

EXECUTIVE BOARD MEETING MINUTES

HUNTINGTON BEACH HIGH SCHOOL

AQUATICS BOARD MEETING

AUGUST 9, 2023
HUNTINGTON BEACH HIGH SCHOOL

Kelly Kambs
VP Boys Water Polo Liaison

Robin Guard
VP Girls Swim Liaison

Robin Shaffer
VP Boys Swim Liaison

Ali Tovar
VP Girls Water Polo Liaison

Riley Driscoll
Treasurer

Any related documents provided to a majority of the Board will be made available for public review whenever possible on the HBHSABC website at www.oilersabc.com

Your attendance at this public meeting is valued and appreciated. If you have questions regarding the agenda, comments or wish to obtain copies of documents please contact:

WELCOME TO THE HBABC MEETING

CALL TO ORDER – 7:05pm

ROLL CALL - Robin Guard, Robin Schaffer, Kelly Kambs, Riley Driscoll, Jason Pyle, Jennifer Garwick (100% present)

BOARD MEMBER REPORTS, COACHES REPORTS, COMMENTS, AND SUGGESTIONS

1. First order of business is per the bylaws is to appoint from the elected Liaisons.
 - i. President –
 1. Motion - **Kelly Kambs, 2nd Robin Guard**
 2. Vote – **Robin Guard, Ali Tovar, Robin Shaffer, Riley Driscoll (Passed - Kelly Kambs will serve as President)**
 - ii. Secretary –
 1. Motion - **Ali Tovar, 2nd Riley Driscoll**
 2. Vote - **Robin Shaffer, Robin Guard, Ali Tovar, Kelly Kambs, Riley Driscoll (Passed - Ali Tovar will serve as Secretary)**

2. Secretary – Record and receive approval of past minutes. - Received June 2023 certification of election minutes - Robin Guard confirms receipt/Kelly Kambs seconds; unanimous received/approved

Notetaker - Recommended Jennifer Garwick to serve in this role. 1st Robin Guard/2nd Ali Tovar (unanimously confirmed)

3. First Meeting of new year – establish program budgets. - cannot spend more than what you have in the bank for each program

- i. BWP - Last year rollover \$6483, booked future expenses of ~\$16K, tournaments already paid for, need to pay staff, banquet, program operating expenses, etc. Anticipated draw will be donations of \$550 - yields $24 \times \$550 = \$13,500$. The starting budget is in alignment with prior year - can change if coach wants to spend more; for example, tournament fees have increased
- ii. GWP - \$4339 rollover, \$12900 desired, mostly staffing - need \$8561 - have 15 girls on team now, with 80% recovery, $12 \times \$550 = \6200 . Will also add cash on hand from summer, need funds for off-season pay, if need more funds, can engage in fundraising.
- iii. GST - positive \$404 - holding ~\$21K in the account; will need to discuss with coaches to determine what to spend money on and how to manage with donations
- iv. BST - \$18000 rollover, only \$2900 in the hole; good with preseason spending
- v. All accounts have \$5000 additional funds to protect from overdrafts
- vi. Robin Guard motion to pass budgets as presented/Riley Driscoll seconded; unanimous pass

4. VP Treasure – Report on all Financial Positions

- a. General Fund – All records in with the accountant, 100% good with reconciliation, next reconciliation will be in July; current balance of the Master Account is \$8276) This is to cover insurance and deck beautification/cleaning/etc. Credit card is attached to Master account. Flash drive with all pertinent information and files with documents transitioned from outgoing Treasurer Jason Pyle to new Treasurer Riley Driscoll. When asked, the two largest fundraisers of the year are: (1) Operating Expenses/Donations and (2) Fireworks Stand.

- i. Income – 4th of July Fireworks Booth
 1. Check presentation - \$20,422.21 - put toward a new sound system; the leftover funds can be allocated as the Board and coaches wish - will just need a vote by the Board to pass
- ii. Expense –

- b. BWP – Account Balance – Posted after Meeting
 - i. Updated Account Balances – No Activity; currently have 6 outstanding checks reflected on budgets - not yet cashed
 - ii. Checks to issue –
 - c. GWP- Account Balance – Posted after Meeting
 - i. Updated Account Balances – No Activity
 - ii. Check to issue –
 - d. Swim Boys – Account Balance – Posted after Meeting
 - i. Updated Account Balances – No Activity
 - ii. Checks to issue
 - e. Swim Girls – Account Balance – Posted after Meeting
 - i. Updated Account Balances – No Activity
 - ii.
 - f. Voting for all Actions – Yes - / No -
5. Fundraising – Currently only have 4 balls to order, need 6 more in order to place order with vendor. May want to consider changing vendors in future to change ordering process to enable quicker filling of orders.
6. BWP Coach Report – Roster of players, contact information, pre-season / season / post season schedule –
7. GWP Coach Report- Roster of players, contact information, pre-season / season /post season schedule –
8. Swim Coach Report – Roster of players, contact information, pre-season / season /post season schedule –

Other Business:

- Frequency of meetings - meet on Tuesday, 9/12 at 7pm via Zoom and then decide what frequency of future meetings should be; Ali Tovar will set up Zoom and send out link to all.
- Kelly Kambs will be given the set of keys (Jason Pyle will pass these on to her).
- Sound System - Jason Pyle will set up a sound check with the vendor who has volunteered to completed this evaluation for us free of charge - will try to complete the evaluation on Friday, 8/11/23. Whoever does work on the pool deck will need insurance and school permission to be there; work with AD Melissa, provide Fireworks check to school and have school pay vendor.
- Link for Lytle - keep links open - since Turbo is slower, recommend closing earlier. They will not process the order until the link is closed.

- Welcome Meeting - have coaches reserve the Student Center through Facilitron so we don't have to pay for it.
- Links are currently deactivated but are set up and revisable. Riley can turn on the links to bank accounts.

ADJOURN MEETING: 8:17pm, next meeting 9/12/23 at 7pm via Zoom (Ali Tovar will set up Zoom.)

