

# Topeka Swim Association

## Board Meeting Minutes

Tuesday April 9th, 2019  
6:30 pm

Call to order 6:40 pm by President Richard Allen

Attendees: Richard Allen (President), Kyle Larson (Vice President), Danielle Jeffries (Secretary & Volunteer Coordinator), Lance Green (Treasurer & Website/Social Media Coordinator), Monica Brede (Merchandise/Fundraising Coordinator), Laura Perkins, Brent Allshouse, Coach Bob Shearer, Cheryl Carey (Community Member)

Absent: Dave Allacher (Community Member)

Motion by Kyle Larson to approve February minutes as presented. Seconded by Lance Green. Motion Carried.

Introductions were made to help all new and current board members learn a little more about each other.

Richard Allen presented financial report:

- The financial report was given at the annual meeting on Sunday April 7<sup>th</sup>. The report has not changed in the few days since it was presented. Numbers are looking decent this year compared to last year. We are currently \$4000 in the black.
- We are still waiting on the bill for pool rental. We waiting on the previous 2 months. We budget for pool rental and it is within \$2000-\$3000. This amount is based on how many hours we have in the pool.
- Good news from Richard. For landlines at Blazedale, Wilmington Trust has donated on behalf Chris and Lynette Palmer.

Bob Shearer presented Coach's Report:

- 501 has approached Coach Bob in regards to splitting the cost for extension pole for lap counters if we are interested. These pools are made of fiberglass and are specific for lap counting. If the poles are not worth the money Bob states that he will pay the \$30 out of pocket. There is money in the budget under expenses for this type of item.
- There will be a college swimming meeting for parents and swimmers who plan to attend college and would like to learn a little more about it. Bob will be able to explain this process and give parents and swimmers an idea of what their options may be. Bob will look into getting with the AD's at the surrounding high schools to offer this to any of their high school swimmer and families that may be interested. He will also include Zacks group as well.
- We received a letter from Lawrence in regards to the situation that happened during the Winter Qualifier meet. This letter stated that there was nothing that the facility or the club could have done to prevent the situation. This is something that we did not happen when we had our air quality issues at Hummer. 501 placed the blame on our club and the LSC.
- The Board discussed the idea of putting in a bid packet in for the regional zones team. We have hosted zones here before and we could host one here again. It is a process that requires a bid packet. Visit Topeka has stepped up and said they would help with resources and work with us in putting a packet together. Annette has also encouraged us in the process as well. It is an option we can pursue. At this point our LSC will not accept our bids for meets. We not only have to overcome bad press, we also have to overcome hurt feelings. We have to work on doing this with all of our meets that are held here, sell ourselves, and then we have to come through and show that we are capable.

Committee Reports:

- Parent Mentoring and Networking (Kyle Larson) - This committee is designed to bring the new parents to help them learn the ropes and be prepared for meets. This is also a great way to get parents together so that they can get to know one another. Kyle wanted to have another one next week in hopes of getting parents together to help prepare for Voorhees. However, there is no time so there will not be a snack n yak before Voorhees. Kyle will send Coach Bob a blurb that we can have inserted in the monthly newsletter. He will also plan to send an email out before meets that will go to the membership. Kyle and Monica will work on the facility meet specific information. Please send everyone's preferred email and phone numbers for all new members so that we can update the website.
- Meet Director Committee (Cheryl Carey) – The Voorhees meet is in the works but we will be coming up on Beach Bash and getting it ready to go. Cheryl is still trying to get people to help out and follow us to get more assistance. Ribbons have been ordered for the year. Meet director and president have a key to the storage facility. Richard will get the key from Chris.
- Volunteer (Danielle Jeffries) – Danielle will send reminder email for Voorhees to remind families that they need to get signed up.
- Merchandise & Fundraising (Monica Brede) –
  - a. Beach Bash design was picked at the Annual banquet. Monica plans to scan in and put the design for Beach Bash online. She is also talking to Swim Quik about designing a new logo for the team shirt. We do still have a lot of youth TSA shirts and Monica would like to give these shirts to new registrants in swim school. This would be a good way to advertise for the team. We also need to update the volunteer shirts. Cheryl and Danielle will work with Monica to come up with a price tag to put them into the budget for next year.
  - b. Monica just submitted a silicone cap order that had 20 orders for personalized caps and also ordered 300 latex caps.
  - c. Monica still plans to do a contest at Beach bash and will let the club know that there will be a competition for a design/moto for the new team shirts. She will ask Amanda Bare if she would be willing to help get this going since she did an amazing job with the last competition.
  - d. We may want look into a new vendor for the new fiscal year. Bob will work with Lance and Richard on where to find the speedo and swim quik contracts and will look at them.
  - e. The logo and information for the Ramada Inn was sent to Shawn and Bob to place in our meet packet. Monica also reached out to Visit Topeka to talk about downtown Topeka and possibly get help with reaching new restaurants and see if they would be interested in donating. She is going to target Beach Bash and then follow through to the following fiscal year.
  - f. Also, looking at doing a swim-a-thon. Monica has not had a chance to do a whole lot with this other than look into the flyers. Anyone who is interested in being a part of this committee can get with Monica. We are trying to plan to do this in November after IMX. The Board will consider and bring ideas to the May meeting.
  - g. We now have now 20 families signed up for scrip. Monica, Lance and Richard will get together to discuss allowing the Landry's to use the account this one time to get their gift cards they won at the banquet. Monica will plan to send an email out to the club around major holidays in regards to buying physical gift cards in bulk.
- Website & Social Media (Lance Green) –
  - a. The new website is up and going. Lance gives website credit to Bob for getting this over to operational. Lance has worked with this and feels that things are working well with the new upgrade. He feels he needs to tweak a few things but overall seems to be working smoothly. We still need to integrate the swim school website and plan to do this for the June swim lessons. Bob will ask Team Unify when we switch everything over if the contact info will be copied and brought over from our current platform.

