

PCST Board Meeting Minutes

Date: February 22, 2024

Time: 5:45 PM

Location: Gulf Coast State College, CHC 156

Present

- Mike McMullin
- Curtis Williams
- Tina Brewer
- Will Spivey
- Erika Goines
- Brian Stahl

Not Present

- Terri Jurgens

President's Report

The Board reviewed USA Swimming guidance regarding the responsibilities of a swim team Board of Directors and discussed how those responsibilities apply to PCST.

Areas of discussion included:

- Supporting the team's mission and purpose
- Supporting the Head Coach and establishing appropriate processes for performance review
- Increasing Board involvement in long-term team and meet planning
- Using participation and performance data to better understand team growth and program effectiveness
- Ensuring adequate resources and strong financial oversight
- Continuing to develop an effective and engaged Board
- Clarifying organizational roles and responsibilities
- Strengthening communication and the team's public presence

The Board also discussed the PCST website and the capabilities available through TeamUnify, with a focus on improving communication with swimmers and families.

Team Mission and Vision

The Board reviewed feedback previously received from parents regarding their priorities for the team.

The top three priorities identified were:

1. **Interactive coaching**
2. **Skills development at all levels**
3. **Team building**

The Board will continue using this feedback as it works on the team's mission, vision, and long-term planning.

Head Coach Report

The Board discussed expanding team reporting so that information includes not only current participation numbers, but also trends over time and comparisons with previous years.

This information will help the Board better understand team growth, swimmer participation, and program development.

The Head Coach also proposed adding a **third Pre-Team session at Gulf Coast during the fall**.

Approval of Previous Meeting Minutes

The minutes from the October meeting were approved.

Treasurer's Report

The Treasurer reported an approximately **\$18,000 loss**.

The Board discussed the need to better track revenue and expenses associated with the Middle School Swim program so that the financial performance of the program can be evaluated more accurately.

Old Business

Bylaws

The Board continued working toward a substantial update of the organization's bylaws.

The following timeline was established:

- **June 27:** Draft bylaws presented to the Board
- **July 18:** Bylaws finalized for consideration
- **August 15:** Annual Meeting and consideration of the revised bylaws

The goal is to ensure that the bylaws more clearly reflect the current structure, responsibilities, and needs of the organization.

Head Coach Employment Agreement

The Board discussed the upcoming review of the Head Coach's employment agreement and the importance of ensuring that employment responsibilities and organizational expectations are clearly defined and aligned with the team's governance documents.

Swim-a-thon

The PCST Swim-a-thon was scheduled for **August 17, 2024**.

Website and Family Communication

The Board agreed that a more detailed review of the PCST website and TeamUnify was needed.

The goal is to determine how these resources can be used more effectively for:

- Team announcements
- Coach-to-family communication
- Meet and event information
- Parent resources
- General team information

The Board will continue developing a more consistent communication strategy for families.

Meet Planning and Swimmer Development

The Board discussed becoming more familiar with the team's annual meet schedule and the goals associated with meet selection.

Discussion included how different meets support swimmer development and how the competitive schedule can help swimmers progress toward championship and higher-level competition.

Middle School Swim

The Board discussed improving the financial tracking of the Middle School Swim program so that its revenue and expenses can be evaluated separately.

The Board also discussed recognizing swimmer accomplishments through awards such as ribbons for event winners and recognition for top overall performers.

Team Data and Growth

The Board discussed developing more consistent reporting related to:

- Team participation
- Membership trends
- Program growth
- Swimmer development
- Historical comparisons

The goal is to use this information to make better-informed decisions about the future growth and development of PCST.

Upcoming Meeting Dates and Milestones

- **March 28:** Team data, planning, and organizational matters
- **April 25:** Review of draft Head Coach employment agreement
- **May 23:** Regular Board meeting
- **June 27:** Review of draft bylaws
- **July 18:** Final consideration of bylaws
- **August 15:** Annual Meeting