

Topeka Swim Association

Board Meeting Minutes

Tuesday June 12, 2018
6:30 pm

Call to order 6:33 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, Coach Bob Shearer

Motion by Richard Allen to approve May minutes as presented. Seconded by Monica Brede. Motion Carried.

Richard Allen presented financial report:

- May 2018 Financial information not available at the time of the monthly board meeting. Statements were not available and Kim Garber was on vacation.
- Beach Bash income is not complete. We are missing some entry fees that should be collected in the month of June. It does appear we will have a gain of \$19,000, which is about \$1500 more than last year.
- When financials are finalized Richard Allen will email them to the board. Financials were sent to Board Members on June 15th.

Bob Shearer presented Coach's Report:

- Summer swimmers are fluid...lots of coming and going.
- College kids might want to use USA Flex Swimming. \$20 USA Swim membership for summer instead of doing a USA Registration which cost \$100. This would be for kids that are not swimming meets. Coach Bob would like to offer that option to them. Richard Allen was assigned to look into this program and get details of the program to share with Board to help with making decision about using it in the future.
- Facility Improvement – Report came back that both HVAC systems need to be replaced. Each HVAC system is custom made so it takes 6 months to obtain. August 2019 is when the first HVAC unit will be installed with the second one to be installed in August 2020. Chemical room floor will be re-done and the heaters in both pools need to be replaced as well.
- Discussion on True Blue. Do we keep as Prelim/Finals? If keeping as Prelim/Finals we need to require volunteers from other teams to help as well as TSA will be keeping the number of swimmers allowed into the meet down to accommodate the current HVAC issues.
- Sectional meeting discussion: Richard Allen asked if having the sectional meeting 8 days before the team is scheduled to leave was a little late. The concern is having the estimated cost information before the meeting to those families committing to attend. One week before the sectional meeting on July 2nd Coach Bob will email the estimated cost.
- Beach Bash review. Feed back from the coaches was positive. Need to look at the events per day: i.e.: 1500, 400, 200 IM were all on the same day. Need to move the order of events.
- Preliminary budget by the end of the week. Coach Bob to send out proposals to the board with explanations of areas of change.
- Coach Howard is interested in being part of the Zone Coach Staff. With Coach Bob's approval he is applying. It would be beneficial if he was selected as we have several kids who might attend.

Committee Reports:

- Parent Mentoring and Community Building (Kyle Larson) – Snack & yak had a good turnout and seemed to work better holding it in the evening instead of a Saturday morning. Cheryl Carey suggested that the coaches inform the committee of any swimmers that have move up from Team Prep to Silver so they can reach out to the new parents and answer any question they may have. Working on the next date for Snack & Yak.
- Meet Director Committee (Cheryl Carey) – Looking into adding some new meet directors for shadowing upcoming meets. We currently have only three trained/certified Meet Directors. We have a couple of people in mind that we will check to see if they are interested.
- Beach Bash Recap (Cheryl Carey & Danielle Jeffries) – Meet seemed to run smoothly. We did have two minor incidents reported. Richard Allen asked where the copies are kept for posterity. It was unclear who kept them so the secretary will now keep all incident reports electronically. Meet Ref will still submit the information to USA Swimming and send a copy to the secretary. Other items: We need to make sure the link is available for the flier for the party. Several people said they never received the information. We need to look at purchasing at least one more tent canvas and possibly tent poles. Coach Bob to add to the budget proposal for equipment.
- Volunteer (Danielle Jeffries) – Still working on training. Should be ready to set up Sunflower Games and send out email requesting volunteers.
- Apparel (Monica Brede) – Will work with Cheryl Carey to get Team T-Shirts from storage in order to get a total inventory so we are not purchasing extra shirts for the fall.

Open Issues:

- Facility – Chris Palmer will draft a facility status email and run it by Mike for approval. If he approves the information Chris Palmer will then email it to the membership.

New Business:

- Topics for Board Retreat
 - a. Hosting at Monica's House 11:00 to 3:00
 - b. HOD meetings & Representation, Board & Coach Evaluations, Policy Evaluations, Recruiting/Advertising plans.
 - c. Fun Ideas for End of the Season – Bring a friend to the pool.
- Sending Cards for Families – We have several members that are having medical issues/surgeries. It was asked by a member if the Board could send a card to let them know we are thinking of them. This will be added to agenda to check to see if there is any need for cards and assigned to New Parent Committee to purchase cards and collect signatures.
- Discussion of canceling the Board Meeting in July or August. Looking at not having a board meeting in August.
- USA Swimming Registration – Proposal to allow college swimmers to register as flex swim. Richard Allen to gather information on this program.

Open Floor:

- No items

Meeting adjourned at 8.34 pm – Motioned by Monica Brede, Seconded by Danielle Jeffries. Motion Carried.

Next meeting scheduled for July 10th, 2018 at 6:30 pm at Capital Federal Natatorium Board Room.