**PLEASANT HILL DOLFIN PARENT BOARD**

**MEETING MINUTES**

**MONDAY, February 9th, 2015**

Present: Robert Allen, Amy Ross, Katrina Hunn, Sara Silver, Sheryl Webster, Rob Hicks, Meenu Chauhan, Talli Pitcher, Korey Riley, Alexandra Kemp, Kristy Minka, Beth Heinen

Meeting called to order at 7:05p by President Robert Allen

Secretary-Amy Ross

Minutes from the January 2015 parent board meeting were discussed and the board voted to approve the minutes.

Amy asked for an update regarding team suits for the upcoming season. Coach Talli reported that they will be the same design as last year.

Treasurer Merry Burns not present however Korey Riley confirmed that the FY is the same as the CY. Korey also reminded the board that we need a proposed budget for the year! Katrina asked what the budget was/is for social events and Amy provided her with that information.

Head Coach-Talli Pitcher

Talli stated that we lost the July 22nd meet scheduled with Dewing Park as they accidentally double booked so she and Sara will work to fill that date.

Update on 9/10 coach-Talli had contacted a CAL swimmer regarding this position but it didn’t work out. She is still working on some leads. As a back up she informed the board that possibly Coach Clare and Coach Andrew could take the 9/10 age group with the support of the other coaches.

Meet Operations-Rob Hicks

Rob requested the purchase of a 12 pack of walkie talkies. These come with accessories and batteries. The cost is $719.00. He also requested approval to purchase 3 12x20 tent connector systems for approximately $500.00 as well speakers/wire for approximately $600. The board approved purchasing the walkie talkies and the tent/canopy connector parts for $719. And $500. respectively. Rob will follow up with Peter who may have a lead with a DJ regarding the speakers and wire. Rob discussed the ventilation problem that snack shack is having with regards to hot air having nowhere to exit the building. He stated we could probably put a vent in for around $300 and this needs to be done before we have people working in the snack shack. Rob also would like to remove a wall in one of the storage pumpkins and put shelving in prior to time trials. He requested help from a volunteer with carpentry experience. He also discussed the issue/problem of the rising cost of ice and the fact that it could possibly reach $5/bag by summer. The board discussed the possibility of making our own ice and storing it in a freezer we could purchase and place in a storage pumpkin. This issue needs further discussion as the purchase of ice is going to greatly impact Battle of the Ages due to the large amount of ice that is needed for this event.

Team Manager-Sara Silver

Sara asked if supplies for the desk (ie: paper, ink, etc.) should come out of the office supply budget. The board agreed that that was probably the case. She is working to fill the July 22nd date with a meet.

District- Korey Riley

We are doing a teen game night at the Teen Center on July 28th.

The board approved using Speedy Glass to replace the trophy case glass. The amount of this repair is $525.50

Work Shift Coordinators-Kristy Minka and Alexandra Kemp

Kristy presented both a Casino Night idea as well as a Parent Mixer Night idea. The board discussed these options and came up the idea of a Bingo Night. The board determined this to be the best option and chose May 31st as the date. Katrina will confirm with the district that this night is available for us to use the senior center.

Kristy also brought up the Adopt a new family/Mentor program idea. The board agreed that this is a good idea. Korey will order board member shirts so that we can all be easily identified and when wearing the shirts are available to be approached by families with questions. The board agreed to wear the shirts the first week of practice so we are all visible to parents. After the coaches get the kids all checked in they can send the parents off to board members to answer any questions.

We then moved to a detailed discussion pertaining to the Mock Meet that was set up. Alexandra stated that this ‘meet’ went well. She went ahead and standardized all job descriptions on the Team Unify site so that it is easy to understand what the requirement is of a particular job. She also adjusted Snack Shack shifts to fit the needs of Sharon and crew. She was able to run a report off of this meet to see who worked their mock shifts. Team Unify only shows completed job assignments for parents (in other words doesn’t show partial shift completion). We determined that all super users can log on to the site and see who did not show up for their shifts. After each meet the coordinators will send out a standard letter telling all parents to log on to see that their hours are accurate on TU. If a parent no shows they will be fined and those fines will be due and payable at the snack shack. Sharon has agreed to take on this responsibility and the board agreed that we should purchase triplicate receipts for Sharon to track fine payments! One copy of the receipt will go with the person paying the fine and second copy goes with the payment to the treasurer. Alexandra and Kristy share some draft forms that they had created for fines as well as no shows At Time Trials it will be made clear to the team that you MUST always sign out at the end of your shift so that credit can be given for the shift for ALL SHIFTS and ALL MEETS throughout the season. The board agreed that all emails regarding work shifts should come from the work shift coordinators. We also discussed bringing in the coaches to talk to parents who have missed 2 work shifts. We also discussed having a substitute worker category on TU and how that would work? Would it be a good idea? Or having an ongoing sub list? We then discussed signing up at the actual swim meet if you would like to be placed on the sub list for that meet. To clarify, those whose names are on the sub list and who work a shift as a sub will get snack shack credit, NOT hours. The issue of working shifts at invitations needs further discussion. There was a discussion around setting up invitation shifts in TU now instead of waiting for information from the host team. It was agreed that parents of mini dolfins whose swimmers move up at some point during the season be encouraged but not required to work a shift as it will help them learn the drill. Lastly Alexandra stated that she will send out all parents a work shift statement on June 17th showing all parents how many hours they have worked and how many they still need!

Meeting adjourned at 9:01pm

Respectfully submitted,

Amy Ross