**Fox Valley Wave Parent Board Meeting Minutes**

**5/16/18**

**Attendees:**

Heather Christenson, Lynn Roehrborn, Curt Beutler, Ruthe Zimmerman, Becky Malcomson, Heidi Rocke, Jamie Schnurer, Kevin Bigelow

**Absent:**

Joy Bauman,

**ITEMS REQUIRING A VOTE**

**Meeting Minutes Approved**

* Motion – Becky Second - Heather Approved.

**OLD & NEW BUSINESS (Status Updates)**

Schedule Items

|  |  |  |  |
| --- | --- | --- | --- |
| **Types of Activities** | **April** | **May** | **June** |
| **Budget, Financials, & Strategic Planning** |  | New Year (F/W & S/S) Strategic Planning Session & Initiate Budget Planning |  |
| **Team Member Registration & Practice** | Long Course or Spring/Summer Practice Begins |  |  |
| Trial Week |  |  |
| Practice Age Group Orientations (Move-ups) |  |  |
| **Social Events** | Banquet | Start planning/booking Senior Trip (odd year planning for even year trip) |  |
| **Meet Planning** | Secure Venue for Splashfest Meet | Inquire about MayFly Venue for Next Year |  |
| Sanction Date for Splashfest Meet | May Fly Meet |  |
| **Fundraising** |  |  | Fundraising mid year check |
| **Education/ Recruiting** | Finalize and publicize dates for new family orientation meetings and swim meet 101 |  | Send follow up email to all new families and possibly Bronze swimmers after consulting with Bronze coach |
| Finalize and publicize dates for Swim App class |  |  |
|  |  | Update all registration materials, including fee schedules |
| **Apparel** | New Member Shirt Hand Out |  | Generate State Shirt Ideas & Caps (if applicable) |
| Team Equipment & Suit Orders | Team Apparel Orders |  |
| **Other/Misc.** | Review upcoming season meet schedule and Coaching plan | Review Team Policies |  |

Action Item Follow ups – Lynn

* **Heather and Becky** to call first fundraising/sponsorship meeting – inviting parents to participate and join committee
* Joy to draft MayFly detailed job descriptions DONE
* **Heather** to schedule USA Swimming recognition follow up with Jamie and Curt
* **Ruthe** to finalize registration and tryout document and post to site DONE
* **Ruthe** ask TeamUnify if they have instructions on using the On Deck App.
* **Becky and Heather** to create Wave Performance Evals
* **Heather** to copy sign-up forms and waivers to FVW Google account. Done
* **Kevin** to determine when Charitable Organization application needs to be renewed (currently scheduled for October)?
* Joy to confirm Kevin available for 5/16 planning meeting. DONE
* **Ruthe** to provide new swimmer list to Heidi for shirt handout. DONE
* **Curt, Heidi, and Becky** to follow up on potential opportunity with A3. **Becky** to invite him to the next board meeting.
* **Curt** to follow up on getting Go Daddy account updated.
* **Jamie, Ruthe & Lynn** to work out transition, clinics, tryouts.
* **Becky & Lynn** to meet to review volunteer policy**.**
* **Becky** to review volunteer list from MayFly
* **Becky** to pick a date to extend the board meeting to work on five year planning.

Financial update – Kevin

MayFly income was $10,506 (Admissions, meet fees, concessions, lemonade, raffles, apparel and corporate sponsorships). Expenses are not all in yet.

Concessions ~$1200  
Admissions ~2200

Lemonade $300

Baskets & 50/50 ~$1100

Discussion Topic – Becky

* Budget & Strategic Planning
* Can we simplify the budget (not month to month) and less line items?
  + **Kevin** to check with Amy at Huth to see at what level we need to capture numbers for them.
  + **Everyone** review 2017 – 2018 budget to determine if your numbers are accurate for 2018 – 2019
  + **Kevin** – have our extra meets made up enough funds?

MayFly  
Computers Trainee – add verbiage “pay attention to detail while training to learn to for next time”. Update the job descriptions.

**ACTION Items:**

Old Items

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* **Ruthe** ask TeamUnify if they have instructions on using the On Deck App.
* **Becky and Heather** to create Wave Performance Evals
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New Items

* **Kevin** to check with Amy at Huth to see at what level we need to capture numbers for them.
* **Everyone** review 2017 – 2018 budget to determine if your numbers are accurate for 2018 – 2019
* **Kevin** – have our extra meets made up enough funds?

Becky moved to adjourn. Second – Heidi.

**Next Meeting:** Wednesday, June 6 from 6:00-7:15 PM @ Goodwill in Neenah