. G. Davey will create an event and blast out the information via email and updating the website by placing a link.
  - g. N. Washmera mentions the June 22<sup>nd</sup> Savers donation event. May 1<sup>st</sup> is the CHOA community yard sale. The thought is people can donate their items that don't sell and we can add it to the June 22<sup>nd</sup> Savers event. The items can be possibly stored at the CHOA office yard.

- h. Camping trip May 11-13 is at Pine Crest Lake. We would have to set a deadline on who can attend as it's first come first serve since it caps out at 40 people. The other option is on a lake at Del Valle and can hold 150 people. It hasn't been done in the past few years as it's hard to put a deposit and make the quota for the site. R. Lewis recommends that we start getting family list together on those attending. N. Washmera mentions she will reimburse the \$270 that T. Huckestein paid to reserve the campsite at Pine Crest Lake. That will allow for interested families to pay WCST their camping fee directly.

**Motion to Adjourn:** It was moved and seconded (R. Lewis/G. Davey) to adjourn the regular meeting at 9:00p.m. Motion carried.

**Next WCST Committee meeting is: 04/10/2018**

**COMMITTEE CERTIFICATION**

I, \_\_\_\_\_ **Secretary**  
(Committee Member's Name) (Office Held)

of the Walnut Country Swim Team do hereby certify that the foregoing is a true and correct copy of the Minutes of the Walnut Country Swim Team Committee Meeting held on March 13, 2018 as approved by the attending Committee Members.

Signature:  
Date: