

# Topeka Swim Association

## Board Meeting Minutes

Tuesday November 13, 2018  
6:30 pm

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

Call to order 6:39 pm by President Chris Palmer

Attendees: Chris Palmer (President), Kyle Larson (Vice President), Cheryl Carey (Secretary), Richard Allen (Treasurer), Danielle Jeffries (Volunteer Coordinator), Monica Brede (Merchandise/Fundraising Coordinator), Lance Green (Website/Social Media Coordinator), Coach Bob Shearer

Motion by Richard Allen to approve October minutes as presented. Seconded by Lance Green. Motion Carried.

Richard Allen presented financial report:

- Year End Report: Net income was down \$19,163. We were budgeted to be down \$456.
  - Pool Rental was \$3000 higher than last year and \$4000 more than budget. Richard Allen and Coach Bob will work with Kim Garber to confirm we were billed correctly.
  - Meets were \$6000 less than our budget.
  - Program Revenue was \$30,000 less than budgeted.
- October Financials:
  - Program Fees are trending about the same as last year.
  - Meet net income is down; however, there is still some outstanding income. Total net from IMX last year was \$8365. We expect the final net income for this year's meet to be around \$3000.
  - Total net income is tracking down \$3000.

Bob Shearer presented Coach's Report:

- Outreach Assistance Program has been officially approved and will take effect on January 1<sup>st</sup>, 2019. Each team is allotted 3 qualified spots per trimester. \$0.50 per individual event will be charged to fund this program. It is up to the teams to increase their fees to cover the cost.
- Pro AM Meet has three Platinum swimmers qualified to attend. It is exciting to see more young swimmers qualify for these high level meets.
- True Blue Igloo Meet update. One session preliminaries on Saturday and Sunday with a 450 swimmer limit per session. 8/U 25 yard events will be run on Friday night. Senior 200 IM has been moved from Friday to Sunday. Discussion on motion from October 9<sup>th</sup> meeting requiring Coach Bob to be responsible for submitting all meet information to be sanctioned. Meet templates will be kept on the TSA owned computer and/or on the TSA TeamUnify server.
- National Team boys discipline discussion. The language from the national team boys has been a continual problem and has been addressed for the better part of the year via verbal warnings, parent notifications, etc. The problem has not been one child over the course of this period of time but several. Because of their continued foul language around younger swimmers Coach Bob banned the use of the locker room for all national team boys for one week. Additionally, all swimmers were warned that the next person to get in trouble for this issue would be suspended for one week. The Board provided suggestions in an effort to help deal with future situations. Ultimately it is Coach Bob's responsibility to address swimmer disciplinary issues. The coach will keep the President and Board informed as needed.

## Committee Reports:

- Parent Mentoring and Community Building (Kyle Larson & Monica) – Snack and Yack was held on October 18<sup>th</sup>. Only one parent showed up. Kyle Larson went into the stands and was able to get two more people for the meeting. It was a very disappointing turn out. Danielle Jeffries suggested having ice cream social along with the meeting in order to get more people to attend. If the kids want to be there it might be easier to get parents interested. Monica Brede suggested getting a group together for the TARC Winter Wonderland Walk through on Friday November 16<sup>th</sup>. Monica will send an email to the membership encouraging their attendance.
- Meet Director Committee (Cheryl Carey) – Continuing to work on getting more Meet Directors. We have one person shadowing True Blue.
- Volunteer (Danielle Jeffries) – KU Classic meet is this weekend. All volunteer spots have been filled.
- Merchandise & Fundraising (Monica Brede) –
  - Communicating with Swim Quick (Starting Block) on having more apparel for parents. Other requested items were beanies (hats) and ball caps. They are having a Black Friday sale starting next week. Monica Brede will send out the information to the team.
  - Looking in to a fundraiser selling flip flops with the TSA logo on them. The team would receive a portion of the proceeds in return.
  - Scrip Fundraising Program is finalized. Monica Brede will send an instructional email to the team by the end of the week.
- Website & Social Media (Lance Green) – Pictures on social media from Columbia swim meet were good but we need to get pictures of the older kids. Lance Green will set up an email account for people to send pictures. He will have an admin Facebook account for posting.

## Open Issues:

- Scholarship tabled from last month – discussed in Executive session and approved.
- Method of communication to TSA Membership by coaches - Tabled from last month (Kyle): Many people feel we have a lack of communication from the coaching staff. There is frustration from all members. Some members complained that not everyone checks their email on a daily basis. The Board asked that Coach Bob works better at communication by doing the following:
  - Text messages will now be sent out for time sensitive emails to remind people to check said emails.
  - Coach Bob to email the team earlier on changes to practice, days there is no practice, etc. Particularly now for the upcoming Holiday season as many people are making travel plans now.
  - Utilize the online calendar better by keeping it up to date.
  - Let the team know why they are not able to sign up when they receive the event deadline is approaching message. The team needs to understand that this is an automatic email and if the meet event file has not been posted by the host team we are not allowed to sign up.
  - Sending emails to the appropriate group. If morning practice is starting for National group do not send to the entire team.

## New Business:

- Recycling items from swim meets (Kyle) – Does 501 have a recycling program? Can we utilize the program during our swim meets? Kyle Larson has volunteered to check with Mike Godbout.
- Monica Brede has been asked to consider serving the LSC as Safe Sport Chair.

Motion by Danielle Jeffries to adjourned at 8:45 pm. Seconded by Monica Brede. Motion Carried.

Next meeting scheduled for December 11th, 2018 at 6:30 pm at Capital Federal Natatorium Board Room.