# Minutes of CMAC Board Meeting 6:00pm 10/19/15

# Held at Yankee Grill, Renton

## Present:

Angela Niemann

Brian Janssen

Dale Koetke

Dave Derwin

David Thomson

Fred Wurden

Hilary Ohara

KC Holm

Kelly McCann

Laura Derwin

Nelson Fortier

Peter O'Kane

Rob Wright

Tom Honeybone

# Approval of minutes

**Motion** to Approve Minutes of August 24th and September 21st Meetings: Proposed by Peter O’Kane & Seconded by Dave Derwin, Approved Unanimously

# Reporting / Action Items

## Program Director’s Report – Fred Wurden (written report from Alan Lauba circulated to board)

* Fred working with Alan to get meeting with John Kircher scheduled
* Brian Janssen checking into better price on Dewalt drills
* Is there any Dry Land training going on? **Action Alan Lauba by 10/30** to confirm Dry Land schedule in email to board
* How do we respond to low registration numbers? **Action Alan Lauba by 10/30** to confirm he has spoken to everyone not planning to re-enroll

## Program Administrator’s Report – Dale Koetke (written report circulated to board)

* Online payment system working well
* MM signups 73% of budget
	+ Overall we did incredible job on retention, but don't have as many new folks as usual
	+ Discussion of whether or not a money back guarantee would help registration, consensus was not to progress this idea
	+ Industry wide problem following poor conditions last season
	+ 9 new family referral credits have been awarded
* 18 non-returning families are owed their volunteer deposits
* Dates for socials – **Action All Board Members by 10/30** let Dale know if we see any conflicts?
	+ Need owner for Masters after party
* Need volunteer for CMAC Online Store
	+ **Action Dave Derwin by 10/30** to ask Shelby & Nancy White if they would take on this role
* Need volunteer for Trophies & T-Shirts
	+ Rob Wright to lead with assistance from Laura Derwin & Hilary Ohara
	+ **Action Rob Wright by 10/30** to connect with John Jendrezak to get all information from prior years
	+ Orders need to be placed at least 2 weeks ahead of time
	+ Laura highlighted importance of aligning image of medals / t-shirts to our mission
* Need volunteer for Ski Swap coordination
	+ Angela Niemann & Peter O’Kane & Hillary Ohara to collaborate on this
	+ Consensus that it should work just like the ski swap at the banquet with no centralized payment
* Flagged potential problem with Split Second timing system for 2016/17 season
	+ FIS has entered into exclusive arrangement with another software supplier
* Volunteer sign up software – testing in progress
* $50 discount codes will be available at various events – discounts run for 1 week after each event

## Workgroup report outs

At May’s Board Retreat, Fred articulated requirement for each working group to identify one metric that would define success for that workgroup. The goal is that we track each metric over the course of the season with a report on progress at the CMAC Banquet in May.

### *Operations & Facilities – Fred Wurden*

**Status**: Race Calendar Confirmed

**What's Next?** Complete network & video equipment installation on Gold Hills

* Facilities - Crystal will be charging for trailer pad since space is at a premium
* Conduit completed, need to backfill the trenches and get the fiber pulled before snow comes
* No update on Spyder shipments

### *Development – Kelly McCann*

**Status**: Coach Development Plan in draft

**What's next?** Board members provide feedback to Kelly

* Comments on Alan's proposal for Mental Training from Lester Keller
	+ Dave - enjoyed Lester's comments at event he had seen him speak
	+ KC – less impressed with Lester, knows individual that TAS had used and will check to see if he might be an option
	+ Kelly – has relationship with Jim Taylor, Kelly to ask Jim for proposal
	+ Fred – less impressed with Lester
	+ **Action Kelly McCann & KC Holm to work with Alan by 10/30** to do due diligence - Proposal to next meeting
* Coaches Development Template - Kelly to distribute proposal
	+ Template defines what it takes to develop great coaches
	+ **Action All Board Members by 10/30** to provide written feedback to Kelly
	+ Principle is to help coaches develop
	+ Key discussion points: How rigorously do we evaluate coaches’ performance? How do we create competitive environment?

### *Finance* – Fred Wurden

**Status:** Budget approved

**What’s next?** No actions

* May operate at $20K loss if registration don't improve – would cover from rainy day fund if necessary
* Should prioritize quality if it becomes important to try to reduce overheads
* Mission Ridge raised $120K at their fundraiser

### *Advancement* – Laura Derwin

**Status:** Planning moving very quickly

**What’s next?** Execute plans

* 6 sponsors in place, Others in the pipeline
* Need industry connections - **Action All Board Members by 10/30** to send Laura suggestions in verticals identified in Laura’s report
* Still planning to kick off raffle at Christmas Camp
* Want to schedule team photo for Christmas Camp as Thank You to Sponsors - maybe Dec 28th
* Potential to host family & sponsor race on Jan 24th? Pay to race your coach, parents.
* Nelson update on Alumni - still working on the program - want it to be more than fund raising, wants it to be more of a year round experience
	+ **Action Nelson Fortier by 10/23** to circulate plan for review / feedback

### *Community & Communication – KC Holm*

**Status:** No Update

**What’s next?** New Parents Meeting Nov 16th

# New Business

## *None*

# Adjournment: 7:41 pm

**Motion** to adjourn the meeting:

Proposed KC Holm, Seconded Brian Janssen, Approved Unanimously

# Next Meeting: Monday November 16th, 6pm

Mercer Island Community Center (8236 SE 24th Street, Mercer Island, WA 98040)

Prepared by: Tom Honeybone, Secretary to the Board of Directors