

**SWIFT Aquatics Parent Advisory Board Meeting Minutes**

**Niles North High School, East Cafeteria Flex Room**

**Wednesday, May 8, 2019, 6:30 – 8:00 pm**

**Members in Attendance:** Tina Bui (President), Adela Buzila (VP), Deb Lust (Secretary), Edyta Rozenbergas, Raluca Cozma and Stephanie Leung (Concessions), Vicky Zemenides (Fundraising and Development), Jennifer Pham (Treasurer and Social Coordinator), Claire Saura and Maria Molina (Volunteer Coordinators), Emily Callan (Director of Officials), and Seth Orlove (Head Coach)

**Guests in Attendance:** Anica Tadic, Larissa Ramos, Dmitri Chapovalov, and Natalie Lyubashenko

**Call to Order**

**January Minutes Approved**

**President Report (Tina)**

* Motion from Tina to approve incentive (Refund fundraising fee for each season) to PAB members:   
  2nd by Deb Lust  
  Voted and Approved
* Discussion re possible bag tag giveaway at July Long Course Regional Meet   
  Will continue as in the past with heat winner prizes only

**Vice President Report (Adela)**

* Adela will answer parent questions via the SWAQ email address.

**Treasurer Report (Jennifer)**

* Still training for the position and scheduling official name changeover at the bank with previous treasurer
* We are reimbursing SWAQ PAB members via check from Tina or Zell from the treasurer.
* Checking account: $34,320.96. SCY FR fee in-processed $8,955.
  + - SCY FR Reimbursement was $793.06 to members
    - There are two payments made for the prior season that were returned and checks will be issued to

Credit Return: Online Payment 7517284031 To Shawver, Debra $35.00

Credit Return: Online Payment 7517301831 To WESOLOSKIE, MARK $24.75

* Discussion regarding end of season incentives to state qualifiers.
  + - 1st qualification time: 50 Port Authority Soft Shell Jackets, $33.70/ea = $1685 to replenish inventory
    - Subsequent qualification times:   
      100 towels, $22.79/ea (w/$190 discount) = $2279 - $190 = $2,089  
      OR  
      Dome caps (tighter, more competitive style, allow 4 weeks for order processing) – Seth will get a quote from our current cap vendor and will share with Jennifer.
    - Voting members will vote on the items after we get the cap quote.
    - Motion from Tina for the dollar spend.  
      Seconded by Deb.   
      Motion approved.
* Discussion regarding End of Year outstanding balance for the Senior Group’s holiday party   
  $680 left to spend on 100 swimmers   
  Weeknight summer splash is a possibility at Oriole pool in Morton Grove  
  Discussion tabled until 6/12 meeting.

**Director of Swimming Report (Seth)**

* Team Size  
  280 swimmers registered for Long Course  
  60+ new swimmers were interested in Swift (we ran out of slots for evaluations)  
  The influx is due in large part because Big Blue merged with New Trier.  
  Because Age Group swimmers are up compared to the end of last season, the coaching staff restructured the groups and are currently evaluating that new structure.
* Summer Schedule  
  Water polo season is finished, but the Niles West pool is not available this summer due to locker room renovations.  
  Schedule is being finalized.
* Meet Discussion
  + - Triple Crown 11/22-24  
      We may reformat if we want to move from 3 to 2 sessions per day.   
      Based on last year, we could have gone with a longer senior session in the afternoon.   
      Our reservation is in, and we can change format after the fact. Is this the direction we want to go?
    - IL Swimming AG LC State Championship: 7/25 – 7/28 Lake Central HS, St. John, Indiana  
      Seth will try to reserve a block of rooms
    - Swim Pink A+ Invitational  
      More information coming re hotel and transportation
    - Prelim/Final Meet 2/7-2/9  
      Should we still host?   
      No cuts this year vs. B cut requirements last year  
      Seth is talking with other team coaches now about attending meets, esp. prelim-final because it’s invitation only – the goal is to get confirmation and interest so we can lock them in and then close the meet.  
      We want it full, but not overdone.

**Volunteer Coordinators Report (Claire** and TJ**)**The last prelim finals meet was amazing. Parents adhered to the policy whether their kids were swimming or not, but we do need to do more to get more new parents involved and increase our critical mass of parents.

**Official coordinator report (Emily)**

* Upcoming Clinic: Northside College Prep 5/19, hosted by NPAC  
  One new parent is going.
* Fall Clinics:  
  Emily suggests we contact the new fellow who is arranging them soon – we didn’t have a spring clinic because we waited too long.   
  Seth will look at future dates for September – as early as the short course season permits.
* Considering gift card incentives for regional participation (we’ve had 5 parent officials leave for various reasons)  
  Last year Emily was meet ref for regionals, but probably not this year.

**Hospitality and Concession Coordinators Report**

* Position is open.  
  Add to the Sunday reminder or Emily will partner.

**Fundraising and Development Report (Vicky)**

* Position is open.  
  If anyone wants to partner up to figure out new ideas, Vicky could use the help.  
  Car wash after a Saturday morning practice? Send ideas to Vicky.

**Social Coordinator Report (Jennifer)**

* Senior group pool visit plan is in progress, aiming for August.
* Send summer party ideas for all swimmers to Jen.
* If there is a budget, should we do an event for the parents? Pinstripes night?  
  We can create a sign up and ask parents to pay their portion or send out a Survey Monkey.

**New Business**

* Discussion on Timer No-Shows
  + - We need a solution for timers who do not show up for their shift.
    - Most PAB members attend older group sessions and don’t always notice volunteer no-shows, so we need younger team members to be aware and take equal ownership in these responsibilities. We need a point parent for each age group to help with the spirit of volunteerism.
    - GA had one person for every shift who checked all the timers and switched with the next shift, but it’s too much for one person.
    - We have 2 volunteers for each 2-hour shift. Let’s add 1 more to each 2-hour time slot as a substitute. That 3rd person is the contact person – their responsibility. We’ve done it for hosted meets, but not for away meets.
    - We need three coordinators who are not PAB Members – one from each age group.  
      It has to come from Matt and TJ. Matt has the app that goes straight to the parents. It needs to be explained in the weekly reminder in red.  
      Stroke Dev – Adela + 1 additional  
      Age Group – Edita + 1 additional  
      Senior – Tina + Volunteer Coordinators
    - Our Volunteer Coordinator can see who is swimming – assign them and tell them, “If you can’t make it, find someone.” That’s how we steer clear of the same people timing. One person does the administration and email.
    - We don’t get timer requests for another team’s meet until 3-4 days ahead, so we could plan for timers in advance. If they’re not needed, we can always say, “You’re off the hook.” When the timers are needed, we can print out a list and give it to the head timer.
    - We need full transparency and acknowledge those who step up and celebrate/reward them. Do we award a $10 gift card to a parent who fills in a slot someone else abandoned? PAB expense.  
      Motioned and approved.
    - We also need to clarify the obligation to time for away meets. (Check the bylaws.)
    - Timing Tutorial: Will TJ do it?
    - Timing Workshop: Emily will do it.
* Open Hospitality Position  
  Maria Molina and Natalie Lyubashevko are considering the position.
* Open Volunteer Coordinator Position  
  Maria Molina will take over the Volunteer Coordinator position from Claire.

**Meeting adjourned.**

The next meeting is scheduled for Wed June 12th, 2019.

Respectfully submitted,

Deb Lust, Secretary