

Topeka Swim Association

Board Meeting Minutes

Monday June 10th, 2019
6:30 pm

Call to order 6:00pm 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, Dave Alacher (Community Member-at-Large)

Motion by Monica Brede to approve February minutes as presented. Seconded by Laura Perkins. Motion Carried.

Lance Green presented financial report:

- Lance has not received the May report. He will get this sent out to everyone once he receives it.
- The hand off has been completed. Lance and Richard were able to get everything transferred over so that Lance is able to start working on all required.
- The December-February pool rental has been paid. The March-May hours needs to be confirmed with Coach Bob and then they will be paid as well.

Bob Shearer presented Coach's Report:

- Richard and Shawn made the decision to cut swimmers from the 200 breast and 200 back events during Beach Bash in order to make the timeline work. That is what Bob was referring to when his report said some swimmers were cut on Saturday.
- 4. A. Any communication with coach, their legal guardian must be copied and communicated with them as well. If it is directly to the coach they must immediately reply to their guardian and let them know about the communication. This is a protection for both.
- 4. There is no grace period for MAAPPS. 18 year old USA swimming members must complete the athlete protection training. If they are 18 before June 23rd they have a 30 day grace period, if they turn 18 after the 23rd there is no grace period and they must complete the training in order to not be put on suspension or be able practice or participate in meets. This does not include the general free programs. The training is required by USA swimming to continue swimming with any USA swimming affiliated club. Richard will compose an email and will send out to the membership informing them of this change.
- Richard requests that Bob separate his list of swimmers under the membership section. He would like to be able to separate swim school and have a better idea on our numbers.
- 4. D. MAAPP applies to all USA MEMBER NON-ATHLETES it also includes applicable adults as well. If you are a timer you are considered an applicable adult during that session. Does not apply to the masters swimmers unless they are members of USA swimming or a member of the board. Bob would like to make sure all communication that goes out will make sure we are all on the same page. There is a misinterpretation of this policy and we as a board need to make sure of where we stand and how we interpret it.
- Need to set up a new date for swimming in college meeting. Bob would like an idea of when would be best suited. The primary focus for this one is on the TSA swimmers and families who may be interested. A Saturday would be a good time to try and catch as many swimmers as possible. June 22nd

Bob will hold this meeting at Blaisdale after practice and the board will provide breakfast for those attending.

Committee Reports:

- Parent Mentoring and Community Building (Kyle Larson) -
 - a. An email did not get sent with info for Columbia. There are 15 swimmers going. Kyle will host a meeting for those families interested on Thursday at 6pm. Monica will pop in and get information to the families about the meet and what they may need. Meet information will let you know if the crash area will be open and info on parking. Kyle will email the information to the families as well.
 - b. An email with information will also be sent out regarding SSG.
 - c. The first insert went into the June newsletter. Most of the info was about Beach Bash and what people needed to be aware of and bring with them. Kyle will continue adding this to the newsletter each month. The July newsletter will need to have the information on SSG, districts (locations), champs (Columbia), a little bit about the MAAPP policy, that we have adopted it and explaining why it must be signed and how/where to turn it in.
 - d. Will do a MAAPP campaign to get the info sent home and also emailed so that each member/family can get this back to us by June 23rd. This is the mentoring portion of this process. We also need to schedule educational meetings get put together to inform parents how this will affect not only what happens here but also outside of the pool. This will become a part of our registration process. It will be one of the papers that members/families will have to sign and return each year.

- Meet Director Committee (Danielle Jeffries) –
 - a. The biggest problem we faced with Beach Bash was during the Saturday afternoon session. Due to the positive check-in for the events that were cut, we had to print the heat sheets on location. This caused some parents to become angry with how long it took to get them out. The heat sheets were posted in multiple locations to make sure swimmers and parents were able to check when they swam. Dave Alacher felt that the meet was a success and ran well. We need to look at a way to try and keep the public out that are not there for the meet. Lance hds a USA Team Down Syndrome adult compliment the TSA swimmers and said they did a great job cheering them on throughout the meet. They stated they appreciated how they made them feel welcome and a part of our swim team in Topeka. Bob will talk this up and send out in the newsletter and place it on the website.
 - b. SSG – Danielle and Brent will come in and help Richard the night before and help get ready. We need to be here at 7am Saturday morning for registration. The meet starts at 9. Bob has moved practices around so that our swimmers can participate. Danielle will put the volunteer information up this week and send an email to the membership letting them know this is the last chance for the year. Bob will push this meet to the swimmers to participate. He will promote they should try it.

- Volunteer (Danielle Jeffries) –
 - a. Will have the Sunflower State Games volunteer info up by the end of the week.
 - b. Richard stated that we need to hold off on posting anything about the Senior Games until they make the call as to if they will actually have this meet.

- Merchandise & Fundraising (Monica Brede) –
 - a. Not got with Swim Quik about beach bash t-shirts.
 - b. Hotel. We earned \$110 from the hotel where swim families/teams stayed during our meets. \$20 was from our previous meet. \$90 was from Beach Bash. The hotel will need a W9 in order to cut a check and Monica will get this from Richard. There were some issues with the hotel and

Monica will let the team know we are in contact with the hotel to hopefully fix the issue. We may need to reach out and get other accommodations to offer to our out of town teams during our meets.

