PHD Board meeting minutes

1/8/18

Attendees (11):

|  |  |  |  |
| --- | --- | --- | --- |
| T. Pitcher | K. Riley | A. Ross | A. Kemp |
| S. Shirley | K. Moore | S. Teicher | H. Budgin |
|  | C. Palaganas | K. Hunn | T. Murphy |

**Action Items:**

1. All: Send Korey more FAQs regarding the fundraising requirement.
2. All: Send Korey your ideas for how the fundraising requirement or registration fee management should be explained in the Blue Book.
3. Amy R.: Explore Team Unify’s financial capabilities to put credit card on file.
4. Korey: Remove all “exempt” terminology in the Blue Book, as it relates to Work Assignments
5. Korey: Resend Safe Serve certification information to Triveni.
6. All: If there are specific line items you want tracked in the 2018 budget, please send your requests to Heather.
7. Heather: In 2018 budget, please eliminate “Snack Shack Battle” as a separate category. All Snack Shack costs should be under “Snack Shack.”
8. Katrina: Coordinate with Terra on your preferences in the online store.
9. All: Send Stacey any sponsorship form copyediting/proofreading edits.
10. Talli: Check with Costco contact about donations to Snack Shack.

**Detailed meeting minutes**

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

The Board approved the December meeting minutes.

1. Talli’s update
	1. Waiting for email response from vendor
	2. Costco estimate was $2850 – this does not include delivery, removal of old freezer, other additional fees
	3. Agreed to purchase new freezer and have it installed during spring break (week of 4/2)
2. Korey’s update
	1. New fundraising requirement (to insert in Blue Book)
		1. Board agreed to offer two options for $50 fundraising requirement
			1. $50 of raffle tickets for Battle
			2. $50 (minimum) ad space in the Battle program
		2. There will be a new pre-Battle job: $50 fundraising coordinator
	2. Ribbon award program – results of 2014 survey
		1. Only 85 responses; 19 of which had swimmer in 13-18 group; results were mixed
	3. District Camp Expo on 3/10 - Korey to staff the table, Chriscelle & Brandon will stop by
		1. Awards Night slide show will play on loop
3. Alexandra’s update
	1. Board agreed to replace all “exempt” terminology with the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Reclassified as:**  | **Their duties fulfill:**  | **Additional work required:**  | **Notes**  |
| Board members, including Triveni  | Permanent jobs | Regular/Dual meet work commitments; Battle point requirement; set-up/take-down; social commitment Excused from signing up on Team Unify (except for invitationals) | If swimmer attends invitational, parent must sign up for work shift Help out with other volunteer opportunities as needed | Can sign up for preferred invitational shift, but A. Kemp can remove you other families need work requirement |
| Snack Shack Board members (Picons)  | Permanent jobs  | Regular/Dual meet work commitments; Battle point requirement; set-up/take-down; social commitment; invitationalsExcused from signing up on Team Unify |  | Excused from working invitationals  |
| Desk  | Permanent jobs | Regular/Dual meet work commitments; Battle point requirement; set-up/take-down; social commitmentExcused from signing up on Team Unify (except of invitationals)  | If swimmer attends invitational, parent must sign up for work shift  |  |
| Stroke & Turn | Permanent jobs  | Regular/Dual meet work commitments; Battle point requirement; set-up/take-down; social commitmentExcused from signing up on Team Unify |  | They already work invitationals. |
| League rep | Permanent job  | Regular/Dual meet work commitments; Battle point requirement; set-up/take-down; social commitmentExcused from signing up on Team Unify  |  | Excused from working invitationals |
| Starter refs  | Season-long commitment  | Regular/Dual meet work commitments; Battle point requirement; set-up/take-down; social commitment Excused from signing up on Team Unify (except for invitationals)  | If swimmer attends invitational, parent must sign up for work shift |  |
| Grill Master  | Season-long commitment  | Regular/Dual meet work commitments; Battle point requirement; set-up/take-down; social commitment Excused from signing up on Team Unify |  | Excused from invitational work requirement  |
| Team Photographer  | Season-long commitment  | Regular/Dual meet work commitments; Battle point requirement; set-up/take-downExcused from signing up on Team Unify (except for invitationals) | If swimmer attends invitational, parent must sign up for work shift | Works at social events |
| Team Sales  | Season-long commitment  | Regular/Dual meet work commitments; Battle point requirement; set-up/take-down; social commitment Excused from signing up on Team Unify |  | Excused from invitational work requirement |
| Keeley Ariana  | Season-long commitment  | Regular/Dual meet work commitments; Battle point requirement; set-up/take-down; social commitment Excused from signing up on Team Unify |  | Excused from invitational work requirement |
| Buy-out families  | Permanent jobs | Regular/Dual meet work commitments; Battle point requirement; set-up/take-down; social commitment Excused from signing up on Team Unify |  |  |

1. Amy R’s update
	1. Will explore Team Unify’s financial capabilities to see if credit cards can be put on file
	2. If so, families can put $200 work deposit fee on credit card
2. Heather’s update
	1. If there are line items you need/want tracked in the 2018 budget, please send your requests to Heather.
	2. Instead of trophies at Awards Night, offer alternate (recycle-able) prizes: Honor bags, towels, medals
3. Chriscelle’s update
	1. Board agreed to let Robert’s Sam’s Club membership expire in 5/18.
	2. Graciela Picon will use her own Sam’s Club membership for Snack Shack purchases.
4. Terra’s update
	1. Limited pre-orders/pre-sales will be taken at Parent Night only
	2. Hats, tank tops always sell
5. Sean’s update
	1. Scott/Peter advised against taking down the Snack Shack awning; the bolts are getting stripped.
6. Stacey’s update
	1. Working on getting corporate donations
		1. Dr. Harmon (DDS) committed; will follow up with orthodontist
	2. Working on coordinating with local restaurants for monthly Restaurant Dining Nights: Chipotle, The Habit, Rubio’s, new places in The Veranda
	3. Working on prizes for Bingo Night
		1. Free music guitar lessons from Guitar Center
7. Katherine’s update
	1. Anna agreed to lead Snack Shack clean-up
	2. PHD will gladly buy her dinner
	3. Korey to resend Safe Serve certification information to Triveni
		1. Mt. Diablo Adult Education
		2. PHD will reimburse any course fees
	4. Board approved purchase of new kitchen towels
	5. To discuss next time: Swim-a-Thon/BBQ fundraiser
		1. Overlaps between Amy B., Stacey, Snack Shack, and Mike Katz
		2. Who is the lead person?
	6. Ask parents to donate $25 Safeway or Costco gift cards
	7. Need information on donations from Kinder’s, Costco, Diablo Foods
	8. Keep taco salads on the menu!

*Meeting adjourned at 8:44 pm*

*Next meeting is Monday 2/12/18 at 7 pm*