

# Topeka Swim Association

## Board Meeting Minutes

Tuesday May 8, 2018  
6:30 pm

Call to order 6:34 pm by President Chris Palmer

Attendees: Chris Palmer (President), Kyle Larson (Vice President), Cheryl Carey (Secretary), Richard Allen (Treasure), Danielle Jeffries (Volunteer Coordinator), Monica Brede (Apparel Coordinator), Lance Green (present for Executive Meeting only), Coach Bob Shearer

Motion by Kyle Larson to approve April minutes as presented. Seconded by Monica Brede. Motion Carried.

Chris Palmer/Richard Allen presented financial report:

- Richard Allen has been added to Cap Fed Account. Still working on transferring information and bank accounts to Richard Allen.
- Voorhees-Maxfield income is not complete. Meet fees are included in the total; however, the deposit for the heat sheet sales was done in May and the meet fees were billed May 1<sup>st</sup>. It is still going to be significantly down verses last year.
- We received a donation for \$200 from Hills. If a Hills employee volunteers in the community and turns the information in they will make a donation to the organization. Dale Fritsch turned his volunteer hours in for the donation.
- Swim school and Varsity fees are up YTD. Program fees are coming closer to last year. Expenses are going to go down due to Coach Cassie leaving. Adjustments will need to be made as we move forward with two full time coaches and part-time help.
- Swimmer apparel has been paid for but was not billed to members until May 1<sup>st</sup>.

Bob Shearer presented Coach's Report:

- Swim lessons continue to increase. The swim lesson program is continuing to feed the competitive groups. If nothing changes with the competitive landscape we are on track to grow.
- TSA flier was a success through 501. We are getting inquiries from the flier...no concrete numbers.
- Facebook media is working as we have had members comment that they are seeing the ad. We will continue to boost about once a month.
- Lincoln meet is probably not going to happen. If we don't have 15 kids we will cancel. Currently only 9 have committed to go. Coach Bob will send another reminder email to sign up before the May 9<sup>th</sup> deadline.
- In the process of looking for 1 to 2 part-time long term assistant coaches.
- Will be switching the pool over to long course on May 23<sup>rd</sup> at 3:30 pm and switching it back to short course on May 29<sup>th</sup> after morning workout at Blaisdell. Swimmers usually help and this speeds up the process.
- Blaisdell Equipment Needs: The holes have been fixed but the lane lines condition is bad. We need new ones and the cost of each lane line would be approximately \$860 per line. We would need 11 of them. We would also need to purchase the wheels. They are approximately \$1300 each. Tabled the discussion for now. We will revisit during budgeting.
- Hummer Equipment Needs: We need to purchase new plastic gutter attachments for the touch pads before short course season. We only need to get one set since we share them with Hummer. When we get them we need to mark them as TSA. Coach Bob will contact Chris Palmer and Richard Allen with proposed cost.

#### Committee Reports:

- Parent Mentoring and Community Building (Kyle Larson) – Next Yak and Snack will be Tuesday May 22<sup>nd</sup> from 6:00 pm to 7:00 pm.
- Meet Director Committee (Cheryl Carey) – We had a meeting tonight (May 8<sup>th</sup>) regarding Beach Bash. We have found another person to help with party.
- Voorhees-Maxfield Recap (Danielle Jeffries) – Need clarification on warm down time and responsibility. The Meet Ref is responsible for making sure all swimmers are out of the pool. Moving forward the Meet Ref will remind the coaches during the coaches meeting that they must stay until their swimmer is out of the pool. The meet director will make an announcement that the pool will close 15 minutes after the meet ends to remind everyone.

#### Open Issues:

- Facility issues – Still no information on the facility report from 501. Chris Palmer will speak with Mike Godbout to see if we can find out when we will get any information.

#### New Business:

- Beach Bash Needs (Cheryl Carey) – We still need lots of volunteers. We will continue to send out emails to fill spots. Need clarification on who we can ask to volunteer...can we ask any organization or does it have to be a school? Board clarified that it could be any organization as long as the timing volunteers were 13 and older.
- Discussion of accounts on hold status (Chery Carey) - When going through the process to bill for non-worked volunteer hours there were accounts that were coded incorrectly. Several accounts that are listed as suspended have not logged into the system in years. Board agreed that from now on anyone wanting to go on hold will need to contact the coach and the coach will then contact Kim Garber. Kim Garber will be instructed to not make changes to an account unless they come directly from the coach. Annually (August) the volunteer coordinator will review suspended account and work with coaches to move accounts to canceled/hidden status. Another issues that was discovered was that the Officials are not being tracked properly. Moving forward the Meet Director will get a list of officials that worked from the Meet Ref after each meet in order to keep track of sessions worked.

#### Open Floor:

- Richard Allen asked if we have a list of procedures, not policies, either on the website or on hand. Board asked Richard Allen to look through our documentation and bring issues to the board's next meeting for clarification.

Meeting adjourned at 8:27 pm – Motioned by Monica Brede, Seconded by Danielle Jeffries. Motion Carried.

Next meeting scheduled for June 12th, 2018 at 6:30 pm at Capital Federal Natatorium Board Room.