**PLEASANT HILL DOLFIN PARENT BOARD**

**MEETING MINUTES**

**MONDAY, January 12, 2015**

Present: Robert Allen, Talli Pitcher, Merry Burns, Sheryl Webster, Rob Hicks, Shuleen Martin, Gus Jullien, Katrina Hunn, Sharon Murphy, Sara Silver, Korey Riley, Kristy Minka & Alexandra Kemp

Meeting called to order at 7:03 pm by President Robert Allen

President-Robert Allen

Happy New Year!

Head Coach-Talli

Talli, Beth and Vicky just attended the Nor Cal Swim Shop Coaches Conference in Napa. It’s a great time of the year to re-group and get ready for spring with all the new fun things they learn. We are still looking for a 9/10 coach, but Talli has some leads from the conference. Talli filled in the calendar for June 10 & July 15. Saturday July 18 is our only opening now and we can fill it in with a beach party. Korey distributed the 2015 calendar that shows the new meets.

Vice President-Peter

Peter was not present.

Secretary-Amy

Amy was unable to make the meeting but asked that we approve the December minutes. Robert Allen moved to approve the minutes as presented, Rob Hicks seconded. Motion carried.

Treasurer-Merry

Merry is very busy with work right now, but it will slow down in the summer. She will not be able to make the next meeting. Merry is working on the 2015 budget and will assume you want the same budget for your area unless you say otherwise. Please email Merry by the end of January and she will send the proposed budget to Robert for the February meeting.

The spirit committee, headed by Merry, consists of Talli, Amy, Ande & Christina. Merry will set up a meeting once her travel schedule settles down.

The balance as of today includes the $4,800 from the tree lot, in addition to the $21,692.76 as of 12/31/14.

Merry is out of envelopes and asked about getting more. Katrina will look into getting some printed.

Merry had a question as to what the FY was – is it the CY? Korey thinks yes, was going to check.

There are 6 families that have not cashed their work fee refund checks.

Team Operations-Sheryl

Sheryl had a question about getting people to sign up for lead positions and the social event sign-up plan. Korey explained that everyone, when they register for the Dolfins, will have to answer a question about which social even they want to work. Even people who are exempt from work assignments will have to answer the question. This will generate a list that Katrina and her event leads will use to get workers for social events.

We decided to add a Teen Game night to the social calendar. Date TBD. Korey added the game night to the social events question.

Meet Operations-Rob Hicks

Rob is putting together a list of materials we can get/request from sponsors. Sharon said she will also work on ideas. We need more shade for Battle. Rob found some vertical poles and the canvas, but we do not have the joint/connector pieces – need to contact the vendor. We need a tent/canopy for the coaches and he would like to purchase a set of 12 radios if the budget allows.

Fundraising-Gus

Gus will be focusing on sponsorships instead of the Cajun Fest. The new sponsor form should be done Wednesday and will be emailed to the board. Gus needs from Shuleen/Talli a list of people who were helping with sponsorships. Peter and Gus will target larger businesses for higher sponsorships. Peter has the skills to put together slideshows/presentations that are needed for those pitches. We also need to make the pitch to the team parents and ask them to take the sponsorship info to their places of work.

Battle of the Ages-Shuleen

Shuleen will be spending the next few weeks nailing down teams. Benicia Stingrays, Pinole Seals and Springbrook have asked to attend Battle. She is hesitant to turn people away right now because teams are in flux until the start of the season.

Shuleen said we need more shade for Battle and Rob said we will have plenty of shade.

Rob Hicks asked if we can drop a meet and host a last chance meet instead. Talli said the Blackhawk last chance meet is attended by just a handful of swimmers and it’s tough to do a meet at that point in the season. It would fall to a few parents.

Shuleen is looking for a theme for Battle. One suggestion was Survivor. Please let her know if you have other ideas.

Social-Katrina

Katrina will get going on social events this month.

Snack Shack-Sharon

Sharon would like the team to purchase walkie-talkies. There is a 2 pack at Costco for ~$60. She will schedule appliance service/cleaning for March. Rob Hicks is going to look at the building this weekend to see what can be done to increase air flow with vents.

Team Manager-Sara

She has updated the website with the 2 new meets. We have 9 dual meets – 6 home and 3 away.

District-Korey

Korey wanted to confirm who is exempt from work assignments so she can get them set-up in the District’s registration system to not be charged the Family Fee when they register for the team. In addition to the Board, exempt positions are Kristy Minka & Alexandra Kemp (work assignments), Sara Silver (team manager) and Jim Libby (head starter/referee). Shuleen will confirm with Korey the Battle lead positions that are exempt.

We discussed the quote Korey got from Speedy Glass to replace the trophy display glass. Board members are concerned the glass is thicker than the ¼” quoted. Korey will do additional research to make sure the quote is correct.

Work Assignments-Kristy & Alex

Kristy and Alex explained what they have been working on for work assignments.

* The work shift coordinator will be in a pre-determined spot. It is your job to find them and sign in 15 minutes before your shift. You will not be able to sign in for an afternoon shift in the morning.
* When your shift is over, you must check out with them. If you don’t check out there is no credit for the hours.
* Sharon will do her own check-in/out at the snack shack and give her list to Kristy/Alex.
* Rob Hicks will also have his own list for set-up/clean-up.
* The sign in/out sheets will be used to update their hours in TU.

Sheryl requested to have the work shift information documented for the Blue Book.

* The work shifts are confusing to new families and we need to buddy them with a returning family. Korey reminded the board that one of the (many) questions asked during registration is if it’s your first year on Dolfins. This is used to generate a list of new families. Sheryl is going to take the lead on New Family Hospitality.
* Kristy will put together an email for returning families to see who is interested in helping new families.
* There was a question on how to manage compensation for extra shifts, along with the substitute list.
* For the billing categories in TU – can we add an “Exempt” billing group? This would be for the Board, Battle leads, team sales, work coordinators and stroke and turn (need a list from Rob Hicks or the lead stroke & turn).
* The day after each meet, an email will be sent to the team that work shifts have been updated and telling them to log in and check that their hours are correct.
* After the PHA/PHD meet on June 17, every person will get an individual accounting of where they are for hours completed and future hours they have signed up for.
* Exempt positions need to be available for invitationals/Battle.
* Can’t do “extra” shifts until your hours are completed.
* All available hours should be posted – especially Battle.
* If a family takes the buy-out option, that buys them out of all hours/shifts.
* If a substitute does not show up, the shift is still your responsibility.
* There will be one work shift coordinator spot for each meet – for someone to train with/shadow Kristy & Alex – these are hour-earning shifts.
* Shuleen asked about bringing back vacation cards. Talli said these were helpful.
* Kat said she will plan a “New Parent Donuts & Dolfins” meeting, a time for new parents to ask questions, etc.
* We also discussed ordering Board member shirts so board members are more easily identifiable. If Board members want to take questions at meets they will wear the shirts.
* We will discuss Battle jobs/sign-ups at the February board meeting.

Meeting adjourned at 9:05 pm

Respectfully submitted,

Korey Riley