

TOPEKA Swim Association

Board Meeting Minutes

Tuesday August 14, 2018
6:30 pm

Call to order 6:50 pm by President Chris Palmer

Attendees: Chris Palmer (President), Kyle Larson (Vice President), Cheryl Carey (Secretary), Richard Allen (Treasurer), Danielle Jeffries (Volunteer Coordinator), Monica Brede (Apparel Coordinator), Lance Green (Member), Coach Bob Shearer

Motion by Monica Brede to approve July minutes as presented. Seconded by Danielle Jeffries. Motion Carried.

Richard Allen presented financial report:

- Net actual income to expenses is currently \$6260 in the red.
- Beach Bash came in higher than expected with the net income higher than last year.
- Employee benefit line now includes a reimbursement check of \$300 from BCBS towards previous over payment of medical premium. They also waived the July premium fee in order to reimburse the remaining amount. Kim Garber is researching to confirm they are reimbursing the correct amount.
- Swim school appears that it will not make its projected budget but is higher than it was last year.

Bob Shearer presented Coach's Report:

- Start date will have to be moved to September 12th due to the contractors doing the upgrades to the facility are behind schedule. National and Platinum may start a week early if the pool is ready.
- Tryouts will be held on September 10th & September 11th from 5:30 pm to 7:00 pm.
- Now that tryout dates are finalized fliers will go out to 501 middle and elementary schools. Chris Palmer requested that Bob Shearer send the details to him.
- Digital media campaign will kick off this week targeting health club and swimming pools in the area. Facebook promotion will go up now that dates are finalized.
- Discussion on requiring references and background checks on swim school instructors. USA Swimming does not have a policy in regards to pre-employment screening for swim instructors. Bob Shearer makes a motion that we require a pre-employment background check on all 18 and over swim school instructors paid for by TSA. Monica Brede seconded. Motion carried.
- Working on hosting an intra-squad meet at the same time with Lawrence Aquahawks. This will give us a chance to test hosting a meet in two different locations and combining the results in order to bid on Champs for 2020. Tentatively set for September 29th. Bob Shearer will confirm the date and inform Richard Allen.
- Meet and practice schedule will be posted by tomorrow and emailed to existing members.

Committee Reports:

- Parent Mentoring and Community Building (Kyle Larson & Monica Brede) - Snack and Yak will be held on September 22nd from 8:30 to 9:00. Starting Block will be there from 9:00 to 10:30 for the Team Swimsuit Fitting and Equipment purchases.
- Meet Director Committee (Cheryl Carey) – We have added another committee member and looking to add another one. We will have a meeting early September and will have one new member shadowing IMX.
- Volunteer (Danielle Jeffries) – Nothing to report.
- Apparel (Monica Brede) – Monica Brede needs to be made a super user. Cheryl Carey will work with her to set up her super user account.

Open Issues:

- Discuss and Finalize Budget: Chris Palmer, Richard Allen, Bob Shearer and Kim Garber worked to complete the budget for the board to review.
 - Personnel committee recommended that the proposed increase for the assistant coaches be approved. Recommended that the head coach salary will remain the same; however, propose to add a bonus of \$3000.00 if we have a 2% membership increased year over year. If in the first 6 month there is a 2% increase Coach Bob Shearer will receive \$1500. At the end of the year if we are still at 2% Coach Bob Shearer will receive the rest of the bonus
 - Monica Brede makes a motion to accept the proposed budget as amended with at \$2991 deficit. Danielle Jeffries seconded. Discussions: Richard Allen asked if we should publish this to the membership. Budget is available at all board meetings to the membership. In adjusting the budget, money was removed from the follow areas; payment to timers, hospitality reduction, and meet supplies. Very conservative budget in order to prepare for a worst case scenario. Motion Carried.
- Letter to parents on Facility (pros and cons). We will not be sending teams an update on the facility as there are no changes that will effect this year's meets. We will send a letter to parents informing them of the progress.
- Kansas Senior Olympics will be held on September 15th. Check in at 8:00 am, Start time at 9:00 am. Richard Allen will be the Meet Ref and Cheryl Carey will be the Meet Director.

New Business:

- No items to discuss

Open Floor:

- No items to discuss

Meeting adjourned at 8:49 pm – Motioned by Cheryl Carey, Seconded by Lance Green. Motion Carried.

Next meeting scheduled for September 11th, 2018 at 6:30 pm at Capital Federal Natatorium Board Room.