

Topeka Swim Association

Board Meeting Minutes

Tuesday November 21, 2017
6:30 pm

Call to order 6:41 pm by President Holly Fisher

Attendees: Holly Fisher, Susan Hodge, Chris Palmer, Cheryl Carey, Kyle Larson, Cris Teter, Bob Shearer (Julie Unruh absent)

Motion by Holly Fisher to Amend Agenda: USA Swimming Board Training, Increase Volunteer Penalty, and Shawn Geil to present donation from KEPCo. Seconded by Cris Teter. Motion Passed.

Approval of Minutes from October 10th Meeting motioned by Cris Teter, seconded by Cheryl Carey. Motion Passed.

Chris Palmer presented financial report:

- Per board request \$5000.00 donated the TSA Scholarship Fund at the Topeka Community Foundation.
- CD that had matured was cashed and put into TSA Money Market account at Cap Fed.
- Discussed creating a scholarship process or policy. Scholarship fund has had an average balance of \$5000.00 for 17 years.

Bob Shearer presented Coaches Report and board shared thoughts:

- Coach Bob Shearer reminded the board that on January 13th we will hold a USA Swimming Sport Development Coordinator Visit. Coach Bob Shearer suggested that anyone who is a board member or potential board member should attend. Asked board members to please spread the word for participation for all families.

Committee Reports:

- All apparel will now be handled by Susan Hodge.
- Chris Palmer working with Misty Price for a spot check on financial. Target date is set for January 2018
- Coach Bob Shearer getting more information from USA Swimming on outreach programs.
- Holly Fisher hoping to get Grant money from her company but needs more information from TSA Coaches.
- Still getting Meet Directors to do training in order to help at upcoming meets.
- Shawn Geil presented check for \$100 and a laptop computer for meet administration use from KEPCo.

Open Issues:

- Holly Fisher presented final copy of Email Voting Procedure. Chris Palmer motioned to approve the policy, Kyle Larson seconded. Motion passed.
- TSA Registration Clothing Items – still an open item. Need someone to take responsibility before July 2018

New Business:

- Clean up of old clothing items in storage presented by Chris Palmer. Discussed bringing all items to pool one evening and let everyone take what they want with the remaining items to be donated. Susan Hodge suggested it be on a night when swim school is in session. Holly Fisher motioned to authorize Chris Palmer to get rid of all 2015 Merchandise, Cris Teter seconded. Motion Passed.

- KU Classic Meet. Discussed that we need to be aware of the timing of this meet so we will have volunteers.
- Business Calendar. Form 990 for non-profit status needs to be filed by January 2018. Chris Palmer and Holly Fisher to work together to complete paperwork.
- New Board Member Recruitment Committee. Need one board member and at least two other non-board members. Motion was made by Susan Hodge to make Chris Palmer the board representative for the nomination committee and to work with Natalie Haag to get second non-board volunteer. Kyle Larson seconded. Motion Passed. The board requested to have 5 names presented to them.
- December board meeting will be held as scheduled.
- Discussion on increasing volunteer penalty fees. Holly Fisher motion to increase to \$75.00 per session. Kyle Larson seconded. Chris Palmer amended to start at \$50.00 and \$75.00 for each additional session missed. Holly Fisher accepted amendment. Motion passed 5-1. Holly Fisher to notify all members and policy change is effective January 1, 2018.
- Holly Fisher discussed the need to purchase another laptop for the coach's use. Susan Hodge motioned that we authorize up to \$800 for computer upgrades for the coaches. Cris Teter seconded. Motion Passed.

Meeting Adjourned at 8:10pm – Motioned by Cris Teter, Seconded by Susan Hodge. Motion Passed.

Next meeting will be December 12th, 2017 at 6:30 pm at Capital Federal Natatorium Board Room.