PHD Board meeting minutes

5/8/17

Attendees (12):

|  |  |  |
| --- | --- | --- |
| P. Hutcheson | T. Pitcher | K. Riley |
| A. Kemp | R. Briggs | A. Beard |
| S. Webster | A. Ross | G. Jullien |
| K. Minka | H. Budgin | C. Palaganas |

**Action items:**

1. All: Wear your green Board T-shirts at the Parent Meeting and Time Trials!
2. All: Please arrive at the Parent Meeting at 6 – 6:15 for set-up.
3. Gus: Collaborate with Mike Katz on Cajun Fest menu; explore 2-3 possible catering options.
4. Gus: Figure out financial break-even point; how much do we need to fundraise in order to make Cajun Fest profitable?
5. Peter: Bring up at Parent Meeting on 5/17:
   1. Need parents to help set-up the day before Time Trials
   2. We have a vacancy for Meet Operations
   3. Bring up advertising for Battle program
   4. Donations for Battle raffle
   5. Tell new families that they will have pop-up tents set up for their convenience at Time Trials – new families only!
   6. Voice vote to confirm Heather and Chriscelle as Treasurer and Secretary, respectively
6. Korey: Set up a meeting between Shuleen, Kristy, Katrina about training for the Battle lead position
7. Korey: Upload Battle files to website
8. Korey: Send Sheryl a list/contact information of the new families.
9. Korey: Revise/update the agenda for the Parent Meeting, including Team Unify/job sign-up screen shots. Include a map for set-up.
10. Kristy: Go through your files to find examples of Battle program design. Loop in Katrina on these files.
11. Alexandra: Please send Peter a talk track about what Gus needs to do for Battle. Ie., Is Gus handling the Ad Sponsor coordinator and Donation Coordinator responsibilities for Battle?
12. Alexandra: Send Sheryl the verbiage that you want added to the Monday email blast.

Eg., If anyone is not planning to attend Battle, please email Alexandra. Only those families who have notified Alexandra (in advance) of their non-participation are eligible for pre-Battle jobs.

1. Alexandra: Set up team and coaches’ pop-up tents transportation as a work commitment for invitationals. Volunteer must have a large vehicle that can hold commercial-size tents.
2. Alexandra: Email those families who have not delivered their work deposit checks. Swimmers are not allowed in the pool until they do so.
3. Alexandra: Bring up at Parent Meeting on 5/17:
   1. Swimmers are not allowed in the pool until $200 work deposit checks are delivered.
4. Robert: Evaluate the number of people you need for the Grill and Snack Shack during all home meets (including Battle). Send revised numbers to Alexandra.
5. Robert: Coordinate with Peter on Snack Shack repairs: hand-washing sink, freezer, Trophy Case.
6. Chriscelle: Reach out to Matt/Mika Hauschild about being the Snack Shack closing team.

**Detailed meeting minutes**

President Peter Hutcheson called the meeting to order at 7:32 pm.