b. Erin has developed an email account [topcityswim@gmail.com](mailto:topcityswim@gmail.com) for families to send pictures from meets and any big events so that they can be posted on our Facebook page. Lance provided this password for board members to have access to this email. We will be working on a social media campaign to advertise and help with recruiting. Any ideas of things to do to help with this can be brought to Lance. Lance will facilitate a meeting between Erin, Howard and Bob before the end of April to help with this process.

- Contract review and Negotiation committee Progress Report (Richard Allen) The committee has met once and have had several discussions. Looking at (reviewing) job description and making adjustments that are needed. Intent is to have the contract written and presented by July. Committee will bring this to the board prior to negotiations to be looked at and discussed. They are hoping to get to a point where they can engage Coach Bob in May.

#### Open Issues:

- Team Travel Policy – We do not have another team travel until July the board decided to table this vote until May. Richard will put in the travel policy and will present it then.
- Coach representative at Board Meetings – Richard would like propose that the board consider making this a policy to have a representative here in the instance that the head coach is not available to make a meeting. This representative will be here to help answer questions, take notes and report back to the head coach. Danielle moves that Richard develops this policy and present this to the board at the May meeting.
- Swim-a-thon – was previously discussed.
- Officials Recruitment Drive – We are at a point where we cannot run a dual meet with the number of officials that we have. We need to identify someone to build a rapport with the membership to help in getting more officials on this team. We had 27 when Richard got here and are now down to 8. Monica will put together an email with benefits and send it out to the membership. Monica will get ahold of Joe Farthing at the Aquahawks to get some information on what they have done to recruit officials.

#### New Business:

- Board Retreat dates – The new board will have an annual retreat where they will get together and set a new direction and goals that they would like to see for the year. This will help the board come together with a common understanding as to our responsibilities. This will also provide us with the coaching philosophy and expectations that he has and the whys. Parent owned clubs mean something different than a corporate or coach owned club. Tentatively looking at May 25<sup>th</sup>. Will start with a noon lunch and then start the retreat at 1pm. Hoping to have this at the Allshouse home but Brent will let us know if this will not work. We will confirm all of this at the next board meeting, May 14<sup>th</sup>. Richard will send out the board 101 link to everyone to look at before the next meeting. If you have a suggestion from that please provide it and will discuss at the meeting.
- Scheduling Conference Room – We need to make an agreement with 501 to have the conference room on the 2<sup>nd</sup> Tuesday of each month. Richard asks that Bob get with Mike to reserve the conference room and report back to the Board as to what he has found out. We ask that it be scheduled out for as long as 501 will let us. We understand that there are some Tuesdays that have high school meets where we can switch our board meeting to work around it if we need to.

#### Open Floor:

- There were no items discussed during this time.

Motion by Monica Brede to adjourn at 8:50 pm. Seconded by Brent Allshouse. Motion Carried.

Next meeting scheduled for May 14<sup>th</sup>, 2019 at 6:30 pm at Capital Federal Natatorium Board Room.