**Fox Valley Wave Parent Board Meeting Minutes**

**6/20/18**

**Attendees:**

Heather Christenson, Lynn Roehrborn, Curt Beutler, Becky Malcomson, Joy Bauman, Heidi Rocke, Kevin Bigelow

**Absent:**

Ruthe Zimmerman, Jamie Schnurer

**ITEMS REQUIRING A VOTE**

**Meeting Minutes Approved**

* Motion – Lynn Second - Kevin Approved.

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

Schedule Items – Joy

|  |  |  |
| --- | --- | --- |
| **Types of Activities** | **May** | **June** |
| **Budget, Financials, & Strategic Planning** | New Year (F/W & S/S) Strategic Planning Session & Initiate Budget Planning |   |
| **Social Events** | Start planning/booking Senior Trip (odd year planning for even year trip) |   |
| **Meet Planning** | Inquire about MayFly Venue for Next Year |   |
| May Fly Meet |   |
| **Fundraising** |   | Fundraising mid year check |
| **Education/ Recruiting** |   | Send follow up email to all new families and possibly Bronze swimmers after consulting with Bronze coach |
|   | Update all registration materials, including fee schedules |
| **Apparel** |   | Generate State Shirt Ideas & Caps (if applicable) |
| Team Apparel Orders |  Generate State Shirt Ideas & Caps (if applicable) |
| **Other/Misc.** | Review Team Policies |   |

Action Item Follow ups – Joy

* **Heather and Becky** to call first fundraising/sponsorship meeting – inviting parents to participate and join committee
* **Heather** to schedule USA Swimming recognition follow up with Jamie and Curt
* **Ruthe** ask TeamUnify if they have instructions on using the On Deck App.
* **Becky and Heather** to create Wave Performance Evals
* **Kevin** to determine when Charitable Organization application needs to be renewed (currently scheduled for October)?
* Curt, Heidi, and Becky to follow up on potential opportunity with A3. Becky to invite him to the next board meeting. Met with A3 on 6/20
* **Curt** to follow up on getting Go Daddy account updated.
* **Jamie, Ruthe & Lynn** to work out transition, clinics, tryouts.
* Becky & Lynnto meet to review volunteer policy**.** Updated version drafted and reviewed
* **Becky** to review volunteer list from MayFly. Becky will meet with Ruthe directly to get the MayFly signup sheet updated.
* **Becky** to pick a date to extend the board meeting to work on five year planning. Need feedback on availability for extend the board meeting...8/1, 8/15, 9/5
* **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
* **Joy** to remove July 4 meeting from calendar
* **Joy** to look at moving July board meeting to maximize attendance (check on 7/24 availability)

Discussion Topic – Becky

* 2018/2019 Budget review
	+ **Ruthe** to provide most recent Fall/Winter, Spring, and current Summer # of swimmers by group to Kevin
	+ Plan to use most recent season fees and swimmer numbers for budget planning
	+ Assuming Splashfest, MayFly and OSHY shared meets to provide additional income
	+ **Kevin** to reconcile 2017/2018 vs 2018/2019 and provide recommended updates
* Volunteer policy
	+ Updated draft reviewed. **Lynn** to draft version for Spring Season as well before final review.
* Policy review
	+ **Joy** to assemble feedback for final review & approval in July
	+ **Lynn** to draft proposal on non-parent board member with board approval for Bi-Laws

Committee updates

Social – OPEN (Heather)

* Bronze, Silver, Gold Event will be held Tuesday, July 17 at Plamann Park Pavilion. Jamie has altered practice so all can attend. Still looking for a couple people to help with that event.
* Long Course State Celebration will be Wednesday, July 15 at Plamann Park Pop Warner Shelter. Still looking for a couple people to help with food for that.
* Still need a committee for End of Season party and Banquet 2019.

Fundraising/Sponsorship – OPEN (Lynn, Becky)

* Will start in August with getting sponsors for Splashfest because they will get the added benefit of logos at all Oshy Swim Series meets. Will put out a call for people to assist with making contacts in the community.
* Still need to work with Ruthe and Jamie on Clinics, Transition and Tryout communication.
* Becky and Lynn have a draft of volunteer requirements and will continue to work to complete it before Fall registration.

**ACTION Items:**

* **Heather and Becky** to call first fundraising/sponsorship meeting – inviting parents to participate and join committee
* **Heather** to schedule USA Swimming recognition follow up with Jamie and Curt
* **Ruthe** ask TeamUnify if they have instructions on using the On Deck App.
* **Becky and Heather** to create Wave Performance Evals
* **Kevin** to determine when Charitable Organization application needs to be renewed (currently scheduled for October)?
* **Curt** to follow up on getting Go Daddy account updated.
* **Jamie, Ruthe & Lynn** to work out transition, clinics, tryouts.
* Becky & Lynnto meet to review volunteer policy**.** Updated version drafted and reviewed
* **Becky** to review volunteer list from MayFly. Becky will meet with Ruthe directly to get the MayFly signup sheet updated.
* **Becky** to pick a date to extend the board meeting to work on five year planning. Need feedback on availability for extend the board meeting...8/1, 8/15, 9/5
* **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
* **Joy** to remove July 4 meeting from calendar
* **Joy** to look at moving July board meeting to maximize attendance (check on 7/24 availability)
* **Ruthe** to provide most recent Fall/Winter, Spring, and current Summer session number of swimmers by group to Kevin
* **Kevin** to reconcile 2017/2018 vs 2018/2019 and provide recommended updates
	+ **Lynn** to draft Volunteer Policy version for Spring Season.
	+ **Joy** to assemble Policy feedback for final review & approval in July
	+ **Lynn** to draft proposal on non-parent board member with board approval for Bi-Laws

**Next Meeting:** Wednesday, July 18 (or 24) from 6:00-7:15 PM @ Goodwill in Menasha