PHD Board meeting minutes

11/13/17

Attendees (9):

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| T. Pitcher | K. Riley | A. Kemp |
| A. Ross | K. Moore | S. Teicher |
| S. Shirley | C. Palaganas | A. Beard |

**Action Items:**

1. Amy B and Stacey (*for future reference, no immediate action required*): coordinate on the combined Swim-a-Thon/Kick-off BBQ on 6/13/18
2. Stacey: Explore Team Unify’s fundraising Swim-a-Thon component. Parents can easily donate $10 online
3. All: If you have ideas or preferences on the 2018 Zumo suit design, reach out to Talli.
4. Korey: Can you get Parks to bring tables and pop-ups to the Holiday Festival?
5. Korey: Is it possible to reserve the Teen Center for our 12/11 meeting (potluck and white elephant gift exchange)?
6. Sean: Look for roofer for Snack Shack. Coordinate with Talli or Korey if you need to get into the Snack Shack.
7. Open job: need someone to measure the current Snack Shack commercial-size freezer
8. Korey: Can you add new Board members to the Google Drive? Also, can you check access privileges (eg., Chriscelle can only download, cannot upload).
9. Talli: Please share completed meet schedule when it is ready. Snack Shack team needs it to divide responsibilities
10. Katherine (*for future reference, no immediate action required)*: Arrange for a meeting between Sharon Murphy, Graciela & Mario Picon, and Triveni. Need to figure out division of responsibilities. Triveni: tgorur@yahoo.com

**Detailed meeting minutes**

President Amy Ross called the meeting to order at 7:06 pm.

The Board approved the October meeting minutes.

1. Talli’s update
	1. 2018 meet schedule is done; just have to type up
		1. We will do 9 & Under meet, and 10 & Over meet at Larkey
		2. Wednesday 6/13/18 – no meet. Swim-a-Thon Kick-off BBQ! Combined social and fundraising event. Can easily recruit lap counters.
		3. Everyone brings sides, drinks dessert; hamburgers and hot dogs for sale
	2. Zumo wants to get a head start on suit design. Send any ideas or preferences to Talli.
2. Korey’s update
	1. Katherine, Amy Ross, Stacey will work Holiday Festival booth on 12/6, 5:30 – 8 pm. It’s advisable to be there at 4:30. Need to set up pop-up and table; give away hot chocolate and coffee.
	2. From Cajun Fest auction: States $20 gift card. Stacey will apply it to fundraising activities.
3. Amy R’s update
	1. Several jobs under Team Operations – we need to recruit leaders for these
		1. File cabinet – Stacey
		2. Swimmer of the Week – Kristy
		3. Stars – Sophie Baxley
		4. End of year book – Sheryl
		5. Parent relay – Peter Worrell
	2. Our next week is Monday 12/11: potluck and white elephant gift exchange!
	3. Freezer: need someone to measure current freezer, then research new freezers
4. Sean/Peter’s update
	1. Will find roofer to get estimate on Snack Shack ventilation
5. Terra’s update
	1. Wants to do Saturday morning sale of PHD gear.
	2. Will sell at Christmas Tree Lot, 12/9 from 10 am – 2 pm; she needs tables
	3. Terra needs new (clear) storage containers for merchandise
6. Stacey’s update
	1. Gus gave her a long list of what to do, post-Cajun Fest
	2. Will mail thank you cards to Cajun Fest sponsors in December
	3. Gus will give Stacey the formatted letter for vendors and donors; sponsorship form
7. Amy B’s update
	1. Polar Bear Plunge 1/28/18 @ 10 am, open to parents and swimmers
	2. Donut holes, coffee, hot chocolate will be served
	3. Registration for 2018 season opens on 1/8/18 – can encourage early registration during Plunge!
8. Katherine’s update
	1. Need to get meet schedule to divide Snack Shack responsibilities – she cannot lead the Snack Shack alone!
	2. Need to set up a meeting between Katherine, Triveni, Sharon, Mario & Graciela Picon to figure out division of responsibilities
9. Battle 2018 planning meeting scheduled for Thursday 11/30 @ 5:30 pm in the Teen Center

*Meeting adjourned at 7:56 pm*

*Next meeting is Monday 12/11 @ 7 pm, location TBD*