

Topeka Swim Association

Board Meeting Minutes

Tuesday January 15, 2019
6:30 pm

Board Meeting was held in the computer control room due to a scheduling conflict.

Call to order 7:00 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 Danielle Jeffries to approve December minutes as presented. Seconded by Richard Allen. Motion Carried.

Team Banner Update – Christine Fritsch was unable to make it to the meeting due to an injury. We have a large team picture from Nathan Hamm. Coach Bob will make sure the team picture is posted on the TSA office door before the next board meeting.

Richard Allen presented financial report:

- Issues:
 - Meet income is -\$1500 under True Blue that should be the team travel for Pro-am. This line item will be appropriately recorded in the next report.
 - Expenses are not reported as gross expenses – Richard Allen proposed to change the wording to net expenses on the next report.
- Concern with the budget...revenue vs expense. With 1/3 of the year completed, we are right where we budgeted for the year. The income is about 30% of the projected annual budget. This is not expected to continue as meet revenue is tracking as less than 40% of projected and it's going to be worse when we get to True Blue. Other income is tracking around 10% of projected. The one bright spot is program revenue is 34% of the budget – tracking ahead of projections. Expenses are also right at 30% of projected and are tracking less than last year's expenses at this time.
- \$8,000 less in the hole than where we were at this time last year. Meet net income is down. We did not budget for a decrease of 60% in net meet revenue. True Blue guess would be net income at \$8,000 where last year we were \$22,000. \$57,000 budgeted for meet income. Other meets going on at the same time as ours is effecting our participation numbers.
- We have not been billed from 501 for pool rental since October. Coach Bob is going to talk to Mike Godbout about billing on a monthly basis.

Bob Shearer presented Coach's Report:

- We have 4 kids that need to registration for high school prep.
- Process for High School Prep. Coach Bob will ensure that high school prep is treated like swim school lesson and will send emails to parents to re-register.
- Virtual meet with Lawrence Aquahawks has been canceled because they cannot host the meet at their facility.
- In the process of getting a second round of fliers sent to the public schools to promote the swim school/competitive teams for the winter session.
- Coach Nicole Solis (from Team Prep) is going through the process of completing her pre-employment screening. Once done we will start to use her as a coach with our competitive groups.

- Lance Green and Richard Allen will work on amending the team travel policy to address situations where an athlete, due to an extenuating circumstance, may need to be chaperoned by a single chaperone for a limited time during the course of a travel meet.
- Sectional is not on the website because it has not been submitted to be sanctioned.

Committee Reports:

- Parent Mentoring and Community Building (Kyle Larson) - Holiday party update. Great success and everyone enjoyed the party and would like to see more parties. Easter egg hunt, St Patrick's day parade. Snack & Yack is schedule for Saturday January 19th.
- Meet Director Committee (Cheryl Carey) – Continuing to work on looking for meet directors. Planning on holding a committee meeting in February or early March.
- Volunteer (Danielle Jeffries) – The membership list is not up to date. We need to have a better process to get the information on the kids that are inactive so they are not charged for not working the session. Communication break down with the coach and the bookkeeper. Attendance is not being taking in all groups. Coach Bob to report to us on his attendance and communication plan and how it will work to address these concerns. High School Prep swimmers can swim in meets but do not have to volunteer.
- Merchandise & Fundraising (Monica Brede) –
 - Scrips email has been sent out and eight people have signed up. 2 people that have purchased cards.
 - T-shirts designs contest update: Beach Bash will be the first one for the design competition.
 - Would like to have a team moto on the back of the team shirts. Possible contest for ideas.
- Website & Social Media (Lance Green) – Erin Aldridge is doing a great job on updated social media. Coach Bob and Lance Green are working together to update website.

Open Issues:

- Update on facility HVAC (Chris Palmer) – Great news! Chris Palmer and Richard Allen met with Annette Wiles, Hummer Sports Park District Director. 1.6 Million dollars has been approved and the job awarded to be completed by August 2019. Both HVAC systems will be replaced and a \$3,000 evacuator system will be installed. Working with 501 to put together a promotional documentation on the commitment for the upgrade. Annette Wiles wants us to have big meets and be successful.
- Recycling – How would we like to proceed (Kyle Larson) – Still working on it. Waiting on feedback from 501.

New Business:

- Meet Submissions Discussion – VM & SC Champs (Richard)
 - Since the virtual meet with Lawrence Aquahawks has been canceled we would like to have an intra-squad meet. Monica Brede motioned that we have the intra-squad on March 2nd, Danielle Jeffries seconded. Motion carried. VM Meet Referee will be Sheryl Mueller.
 - Short Course Champs bid is due no later than March 5th. Richard Allen will talk with Natalie and Scott to get the information on how we bid in the past for Champs. Zones bid for 2022 is due in June 2019.
- Ideas to increase meet participation by TSA Swimmers. Suggestion to add all meet info on the website under meet info. We have not decided on the Long Course Meet schedule.
- 50 Meter Lane Lines – Funding discussion – what is the exact cost. \$12,100.00 for just the lines. The lane line reel are \$2000 each. \$6000 for three reels. \$18,100.00. Estimated \$20,000 for everything we want.
- We need to make sure we have the replacement parts for the tents for Beach Bash 2019. Cheryl Carey to pull minutes from 2018 to get the details to Coach Bob. He will need to have the purchase proposal by the next board meeting.

Open Floor:

- No items

Motion by Cheryl Carey to adjourn at 9:35 pm. Seconded by Danielle Jeffries. Motion Carried.

Next meeting scheduled for February 12, 2019 at 6:30 pm at Capital Federal Natatorium Board Room.