

TOPEKA Swim Association

Board Meeting Minutes

Tuesday September 11, 2018
7:00 pm

Call to order 7:05 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 (Member), Coach Bob Shearer

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

Richard Allen presented financial report:

- Financials are not available due to the finalization of the fiscal year. When Richard Allen has the report he will send it to the board. We do have \$149,578 in the account as of August 2018.

Bob Shearer presented Coach's Report:

- Tryouts were successful. Coach Bob believes the fliers resulted in the good turnout. We were able to get fliers to Shawnee Heights and Seaman.
- Coach Howard and Amy attended the ASCA World Clinic over the past week.
- MV House of delegates meeting is on Sunday Sept 16th. They will discussing the Outreach Scholarship Program that was tabled from May. Discussion with the board on how the program will affect our club if it passes.
- There is a software upgrade available to TeamUnify. Richard Allen makes a motion to spend the \$295 to upgrade to the latest software. Monica Brede seconded. Motion carried.
- Tentative Meets additions: October 27th would be a dual/virtual meet with Lawrence Aquahawks and our annual Trunk or Treat Meet. Possibly dual meet with AAAA in late January. Date has yet to be finalized. Richard Allen suggested we make it a tri-meet.
- Assistant coach's evaluations are done. Pay adjustments have been shared with both coaches. Final 2018 bonuses for coaches are still pending while we await the finalization of end of the year financials.
- All meets will be up on the website by the end of the week.
- Coach Bob will update the team records on the website.

Committee Reports:

- Parent Mentoring and Community Building (Kyle Larson & Monica) - Snack and Yak will be held on September 22nd from 8:30 to 9:00 am. Starting Block will be there from 9:00 to 10:30 am for the Team Swimsuit Fitting and Equipment purchases. Monica Brede suggested we have a job description for each volunteer spot to hand out and review at the meeting. Chris Palmer will send out an email to families regarding Swim Family Group on Facebook and TSA financially benefiting from sales at Starting Block. Next Snack and Yak will be on Thursday October 18th.
- Meet Director Committee (Cheryl Carey) – Meeting on Monday September 17th. Board was asked to help offset the cost of USA Swimming non-athlete membership fees for the club's meet directors. Chris Palmer made a motion that first year Meet Directors will be reimbursed for non-athlete membership and background fees. Richard Allen seconded. Amended that TSA will pay these fees for up to four meet directors annually. Motion carried.

- Volunteer (Danielle Jeffries) – Senior Olympics is this weekend and we still need volunteers. Coach Bob to send out an email notifying the National swimmers of the changes to practice on Saturday and encouraging them to help time for the meet.
- Apparel (Monica Brede) – No reason to buy team t-shirts. After taking inventory we have plenty. Monica Brede will work with Coach Bob to look for new items instead of a t-shirt.

Open Issues:

- Head Coach Annual Evaluation. Creating a committee of two board membership for the evaluation. Richard Allen and Kyle Larson were assigned as the committee.

New Business:

- Discussion of social media promotion of TSA and establishment of a committee. Chris Palmer suggested we make Erin Aldridge an editor on Facebook and ask her to be the head of the Social Media Committee. The Board suggested that she add parents from all groups and a senior swimmer to the committee to ensure a board representation of ideas and interest.

Open Floor:

- Richard Allen request authority from the Board to begin drafting procedures in support of the current TSA policies. Chris Palmer motioned to have Richard Allen draft the procedures and present them to the Board. Danielle Jeffries seconded. Motion Carried. Richard will be reaching out to Board members and the membership with expertise in the diverse areas covered by our policies for assistance over the next several months.
- Richard Allen is concerned about the amount of medical information being held on our registration forms. Coach Bob was assigned to check with USA Swimming as to what is required to have on file. We need to ensure we only have the minimum required information to avoid violating HIPPA storage and security regulatory requirements.
- Danielle suggested we do a group picture. Christine Fritsch will look into getting photographer price quotes and bring a recommendation to the Board by next month.

Motion by Chris Palmer to adjourned at 9:27 pm to Executive session. Seconded by Danielle Jeffries. Motion Carried.

Next meeting scheduled for October 9th, 2018 at 6:30 pm at Capital Federal Natatorium Board Room.