PHD Board meeting minutes

10/9/17

Attendees (13):

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| T. Pitcher | K. Riley | T. Murphy | A. Kemp |
| A. Ross | K. Moore | S. Teicher |  |
| K. Hunn | M. Katz | A. Beard |  |
| S. Shirley | C. Palaganas | B. Morris  |  |

**Action items:**

1. Sean: Coordinate with Peter on dismantling and storing the Snack Shack window flags.
2. Chriscelle: Make correction to September minutes, then redistribute.
3. Sean/Peter: Roofer’s estimate, update on exhaust fan in the Snack Shack
4. Cajun Fest age group basket leads: Get your auction baskets together.
5. Amy R: Coordinate with Peter/Gus on remaining Cajun Fest preparations and logistics.
6. Michael Katz needs a Cajun Fest head count by 2 pm Wednesday 10/18 – Can the person tracking Event Brite registrants give him this number?
7. All: Promote Cajun Fest! Buy your tickets! If you think you are going to purchase tickets at the last minute, be sure to RSVP with Korey or Talli so we can prepare for an accurate head count.
8. Terra: Coordinate with Anna Balogh and Phoebe Stephens on merchandise to sell for Christmas selling season.

**Detailed meeting minutes:**

President Amy Ross called the meeting to order at 7:04 pm.

The Board called for one revision to the September minutes, then approved it.

1. Talli’s update
	1. 2018 meet schedule is almost done; one slot is still TBD; no longer doing Concord City meet
	2. Practice schedule – survey results show that most families want morning practice, with evening option
	3. 2018 coaching staff – Luk, Mirelle, Ares returning; other spots TBD
2. Korey’s update
	1. Katherine, Amy Ross, Stacey will work Holiday Festival booth on 12/6, 5:30 – 8 pm. Need to set up pop-up and table; give away hot chocolate and coffee.
	2. Cajun Fest age group basket leads
		1. Amy Beard – 8 & under > Family game night theme
		2. Terra – 9/10 > Beer & wine theme
		3. Sean – 11/12 > Date night theme
		4. Stacey – 13/14
		5. Shuleen – 15-18
3. Alexandra’s update
	1. (*follow up from September meeting*): Need to clarify EXEMPT work status – this was a big problem at invitationals. What is expected of exempt parents?
	2. This will be a continuing discussion. Current solution is that ‘Exempt’ status fulfills Battle + regular meet work requirements. All ‘Exempt’ families are still required to work invitationals if their swimmer(s) attend the invitational meet.
	3. The only exception to this invitationals condition is the buy-out option.
	4. Baxley family agreed to do stars.
4. Heather’s update
	1. Need to devise a system to track families who register for invitationals yet swimmers miss the meet, and/or families no-show for work commitments – missed invitational fees must be assessed shortly after the meet.
	2. This tracking system must dovetail from Amy Ross’ previous work doing Computer entries and reports – this will be a continuing discussion.
	3. Dissolved endowment
	4. Hired a CPA who has Power of Attorney to investigate matters
	5. 2017 budget – Heather is inputting data into the software, she’s gotten to May 2017
5. Cajun Fest
	1. Brad is working the bar – he needs others to assist him
	2. Michael’s main concern is refrigeration

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| **Here’s what we know**  | **Items still TBD**  |
| No one signed up for babysitting – canceled this  | Who is serving?  |
| Michael can provide chafing dishes  | Who is running the auction?  |
| 40 tickets sold as of 10/9; we need 80 attendees to break even | Are tickets available for purchase at the door?  |
| Buffet tables set up in the breezeway | Who is setting up and in charge of the bar?  |
| Nicholas Jullien will handle registration  | Who’s delivering Drake’s beer?  |
| Katrina has the keys to the community center; we have access to the kitchen at 2 pm  | Utensils, plates, napkins, glasses > do we have these details covered?  |
| Holly is doing decorations  |  |
| Have tablecloths  |  |
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1. Brad’s update on League meeting
	1. Overall, reps are satisfied with 2017 league meet
	2. League meet will still be the last weekend in July 2018
	3. 2018-2019 seasons: PHD will be in charge of Desk Operations at the League meet
2. Kat’s Battle update
	1. Meet packets will be sent to visiting teams next January 2018
	2. Walnut Country and Sun Valley will not attend; there is interest from 4 new teams
	3. Keep Battle to 20-22 teams
	4. Pre-Battle jobs are only available to those who know they are not attending Battle
	5. Board decided to increase meet entry fees, as we are below market for this area
3. Terra’s update
	1. Put existing merchandise on sale, in time for Christmas season
4. Amy B’s update
	1. PHPRD hosts Trunk or Treat on 10/27. We talked about having the lifeguard and staff decorate the lobby area of the pool as part of the trunk or treat event
	2. Polar Bear plunge on 1/28/18 @ 10 am. It will be for our Dolfins and a fun way for teammates to see each other in the off season. Swimmers will jump in the cold pool in the middle of winter and have hot cocoa etc
	3. the Oakland A's swim team event is scheduled for 6/12/18
5. Snack Shack update
	1. Katherine Moore will attend Board meetings as the Snack Shack representative. Thank you, Katherine!

*Meeting adjourned at 8:24 pm.*

*Next meeting is Monday 11/13 @ 7 pm.*