

# Topeka Swim Association

## Board Meeting Minutes

Tuesday May 14th, 2019  
6:30 pm

Call to order 6:40pm by President Richard Allen.

Attendees: Richard Allen (President), Kyle Larson (Vice President), Danielle Jeffries (Secretary & Volunteer Coordinator), Lance Green (Treasurer), Monica Brede (Merchandise/Fundraising Coordinator), Laura Perkins (Website/Social Media Coordinator), Brent Allshouse, Coach Bob Shearer  
Cheryl Carey not in attendance

Changes made to April minutes

Motion by Kyle Larson to approve April minutes as presented with changes. Seconded by Lance Green.  
Motion Carried.

Richard Allen presented financial report:

- The financial report for April has not been prepared yet, it will be sent to board when it is finished. The bank statements were sent to the Business Manager without clarifications. Hence, the Business Manager was unable to update the financial statement and get it back to the Board in time for the meeting. The Business manager will get this to us as soon as possible.
- We still do not have pool rental bill from December, January, February, and March. 501 has not sent us the revised bill for these. We have sent the information they need from us but have not received a bill. If we don't get this info in a timely manner, Richard will bring this into the conversation with Hummer senior staff. We cannot wait until the last possible minute to get this and then receive a bill for the past 6 months and be expected to pay it in 2 days. This is an issue that is not happening in the building but at 501 headquarters. We do however have the estimated rental in our budget.
- We are in the process of the passing of the keys. Lance and Richard will get together this week at both of the banks and get Lance put on both accounts so that Lance can fully take over.

Bob Shearer presented Coach's Report:

- The Board was instructed to bring their questions about the coach's report to the board meetings so the entire board hears the question and answers and can interact appropriately. If these questions are sent individually to the coach, the entire board may not get the response and there is limited opportunity for follow up questions to ensure the concern is fully addressed.
- Bob clarified some language contained in his report and the following change will be made "moved to inactive".
- In regard to the second college seminar, Bob will send a reminder to the membership so parents and swimmers from the club are aware this opportunity is an upcoming event in case they did not see it on the calendar. Bob will also contact Team Unify to hide the "legacy" calendar and only show our "current" calendar.
- Team Unify doesn't do payroll, they do payment processing. Bob will change this in his notes and get that to Danielle to be put in the minutes and posted on our website. Bob and Danielle will get together and update this information on the new system.
- Board members have been fielding concerns about the new system and not being able to see the home page without deliberately navigating to it after logging into the system. The Board would also like the membership to be able to choose the page to which they navigate upon logging in. Bob will also ask Team Unify how to set up the Home page as the default page members see when they log into the system and then give them the option to pick where they want to go. Bob will inform the board of what he finds out as soon as possible.

- Contract from Speedo is up in August. This contract gives a percent off of suits, bags and other items once you reach one of the higher level meets (Sectionals and beyond). Other company sponsors, such as TYR and Arena, also offer package deals based on performance. The Board requested the coach start soliciting sponsorships so he and the other coaches make a recommendation to the board. Bob needs to get proposals and make a case for a team of our size; one perk is that we host meets. If you have more inventory and have a bigger order, there is a better chance of getting it in time. Give the swimmers options for swim suits. Richard recommends staying away from only being able to order and wear certain practice suits in the contract. Should be a good quality suit and it should allow some leniency for practice suits. The Board asks that Bob have this information by the July board meeting. Should have at least 2 options and recommend one to the board.
- Zones bid committee. We are looking toward the 2021-2022 Zones meet schedule. If we are planning on doing a bid, it would need to be coordinated with Visit Topeka and Annette at Hummer Sports Park. We have held Zones here before but according to Natalie, it took a lot to get Hummer to allow us to do so. Annette is all for it, but this meet requires a lot of work so, if we want to do this, we need to form an exploratory committee to investigate and ascertain if we can even manage it. The committee would need to come back by August to inform the Board if it is something that we can tackle. There is help online about Regional Zones to read through and they can also talk to Shawn, Scott Bliss and Bob on how to make the packet. Lance, Laura, Danielle, and Brent will all be a part of this committee to help get information to bring to the board. They will get together and delegate jobs and start collecting information.

