

PCST Board Meeting Minutes

Date: March 28, 2024

Time: 6:00 PM

Location: Gulf Coast State College, CHC 156

Board Members Present

- Terri Jurgens
- Curtis Williams
- Jim Works
- Mike McMullin
- Erika Goines
- Brian Stahl

Board Members Not Present

- Tina Brewer
- Will Spivey

Call to Order

The meeting was called to order at 6:10 PM.

Approval of Previous Meeting Minutes

Curtis Williams moved to approve the previous meeting minutes.

Jim Works seconded the motion.

Result: All members present voted in favor, and the motion passed.

Treasurer's Report

There were no significant financial updates from the previous meeting.

The Board noted that a formal organizational budget had not yet been established and discussed the need for continued financial planning.

Old Business

Bylaws

Work continued on rewriting the organization's bylaws.

A draft is scheduled to be presented to the Board for review by **June 27, 2024**.

Banking

The Board continued discussions regarding transitioning the team's banking services from Regions Bank to Trustmark Bank.

Swim-a-thon

Planning continued for the PCST Swim-a-thon, scheduled for **August 17, 2024**.

The Board discussed seeking guidance from USA Swimming and establishing a Swim-a-thon committee to assist with planning and execution.

An update on the event and committee development is expected at the April Board meeting.

Website and Team Photography

The Board discussed continuing to improve the team website and obtaining updated photographs during upcoming meets.

The Board also discussed confirming the team's existing photo-release procedures and providing appropriate notice when photography is taking place at team events.

New Business

Parent Onboarding and Communication

The Board discussed ways to improve communication and support for families as the team transitions into the Long Course season.

Plans included developing a parent onboarding committee focused on helping new families understand team operations, expectations, communication methods, meets, and other common questions.

The Board also discussed the importance of having a reliable text-based communication method for timely team updates.

Parent Meetings

The Board discussed adding two parent meetings to the annual team calendar during the transition between Short Course and Long Course seasons.

The goal is to hold one meeting at **Frank Brown** and one at **Gulf Coast** to make participation more accessible to families.

Team Participation and Competitive Development

The Board reviewed team participation data and discussed trends within the Age Group program, including championship participation.

The Board will continue reviewing participation and performance trends to better understand swimmer development, retention, and competitive opportunities.

Long-Range Planning

The Board began discussing the team's long-term identity and branding.

Ideas included potentially refreshing the team brand and selecting a team mascot, with swimmers involved in the process.

Head Coach Employment Agreement

The Board continued reviewing the Head Coach employment agreement in preparation for the upcoming contract cycle.

The Board discussed the importance of clearly defining expectations, responsibilities, performance standards, and organizational goals within future employment agreements.

Organizational Action Items

The Board identified several priorities for continued work:

- Continue planning for the August 17 Swim-a-thon and establish a supporting committee
- Continue development of a parent onboarding process
- Gather information about common questions and challenges experienced by new team families
- Continue work on the proposed bylaws
- Continue reviewing the Head Coach employment agreement
- Continue monitoring team participation and competitive-development data

Upcoming Meeting Dates and Milestones

- **April 25:** Review of draft Head Coach employment agreement and Swim-a-thon planning
- **May 23:** Regular Board meeting
- **June 27:** Review of draft bylaws
- **July 18:** Bylaws approval
- **August 15:** Annual Meeting