

Topeka Swim Association

Board Meeting Minutes

Tuesday October 9, 2018
6:30 pm

Call to order 6:30 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 (Media/Web Content), Holly Fisher (Board Member at large). Absent: Coach Bob Shearer.

Motion by Richard Allen to approve September minutes with changes. Seconded by Lance Green. Motion Carried.

Christine Fritch presented Sports Picture package. Board would like to move forward with the Team Picture package with Nathan Ham. Looking at scheduling it for October 28th at 2:00 pm. Christine Fritsch will be the head of the picture committee and will organize upcoming pictures with board president.

Richard Allen presented financial report:

- Still do not have 2017/2018 year end financials.
 - Reasons for the financial not being completed:
 - Just received the rent bill from 501 April through July
 - Do not have the credit owed from BCBS
 - Coach Bob needs to finalize the hours for the pool rental.
- September Financials also not ready. Will be sent to Board when completed.
- Finance committee will meet quarterly. Committee consists of Richard Allen (Treasurer), Coach Bob and Kim Garber (Business Manager).
- Issues with registration and billing/payments for September. The timing for registrations was begun late. Suggestion was made to open registration for current members in early August next year.
- Made \$280.00 on t-shirts from storage sales.

Coach's Report (Bob Shearer not Present):

- Presented in written format. Questions should be emailed to Coach Bob.
- Need an AO for Trunk or Treat. Richard Allen is working on finding someone.

Committee Reports:

- Parent Mentoring and Community Building (Kyle Larson & Monica) - Next Snack and Yak will be held on Thursday October 18th 5:30 to 7:30. Will present information on how to become an official. Previous snack and yak had a good turnout. Approximately 10 new families.
- Meet Director Committee (Cheryl Carey) – There is an issue with receiving the Heat Sheet information in a timely manner in order to get it to the printer. Tabled the discussion. Cheryl Carey to work with Bob Shearer and Shawn Geil to get a timeline for future meets.
- Volunteer (Danielle Jeffries) – Currently working on IMX billing. Would like to do a volunteer of the meet. Put them in newsletter and on Facebook. Suggestion from Holly Fisher to make it Volunteer of the Meet for 12 and under session and 13 and over session. Danielle Jeffries will be in charge of making the decision of who is volunteer of the meet. KU classic held on November 17th will be the next community service event. It was mentioned that this date conflicts with Frosty Frolic meet; however, the meet is held on Sunday only and we volunteer for KU Classic on Saturday.

- Apparel (Monica Brede)
 - a. Suits were delivered at IMX. Remaining items will be delivered soon. All extra merchandise from storage has been sold.
 - b. Monica Brede will get dates to order silicone personalized caps and work with Danielle Jeffries on posting the sign up in TeamUnify.
 - c. Sponsorship: Holly Fisher sent Cheryl Carey the forms in Word format. Cheryl Carey will forward the forms to Monica Brede. Holly Fisher and Monica Brede will work together to update the forms and look for sponsors.
 - d. Monica Brede is also researching the Scrip Fundraising Program. This fundraising program utilizes gift card purchases. We can provide a link to get an electronic gift card or we can place order to get those cards. The cards are for places like grocery stores, restaurants, etc. The team would receive a percentage of the value of the cards purchased. Looking at Christmas time for starting the program.

Open Issues:

- Erin Aldridge has committed to work on the media promotion of TSA. Lance Green will be the board member to head the committee.
- Head Coach Annual Evaluation – Richard Allen and Kyle Larson did the initial evaluation write up. Chris Palmer worked with them for the completion of the evaluation. Richard Allen met with Bob Shearer to present the evaluation. Bob Shearer will write up his response and they will meet again for finalization of the report.

New Business:

- Website updates. We need a better way to handle website updates. It would be better for continuity to have a board member be knowledgeable about updating the website and train their replacement. Lance Green will be the head of updating the website information. Monica Brede will help Lance Green with the content that needs updating. Cheryl Carey will work with him to make him a super user.
- Scholarship tabled until next month.
- Method of communication to TSA Membership by coaches. Kyle presented a list of complaints/concerns from the members on the team communication. Tabled until next month so we can include Coach Bob.

Open Floor:

- Outreach program questions: Since it has passed how much it will cost us? It has cleared a hurdle but still waiting for it to be finalized. If approved by LSC Board, program will be effective January 1st, 2019 it will be \$0.50 cents per individual event.
- Question on multiple meets being hosted at the same time. Missouri Valley allows the coaches to schedule when meets are scheduled. They are working on a proposed calendar for meets.
- Question on Banner size. TSA will pay only the previously approved amount for the Banner. Any additional cost will need to be paid for by a fundraising method.
- Darrel Pritchard would like a sponsorship form for his company. They would be willing to help with food for meets and possible advertising/sponsorship.
- Meet announcements are currently being done by Lyndsey Grace. She is no longer willing to do them. Richard Allen makes a motion that the head coach with support from the assigned Meet Ref will now be responsible for submitting the meet information to be sanctioned. Chris Palmer seconded. Motion carried. Chris Palmer will speak with Coach Bob about the change.

Meeting moved to executive session at 8:25 pm. Motioned by Monica Brede, seconded by Danielle Jeffries.

Next meeting scheduled for November 13th, 2018 at 6:30 pm at Capital Federal Natatorium Board Room.