PHD Board meeting minutes

7/10/17

Attendees (12):

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| --- | --- | --- |
| P. Hutcheson | T. Pitcher | K. Riley |
| A. Kemp | B. Morris | E. Worrell |
| S. Webster | A. Ross | G. Jullien |
| K. Minka | H. Budgin | C. Palaganas |

**Action items:**

1. All: Push the League T-shirts! Deadline to purchase is Wednesday 7/12.
2. Talli: Send coaches’ League T-shirt sizes to Brad.
3. Sheryl: Investigate the DQ slips, getting swimmer’s name printed on them, coordinate with Ed Ostrowski.
4. Alexandra/Kristy: Make more pop-up slips.
5. Alexandra: Check that canopy transport is a job for League meet. Need someone to leave the pop-ups on Friday, bring it back on Sunday.
6. Amy R: Reach out to Holly McDonald about buying spirit decorations for team section at League.
7. Korey: Coordinate with Peter, Scott about loaning food tent to Diana Corkran (Concord City meet)
8. Sheryl: Ask Beverly Fung about designing yearbook.
9. Korey: Follow up with Custodial Supervisor Nick about missing recycling containers
10. Chriscelle: Start exploring possible interns at DVC Restaurant Management program
11. Chriscelle: Ask around about IRS criteria on paid/unpaid internships
12. Chriscelle: Get file box from Sharon, start putting together guidebook
13. Korey: Send Sheryl some verbiage about August elections, to be included in the next Monday blast
14. Gus: Start charging the starter on Tuesday
15. Alexandra: Send Tuzon an email about deposit
16. Chriscelle: Ask Demi Marquez and Gina Dela Cruz about Snack Shack leadership
17. Gus: We can auction off a reserved spot on the pool deck at Cajun Fest
18. Gus: Send Peter a short list/summary of the fun opportunities at Cajun Fest. Peter will work on promoting event at City Council meeting

**Detailed meeting minutes:**

President Peter Hutcheson called the meeting to order at 7:04 pm.

The Board approved the June meeting minutes.

1. Brad’s update on League
   1. Coaches’ meeting 7/20 @ Sun Valley
   2. TBD: where families can set up pop-ups at League meet. Grassy areas are being re-done
2. Talli’s update
   1. Getting complaints about DQ slips – please make sure correct swimmer’s name is written on the slip
   2. Where are the Awards? No stars, pop-ups slips
   3. Need to find someone to bring coaches’ tents to invitationals
   4. Let’s move Battle weekend to 6/30 – 7/1 next year
3. Korey’s update
   1. Will loan food tent + mesh screen sides to Concord City meet.
   2. Need to find someone to design the yearbook – possibly Beverly Fung? This person needs to coordinate with Talli and Amy Ross on Awards
   3. Campus clean-up day – let’s try this out for 1 day next season
   4. Board positions up for reelection in August
      1. Alexandra willing to extend her term as VP
4. Peter’s update
   1. Snack Shack still needs freezer repairs - approximate cost of commercial freezer $2-3K
   2. Too hot in Snack Shack – need exhaust fan but will be cost-prohibitive
   3. County inspector says that refrigerator and freezer are cold enough; sinks are not delivering hot enough water (should be 120°).
   4. Snack Shack leaders for next year – Chriscelle to start exploring possible interns at DVC’s Restaurant Management program
5. Alexandra’s update
   1. Caitlin Tuzon, Sean Wood – still do not have family fee deposits on file
   2. Four families not signed up for any work shifts whatsoever
   3. Some families completed Battle requirement, but only have 1 regular meet point
   4. Will enforce Board policy of charging parents who do not find replacements for their work shifts
6. Amy B’s update
   1. Amy B’s husband will cook for 11/12 luau
   2. Coaches will handle League cookie deliveries
7. Gus’ update on Cajun Fest
   1. Michael Katz will cook. Food costs = $1150
   2. Drake’s Brewery will provide free beer
   3. Can also provide (boxed) wines
   4. Entertainment: Shuleen’s HS kids can fill some time between the band’s sets
   5. Quote from Celestial Brass Band = $2500
   6. Will sell $40/ticket for early birds, $50/ticket closer to event. (Must sell 118, 94 tickets at respective prices in order to break even)
   7. How to promote?
      1. Social media, Focus, Outlook, City Council, Shuleen’s jazz band
      2. Local papers: Pioneer, Claycord
      3. Buy an ad in the yearbook and LSC program
      4. Hit up Cajun restaurants
8. Eric Worrell’s update on Parent relays
   1. Two 50 YD relays @ 7/19 Benicia meet: before the anthem and before Breaststroke events

*Meeting adjourned at 9:25 pm.*

*Next meeting is Monday 8/14 @ 7 pm.*