Korey distributed Board T-shirts. (*Thank you, Korey!)*

1. Gus’ update on Cajun Fest
   1. Church is unavailable as a venue; Korey confirmed available dates for the Senior Center
   2. Board agreed on Saturday 10/14 @ 6 pm as primary date
   3. Board agreed on Saturday 10/21 @ 6 pm as back-up date
   4. Gus’ next steps:
      1. Collaborating with Mike Katz, or exploring 2-3 catering options
      2. Gus to figure out financial break-even point, how much we need to fundraise in order to make event profitable
   5. Board’s next steps:
      1. Start thinking about donation items at Cajun Fest: eg. Garage remodel, dumpster services?
      2. Need to start promoting Cajun Fest: eg., sell tickets at Art, Jazz, Wine Festival on 10/7; selling tickets at 4th of July booth
2. Sheryl’s update on Team Sales
   1. Anna Balogh and Phoebe Stevens are taking over for Jamie Cho
   2. Jamie has some inventory from last year; Jamie ordered more tees, sweatshirts, tanks, gray sweats and plaid fleece pants
   3. Team gear vendor has website that we can use for free
      1. Limited 2-week ordering window
   4. Sheryl suggested having a Square store available for the entire season
3. Areas where Talli needs help
   1. Bringing the team and coaches’ canopies to/from all Away meets
      1. Alexandra will set this up as a work job available for sign-up
      2. Note that volunteer needs a large vehicle to transport commercial-size tents
   2. Making coaches’ gift baskets for LSC and Concord City meets
      1. Kristy volunteered; will confirm details closer to the dates
   3. Ice cream on Senior Coach Day
      1. This depends on # of participants within each age group. Will confirm closer to the date.
4. Peter’s updates
   1. Things for Peter to bring up at Parent Meeting on 5/17:
      1. We need parents to help set up the day before Time Trials (5/20)
      2. We have a vacancy for Meet Operations
      3. Bring up advertising for Battle program, ie., swimmer shout-outs
      4. Donations for Battle raffle
      5. Tell new families that they will have pop-up tents set up for their convenience at Time Trials – new families only!
      6. Voice vote to confirm Heather and Chriscelle as Treasurer and Secretary, respectively
5. Alexandra’s updates
   1. We have 86-88 families on the hook for job commitments this season
   2. Alexandra needs some more information on where to pare the jobs back
   3. Time Trials > 94 jobs, the day is split in two 2-hour shifts
   4. Regular/Dual meets > 316 jobs. We need 79 families; each shift worth 4 pts
   5. Set-up/Take-down commitment > Board agreed to bump this up to 80 shifts (for entire season)
   6. Battle > worried that there are not enough families to fulfill Battle jobs
      1. Robert thinks we can pare down the # of workers in Snack Shack and Grill
      2. Robert to evaluate the table below and let Alexandra know how many people he needs for Grill, Snack Shack jobs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Time Trials | Wednesday PM (regular meet) | Saturday (regular meet) | Battle |
| Grill | 11 – 1 (2 ppl) | 4:30 – 8:30 (2 ppl) | 7 – 11 (2 ppl) | 6 – 11 (2 ppl) |
|  | 1 – 3 (2 ppl) |  | 11 – 3 (2 ppl) | 7 – 12 (2 ppl) |
|  |  |  |  | 11 – 4 (5 ppl) |
|  |  |  |  |  |
|  |  |  |  |  |
| Snack  Shack | 11 – 1 (7 ppl) | 4 – 7:30 (5 ppl) | 7 – 11:30 (5 ppl) | 6 – 11 (2 ppl) |
|  | 1 – 3 (7 ppl) | 5:30 – 9:30 (5 ppl) | 10:30 – 3 (6 ppl) | 7 – 12 (7 ppl) |
|  |  |  |  | 11:45 – 4:45 (9 ppl) |
|  |  |  |  |  |

* 1. There are 11 families who have not yet paid their $200 work deposits.
     1. Alexandra to email these families: swimmers are not allowed in the pool until their check is delivered.

1. Battle update
   1. Invitations sent out to teams; Crockett will attend
   2. Korey: Set up a meeting between Shuleen, Kristy, Katrina about training for the Battle lead position
2. Parent Meeting on 5/17
   1. Korey to send Sheryl a list of the new families
   2. Age group liaisons
      1. Amy Beard – 6 & Under
      2. Sandra Heinen (?) – 7-8
      3. ? – 9-10
      4. Sheryl Webster – 11-18
   3. Korey to revise/update the Parent Meeting agenda with Team Unify/job sign-up screen shots. Also send map to the Board members to clarify set-up
3. Amy B’s updates – next social events
   1. 9/10 Bowling on 6/19
   2. A’s night on 6/20 – there will be free parking and tailgating!
   3. Senior Coach Day on 6/22
   4. Water World on 6/26
   5. 8 & under Pool Party on 6/30
4. Robert’s updates
   1. Robert can shop for the food and work the early shifts, but he needs a closing team
   2. Chriscelle to reach out to Matt/Mika Hauschild about their interest in this position
   3. Snack Shack facility needs some maintenance
      1. Hand-washing sink – broken trap
      2. Freezer
      3. Trophy cabinet
5. Miscellaneous
   1. Heather Budgin approved by Board as Treasurer
   2. Chriscelle Palaganas approved by Board as Secretary
   3. This is not official until Parent Meeting voice vote

*Meeting adjourned at 9:54 pm*

*Next meeting is Monday 6/12 @ 7 pm*