- c. We did not get the team motto finalized on the Friday of Beach Bash. We will plan to do this in September during the TSA get together. Monica will ask Erin to help get a new team shirt design to refresh and change it.
 - d. \$2700 need to be put into the budget for volunteer t-shirts.
 - e. Visit Topeka meeting has not happened yet. Monica has sent an email and asked for guidance to get started on the Swim-A-Thon. December would be a good target. We may need to push them a little to get information and get started on getting this done. \$25,000 is the target that we are aiming for.
- Website & Social Media (Laura Perkins) –
 - a. Laura has worked on the site a little bit trying to move things around to make it more manageable. She has updated pages and removed ones that were no longer active. Bob will reach out to Team Unify to make sure Laura has access to work on the site and can contact and ask questions directly to them. The calendar page is not viewable on mobile. We need to see if there is a way to track clicks and find out what families are using to view the site. See if it will also tell you when a new user checks the site and how they came in. This is something that Laura would like to talk to Team unify about. She would like to find out what pages are the most popular and give us an idea on where to focus and target more people. Laura will get with Bob and Howard so they can contact Team Unify together and figure out all questions and issues. Laura will also update the correct Board information on the website.
 - b. Laura would like to set up a swim groups page that will give parents the information on how much each group costs, volunteer requirements and also what the fee is for not meeting the requirements. Any questions about what group a child should be in, always send these to Howard who will do an evaluation and let them know since he is the swim school director.
 - c. Laura would like to set up some way for everyone to submit an issue they have with the website so she can start working on it. It was recommended that we include Laura in the “contact us” section so that she can get the information about issues with the website.
 - d. She also wants to set up a promotional calendar for Erin Aldridge so that she can start working in advance. We are planning on doing the pre-registration in August for current members. We will promote this so that they can get this taken care of early if they would like to. Bob and Lance will consider perk options for members who register during this time.
 - e. Richard recommended that we consider doing a rotating update on the pictures on the website. Is there also a way to do this on the swim school website? Laura is doing a great job with the change and feel of the website.

Open Issues:

- The Coaches Contract will be finalized and ready for a vote at the next board meeting.
- Zone bid committee – Brent did not have Shawn Geil’s number. This was given to him during the meeting so that he can contact him. If Richard has the info packet on Zones, he will email it so it can be looked over to see if it will provide any information.
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Old Business

- Bob has heard back from TYR but has not heard back from Arena. Speedo has a new rep so Bob is getting that information to get with them as well. Bob needs to have a conversation with these reps to inform them of the benefits of our team. We need to get an overall package with flexibility. Bob will have this ready and brought to the board next month. Remember to add that team USA Down Syndrome is considering us to be the host team for an international competition. This will be held in 2021-2022 and there has not been one held in the USA that they can remember.

- Proposed budget update – the group needs to get together. Lance needs to be brought up to speed. Richard will be a part of this meeting since it needs to be fairly detailed. Bob will coordinate this and get it scheduled.
- We need to talk to Mike about putting banners on the wall during the meets and see if 501 would be ok with it. Then also talk to Annette. One big banner with all sponsors that will be put up and then taken down after the meet. 501c3 can be given to donors if they would like to use them.
- Monica did not have a chance will talk to Joe Farthing of LA on Thursday. We have to have officials though, so this need to be something that we work on doing. We need to make sure we are talking up officiating and getting more parents involved.
- MAAPP
 - a. Shawn has sent concerns and would like an explanation on what an applicable adult is.
 - b. Individual training sessions – need to be observable and interruptible.
 - c. Social media – Coaches cannot friend any TSA swimmer on our Facebook or any other social media. Contact with swimmers can only be between the hours of 8am and 8pm and a response must include the parent.
 - d. Richard suggests the board get on the website and look at the FAQs. There are some parts of the policy that are non-negotiable and must be put into the policy, no matter what.
 - e. We have to have a decision made on what to do with this policy before the 23rd.

Dave Alacher moves that we push back. Richard will compose an email to send to safe sports with our questions and concerns. Lance Green seconded. Richard will communicate with the board on responses he receives. May need to have a conference call, Richard will send out the number to call in. Motion carried.

- Earing fundraising update – Monica is going to make up several designs. We can put a picture up on the corkboard to do preorders. She has not asked her about doing some kind of bag tags but leather would not necessarily be a good choice for this. Laura has someone who may be able to do this. She will ask her and get some information.

New Business:

- Goals suggestions
 - a. Improve hosted meet attendance by 50%
 - b. Improve team away meet attendance by 25%
 - c. Improve district qualified to attend percentage
 - d. Improve championship to attend percentage
 - e. Attain 1:10 Officials:Athletes ratio
- In July Richard asks that we come back with ideas in what the next steps are in how to attain these goals.

Open Floor:

- There is a Coach Howard issue that need to be addressed. Bob has been informed of this and will take care of it. There is a \$25 fee if the alarm goes off and the police are sent over. There is also a \$100 charge from 501 if all doors are not locked each night. The coaches need to be informed that they will be held accountable and will take the fudicary hit if this not done.
- Coach Nicole is still not on the website. We need to make sure and add their pictures on the site as well.

Motion by Monica Brede to adjourn at 9:23pm. Seconded by Lance Green. Motion Carried.

Next meeting scheduled for July 9th, 2019 at 6:00 pm at Capital Federal Natatorium Board Room.