#### Committee Reports:

- Parent Mentoring and Community Building (Kyle Larson) - Monica sent a Facebook update in regards to Voorhees but did not send out an email. Kyle will work on a Beach Bash parent mentoring email. Kyle will also work on getting a blurb to Bob for the newsletter. This will be sent to Bob on the 20<sup>th</sup> so it can be put into the Newsletter before the newsletter is sent to the membership on the 25<sup>th</sup> of each month. The email about Beach Bash will be sent out to the membership by Friday. The email for the Columbia meet will need to be sent out by June 5<sup>th</sup>, before the next board meeting. We also have the Sunflower State Games on June 29<sup>th</sup> that will have an email sent out by the 19<sup>th</sup>.
- Meet Director Committee (Danielle Jeffries) – Beach Bash is coming up and we are preparing to get the set up done Wednesday and Thursday. Found out that the heater at Blaisdale pool is broken and they are not planning on fixing it. Bob needs to send out an email letting teams know that it is not being fixed and make them aware of it. The Meet Referee will make sure to check the ambient temperature before each day of the meet to make sure we are staying within the approved parameters for conducting a meet. The temperature cannot be below 60 or we will not be swimming. Kyle will be able to get the pizza ordered for the Thursday night set-up at the pool.
- Volunteer (Danielle Jeffries) – The sign-up for girl's high school state swimming championships is up and many of the spots are already getting filled. Working on getting people to work the Friday morning session is always the hardest but she will send out another email to ask for help again. The sign-up for Beach Bash volunteers is up and available for parents. Danielle will send out an email reminding parents of the change in the Volunteer policy once the high school meet has ended so that there is no confusion. She will also work with Bob on figuring out how to add an event and get the Beach Bash Party tickets up so parents can order them.
- Merchandise & Fundraising (Monica Brede) – Monica will get with Bob on getting the preorder sent out for Beach Bash and talking to Vic about us getting a percent of sales. Last year we received three checks from Starting Block but we have yet to receive anything this year from Swim Quik. We have 15 down syndrome athletes registered so far for Beach Bash, 2 masters swimmers and the rest are USA Swimming members. We need to get something in writing from Swim Quik by next week if they do not want us to ask Jolynn to come to Beach Bash as a vendor. We also need to add \$2700 to next year's

budget to get new volunteer t-shirts. Monica has not had a meeting yet with Visit Topeka and Monica will all help with the exploratory committee in getting information from them about Zones. She does still need to contact Scrip to find out how they are going to be paying us. The Landry's did receive their gift card.

- Website & Social Media (Lance Green) – There is nothing new going on with the Website and Social Media. Laura Perkins has agreed to take this over and will begin working with Erin Aldridge. She will now be the chair of this committee. Bob will also work with Laura and create her a super user account.

#### Open Issues:

- Swim school integration has been resolved and the new swim school session is in the system and seems to be working. Should now be able to track swim school participants and should be an easy move from swim school to the swim team when they are promoted.
- We had some billing issues this past month. Team Unify transferred from Process Pink to Sports Engine. Our business manager is working with Bob on getting a visual on these issues. Team Unify is working on their issues and getting a resolution.
- Laura will get with Bob and Erin Aldridge and will bring information to the June board meeting in regard to the pictures for Facebook and the Website. Richard would recommend/suggest targeting for the fall, take pictures, and show how much fun the kids are having.
- The contract was discussed during executive session. Timing has not changed on presenting it to Bob this month and voting/negotiation through June.

#### Old business:

- New program that USA Swimming sent out (Minor Athlete Abuse Prevention Program) has to be implemented into our policies. Bob will inform coaches that they need to make sure there is never an individual coach left alone with any athletes. The coaches need to ask a parent or another adult to stay if they believe they may end up without backup while athletes are waiting to be picked up. An email needs to go out to membership informing them of the new policy and what we are doing to ensure their children's safety. Richard and Kyle will get together to comb through the policy and insure compliance to the USA Swimming updated policy. Richard will send MAAPP out to the board tonight.
- Travel policy: Looked over and the Board has agreed that a text at this point will be acceptable as written notification. Richard will write up a definition of what written is defined as. Danielle Jeffries moves that we accept travel policy with the change of adding written to number 6. Seconded by Monica Brede. Richard will make changes and send to Bob to put on the website.
- Swim-a-thon: Our goal would be to fundraise for replacement lane lines for the Blaisdell facility. If we are going to do this in November then we need to get started. It is recommended to start 6 months out so you can work on getting advertising, sponsors, and getting the packets to the athletes. Our target goal is \$21,000 for the replacement of the lines and carriers. \$3,100 has already been raised. Monica plans on starting to work on that and those interested in helping will get with her. USA Swimming takes 6% of the swim-a-thon take and there may be a usage fee that Team Unify gets as well. We should target \$25,000 to cover the 6% that will be taken.
- Joe Farthing needs to be contacted about recruiting. He is from Lawrence and has done a great job with recruiting officials.
- The Board retreat will be at the Allshouse residence on May 25<sup>th</sup> at 11. A group exercise idea for the retreat is the Wheel of Success. Richard will send that out with the titles in the boxes tomorrow. Richard also brought a list of things to think about. Richard's goals for the retreat are get to know everyone better, help us all in understanding what the coaching philosophy for TSA is (if we understand then when we have concerns or issues that deal with coaching then we will know what the philosophy is), and to set a common goal for this board. What do we want to accomplish in the next 10 months for this club? If you have others that you would like to insert, let Richard know. A tutorial of the website would be beneficial at the retreat.
- Bob has reserved the meeting rooms for the second Tuesday through December of 2019.

New Business:

- June board meeting will be moved to June 10<sup>th</sup> at 6pm. Bob will get with Mike in changing the reservation of the meeting room.
- Monica has a friend who makes earrings and would be a good fundraising opportunity. We would start with a preorder for members to order. Monica will also look into possibly doing a bag tag order as well.

Open Floor:

- Nothing in the Open Floor discussion.

Motion by Brent Allshouse to adjourn at 9:05pm. Seconded by Monica Brede. Motion Carried.

Next meeting scheduled for June 10<sup>th</sup> at 6:00 pm at Capital Federal Natatorium Board Room.