PHD Board meeting minutes

2/12/18

Attendees (10):

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

**Action Items:**

1. Talli to take care of AT&T MiFi account 🡪 account name changing from Kathe Kaminek to Talli or Korey’s name
2. Korey: Please update the fundraising schematic to include team T-shirts, swim caps, spirit signs, timer chairs, swimmer file cabinet supplies, LSC spirit week expenditures, and coaches’ tickets to social events.
3. **ALL**: Attend the Master Planning meetings if you can! You can also email Michelle Lacy (mlacy@pleasanthillrec.com) to express your opinions on how you would like to see PHD and District Aquatics programs improved through the Master Plan. Spread the word!
4. Put in 2018 Blue Book: Account holders can put a credit card on file in Team Unify.
5. Amy R.: Try putting your credit card on file in Team Unify as a trial run; follow-up with Team Unify customer service.
6. Alexandra: Start setting up jobs for 2018 season; will present at March meeting.
7. Terra: Connect with Sheryl Webster about Blue Book.
8. Heather: Update revenue section of 2018 budget: All Snack Shack income must be grouped together; no separate line item for Snack Shack > Battle.
9. Chriscelle: Follow-up with Heather on roofer who donated for Cajun Fest; also pediatric dentist who donated in January.
10. Chriscelle: Send thank you cards to sponsors.
11. Korey: Please review Sports Basement fundraising partnership proposal; check that it is permissible by District standards.
12. Stacey: Connect with Amy Ross on how to do Dining Out fundraisers.
13. Talli: Send Stacey potential dates for Dining Out Nights (1 per month).
14. Stacey: Ask corporate sponsors and businesses for donations that can be prizes during Nacho Bingo Night (10 prizes).
15. Stacey: Collaborate with Jeanine Gamble on Swim-a-Thon so families are notified early enough to start gathering pledges.

**Important Notes:**

1. Mike Katz cannot be here for Battle.
2. Alex Kemp cannot be here for the weeks of 6/11 and 6/18; also not LSC weekend.
3. Home Team is our new photographer.

**Detailed meeting minutes:**

President Amy Ross called the meeting to order at 7:01 pm.

The Board approved the January meeting minutes.

1. Talli’s update
	1. Board approved the purchase of a new freezer
	2. Final cost = $2648.07 (includes $150 removal of old freezer + $100 lift gate)
	3. Will arrange for delivery during week of 4/3 (MDUSD spring break)
	4. Talli to take care of AT&T MiFi account clean-up
2. Korey’s update
	1. Registrations to date (comparison)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | # registered swimmers  | # families  | # 6 & Unders  | # Mini’s  |
| 2/2017 | 55 | 38 | 6 | 2 |
| 2/2018 | 52 | 29 | 9 | 7 |

* 1. Board approved Talli and Korey’s schematic showing what is funded by District registration fees and Parent Club, with few minor corrections
	2. Need to remind families that the Parent Club is a 501(c)3 organization 🡪 their donations are tax-deductible
	3. Camp Expo on 3/10 – no parent volunteers
	4. District’s Master Plan meeting on 2/13 🡪 need to spread the word among PHD families to encourage vocal support for improving PHD facilities and District Aquatics programs through the Master Plan.
1. Amy Ross’ update
	1. Team Unify events are now updated.
	2. Team Unify makes donations, fundraising, and fee payments easier by allowing account holders to keep a credit card on file.
		1. Make sure to publicize this new feature at the Parent Meeting.
2. Alexandra’s update
	1. Will start setting up jobs for 2018 season; will have jobs ready at March meeting
	2. Don’t know LSC jobs yet
	3. Alex will not be available during weeks of 6/11, 6/18; also not LSC weekend.
	4. Terra can help as Work Shift Coordinator on LSC weekend
	5. PHD in charge of Desk at LSC 2018
	6. Sheryl Webster preparing Desk Ops for 2018 season
3. Terra’s update
	1. Received informal bid for T-shirts
	2. Board agreed to do a minimal mark-up on PHD gear: 5% cover cost to cover set-up fees, cost of Square transactions
	3. Terra to connect with Sheryl about Blue Book
4. Treasury update
	1. Board reviewed Heather’s preliminary 2018 budget
		1. Please put Snack Shack income under Snack Shack; must not be a subset of Battle
		2. Need to update this in Revenue section
5. Stacey’s update
	1. All sponsorship letters and forms are ready to go
	2. Board approved Stacey’s purchase of stamps for sponsorship solicitation
	3. Stacey explored other fundraising opportunities
		1. Dick’s Sporting goods 🡪 Board agreed to postpone this initiative
		2. Sports Basement 🡪 Board agreed to explore further
			1. Korey to review Sports Basement proposal
	4. Stacey to coordinate with Amy Ross on how to do Dining Out fundraisers
	5. Talli to provide potential dates for Dining Out Nights (1 per month)
	6. Board agreed:
		1. All sponsors will receive a Thank You card
		2. Sponsors who donate $150 (minimum) will receive a Thank You card + certificate
		3. Sponsors who donate $500 (minimum) will receive a Thank You card + certificate + team photo plaque
6. Amy B.’s update
	1. 6/12 is Oakland A’s Swim Team Night! Amy put 20% down for 75 tickets; $27/ticket
	2. 4/29 is Nacho Bingo Night – need to coordinate with Stacey on 10 items we can give away as prizes
7. Snack Shack update
	1. Anna, Katherine, Triveni, Picons, and Amy Ross will help clean up the Snack Shack on 3/11 @ 10 am. We need more volunteers!
8. Swim-a-Thon/BBQ fundraiser
	1. Amy B. – coordinate with Jeanine Gamble on getting information out to families so they can start gathering pledges
	2. 3 – 4 pm > 8 & unders’ swim-a-thon
	3. 4 – 6 pm > 9 & overs’ swim-a-thon
	4. 6 pm BBQ dinner 🡪 families will be asked to bring a side
	5. Stacey Teicher will be the lead coordinator for this initiative; need to coordinate with Snack Shack, Jeanine Gamble, and Kristy Minka
		1. Need to gather prizes, recognition incentives for swimmers who swim the most laps and/or fundraise the most dollars
9. Other notes
	1. Korey will create a new Google Drive folder for the Board
	2. Amy R. is waiting for Brad’s response about what other LSC teams do for ribbons
	3. Junior Coaches’ training will be 6/3/18

*Meeting adjourned at 8:32 pm.*