

Topeka Swim Association

Board Meeting Minutes

Tuesday December 11, 2018
6:30 pm

Call to order 6:35 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 (Merchandise/Fundraising Coordinator), Lance Green (Website/Social Media Coordinator), Coach Bob Shearer

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

Richard Allen presented financial reports:

- Financial committee met Tuesday December 4th.
 - Moved scholarship, AR write offs and depreciation to the bottom of the report. This will allow better tracking. By tracking the scholarships this way we will have a total at the end of August 2019 and can reimburse operating line from scholarship funds.
 - Last month the Board approved a scholarship to swim school so the finance committee discussed how to track and record the scholarship.
 - Next meeting will be held in March.
- November Financial report:
 - At this time we are a little ahead on program fees from where we were last year. Swim school is the biggest leader.
 - Still need to bill members for the intra-squad meet.
 - We are currently at 23% of the budgeted revenue and we are at a quarter of the year gone. We should be at 25%. Also, we are spending less and our expenses are at 22% of budget.
 - At the end of November, removing A/R write-offs, scholarship expenses, and depreciation, the club was showing a \$173 net profit.

Bob Shearer presented Coach's Report:

- Issue regarding Coach Howard's son on deck during workouts was discussed. It was brought to 501 and Coach Bob's attention that Howard supervising his son (who is a toddler) on deck could void our insurance coverage. Coach Bob confirmed with USA Swimming that coaches cannot supervise their young children and the pool simultaneously. Coach Howard was notified and Coach Bob spoke with 501 and it was agreed about that Coach Howard's son is welcome to be at the pool but he had to be supervised in the bleachers or the TSA office by another person while Coach Howard is coaching.
- Mid-Season Meets have gone well. Hoping to have more participation in the future.
- Lots of December practice changes due to the holidays, High School and Mid-Season Meets. Coach Bob will send out a reminder to make sure members recheck the December newsletter for those changes. Chris Palmer suggested that Coach Bob list out the changes to the schedule in the reminder email.
- Virtual Meet with the Lawrence Aquahawks is scheduled for January 19th at 9:15 am start time. General meet format has been agreed upon. Coach Bob is working with Shawn to finalize the meet info under the MAL blanket sanction.
- Location changed for Districts. Coach Bob will send out an email about the change from Wichita to Lawrence for districts.

Committee Reports:

- Parent Mentoring and Community Building (Kyle Larson) - No Snack & Yak meeting scheduled for the month of December. Monica Brede is working with Coach Bob on holding a Christmas party. It would be open to all swimmer/members and the Team Prep group from swim lessons will be invited. Tentatively scheduled for Friday December 28th at 6:30 pm at the Natatorium. Monica Brede to get the details to Danielle Jeffries to put a sign-up sheet on the website. Next Snack and Yak is scheduled for January 19th immediately following the intra-squad/virtual dual meet.
- Meet Director Committee (Cheryl Carey) – Continuing to look for more Meet Directors. We have a person shadowing TBI. Team USA Down Syndrome has requested to participate in Beach Bash. We would need to get a US Master Sanction in addition to our normal sanction procedure. The cost would be \$100. It was agreed to get the sanction.
- Volunteer (Danielle Jeffries) – True Blue volunteer sign up is available. Email was sent to the members with the reminder that this meet is different and will require them to work more sessions. We will not be paying for volunteers. If we don't have enough we will call for volunteers.
- Merchandise & Fundraising (Monica Brede) – Still working on the email to send to the members for the Scrips fundraiser. Discussed updating the choices for t-shirts from Swim Quik. The logo would remain the same but the location on the shirt could move. Discussed having t-shirts for Districts, Champs, Sectionals, etc. Discussed having an art contest for a t-shirt design. It was agreed to hold a contest for the meet shirt for Beach Bash.
- Website & Social Media (Lance Green) – Working through the website and list given by Monica Brede. Coach Bob asked to work with Lance Green to help with the website upgrade.

Open Issues:

- Update on facility HVAC – Coach Bob has been told that both of the HVAC units will be replaced in August 2019 instead of one in 2019 and the next one in 2020. We need 501 to make a formal announcement so we can bid on future meets. Chris Palmer will contact Annette Wiles, District Athletic Director for 501, to confirm the date of the changes and request permission to announce those changes.

New Business:

- Refresher on roles and responsibilities of the BOD, Head Coach, Cap Fed Natatorium Staff, etc.
 - Responsibilities of BOD – discussion.
 - Head Coach – Wet Side
 - Cap Fed Natatorium Staff – if it is a tenant related issues. Coach Bob understands the facility protocol for serious threats to safety and will be instructing his coaching staff of the procedures.
 - Employee compensation agreements made by the head coach with his staff must be approved by the Board President. To ensure appropriate oversight and continuity from year to year, the BOD needs to know about the terms of the various agreements, not just the President.

Open Floor:

- Next board meeting will be moved to January 15th due to the High School meet being held on January 8th.
- Recycling review: Kyle Larson talked to Mike Godbout about recycling at TBI. The concern from Mike Godbout is his staff will not be responsible for disposing of the recycled items. 501 uses Deffenbaugh trash and they only recycle paper. Kyle Larson will continue to follow up on this issue and report to the Board.
- Monica Brede has requested to not be considered for the LSC Safe Sport Chair until at least next year.
- Two families told the Board they were unhappy with the current Head Coach. Both Jeff Walz and Lyndsey Grace stated their swimmers will not swim for Coach Bob. Should Coach Bob's contract be renewed in August 2019, the Walz family will no longer swim with TSA.

- Discussion was held regarding the feelings of some members that the Board meetings are unfriendly and unwelcoming. While there is progress to be made to ensure members feel welcome at Board meetings, steps have been made from the recent past when club members were relegated to chairs away from the table and not allowed to participate in the meeting in any way.
- Concerns regarding the competition for athletes and the reduction in athlete numbers on TSA over the past three years were aired and discussed. The Board asked the members in attendance to brainstorm options for the club to expand our targeted clientele and share suggestions and thoughts with the Board.
- Both the members present and the Board discussed concerns over the percent of the operating budget which relies on swim meet income. Since the club does not own its own facility, some Board members would like to see that percentage reduced in future years. Members were encouraged to consider possible paths to pursue this goal and come to the Board with suggestions for consideration. The Board does not currently support increasing membership dues to accomplish this goal.

Motion by Cheryl Carey to adjourned at 9:29 pm. Seconded by Danielle Jeffries. Motion Carried.

Next meeting scheduled for January 15th, 2018 at 6:30 pm at Capital Federal Natatorium Board Room. Since January is an odd numbered month, there will be an executive session of the Board conducted beginning at 6:00 pm that same night.