

# Topeka Swim Association

## Board Meeting Minutes

Tuesday January 9, 2018  
7:00 pm

Call to order 7:00 pm by President Holly Fisher

Attendees: Holly Fisher, Susan Hodge, Chris Palmer, Cheryl Carey, Kyle Larson, Cris Teter, Bob Shearer

Motion made by Holly Fisher to amend the agenda to discuss air quality during True Blue meet report, purchases of equipment for future meets and setting the date for the annual meeting. Motion to accept changes by Cris Teter, seconded by Cheryl Carey. Motion Carried.

Motion by Chris Palmer to approve December minutes. Seconded by Kyle Larson. Motion Carried.

Chris Palmer presented financial report:

- P&L discussion. Need clarification from Kim Garber on some items. Financials were sent to treasurer on Sunday and questions to Kim were sent today. Chris Palmer will send the board a clarification email when the questions have been answered. Cheryl Carey will add them to the minutes as an attachment when available.

Bob Shearer presented Coach's Report:

- We are having trouble hiring swim lesson instructors due to them having to be lifeguard certified. It would be cheaper to hire a lifeguard and hire instructors that are not lifeguard certified. Note in Coach's Report that we will change the wording to state we **will hire a lifeguard**, not **hire lifeguard to supervise instructors**.
- Reminder for the Meeting with USA Swimming Sport Development Coordinator this Saturday January 13<sup>th</sup>.
- Motivation caps are in and will be given to swimmers soon.
- Discussed several ways to improve timelines for True Blue Meet next year. Coach and Richard Allen will meet to discuss more details.
- Concern that our numbers are down for Gold, Silver, and the Swim school as that is how we grow our team. Hoping that Community Building will help.

Committee Reports:

- Fundraising (Holly Fisher) - nothing to report at this time.
- Volunteers/Apparel (Susan Hodge) - nothing to report at this time.
- Meet Director Committee (Cheryl Carey) – continuing to work on an updated check list. We will try to have a meeting in February for clarification of meet director checklist.
- Audit Committee (Chris Palmer) – Still working on scheduling an audit. Misty Price is still willing to help with audit even though she no longer has a child swimming for TSA.
- Recruitment Committee (Chris Palmer) – Continuing to work with Natalie Haag for board member recruitment. Holly reminded Chris of the timeline in the bylaws for the slate of candidates to be submitted to the secretary 45 days prior to the annual meeting.
- Parent Mentoring and Community Building (Kyle Larson) – Presented a TSA Community Building agenda to the board. (See attachment) Board shared ideas and set a date for the first monthly morning get together for Saturday January 27<sup>th</sup> pending availability of facility. Holly Fisher will send an email to everyone once the date is confirmed. Susan Hodge suggested we create a flyer to pass out to the parents of team prep to include them.

#### Open Issues:

- Clean up of storage unit: Chris Palmer and Susan Hodge have started working on getting the unit cleaned up. Water from storage unit was taken out and use for IMX. Still working on a date to bring items to the pool for swimmers to take what they would like.
- Laptop purchases: Holly Fisher will order them soon.
- Annual Awards Banquet: Still looking for people to help with the banquet. Tentative date for banquet is Sunday April 8<sup>th</sup> from 5:00 to 7:00 pm.

#### New Business:

- Volunteer policy. Discussion on increasing policy on required sessions. Proposing to change the policy to add an additional requirement to Gold, Platinum, National to make it a total of three session required. Silver and Varsity would stay at two sessions. Discussion on if we need to do certain meets or all meets. Table decision until next meeting.
- Additional business: We need to purchase bells, lane counters and poles before our next swim meet. Motion by Chris Palmer to authorize Coach Bob to verify our inventory and purchase equipment for a total of 18 bells, 10 lane counters, and 10 poles. Holly Fisher seconded. Motion Carried.
- Discussion on starter boxes. We currently have one starter box and share the use of another one with USD 501. It would benefit us if we had another one. Cost for Championship is \$1200 and for Infinity is \$800. There is no budget for this equipment purchase so it would have to come out of reserves. Starter box discussion is tabled until next meeting.
- Date for Annual meeting was decided for April 10<sup>th</sup>, 2018.
- Susan Hodge no longer eligible to be a voting board member due to her not having a swimmer for TSA. Motion by Holly Fisher to accept the resignation of Susan Hodge and appointed her to community member of the board. Seconded by Chris Palmer. No further discussion. Motion Carried.
- True Blue Review. Holly Fisher had a discussion with Mike Godbout about the air quality this weekend. USD 501 had a meeting on Monday with an engineering firm to discuss issues with the facility. They are working on testing all the equipment and possibly replacing/updating the equipment. Mike Godbout has committed to keep us posted on what is happening with updates and/or repairs. Discussed ways to do damage control for future swim meets as well as our own members. When we have a plan from USD 501 we will send an email to all the coaches sharing the plan. Holly Fisher to send out an email to all our members assuring them that USD 501 is working on the problem and we will keep them advised as to those plans as soon as we have the information.

Meeting adjourned at 9:00 pm – Motioned by Kyle Larson, Seconded by Cris Teter. Motion Carried.

Next meeting scheduled for February 13<sup>th</sup>, 2018 at 6:30 pm at Capital Federal Natatorium Board Room.

## TSA Community Building

- Monthly Saturday morning Coffee, Tea, or Juice. All levels that have competitive swimmers are practicing between 8 and 9a.m. This would be a great time to try to draw the newer parents in as well as the seasoned veterans.
  - We would need to schedule with 501 (Mike Godbout).
  - Are there operational funds for beverages/pastries, etc.?
  - At least one Board member needs to attend. Wouldn't necessarily need a coaching staff attendee.
  - Second or Third Saturday of the month, depending on meet schedule.
  
- At least two weeks before a travel meet entry deadline, hold a TSA community meeting for all competitive level families. As many Board members and Coaching staff that can attend should attend.
  - Cover past experiences at that facility.
  - What are the good/bad hotels?
  - Where does everyone go during down time?
  - Local attractions?
  - Car pooling available for Friday afternoon and Sunday evening events?
  
- Non-swim related activities:
- Have a bowling party.
- A disc golf outing.
- Spring or early summer picnic.
  - Pot luck by swim level.
  - Games for kids (badminton, lawn darts, wiffle ball).