Fox Valley Wave Parent Board Meeting Minutes
12/15/16

Attendees:
Lynn Roehrborn, Ruthe Zimmerman, Becky Malcomson, Joy Bauman, Kris Hackbarth-Horn, Gina Moon; Sara Klawikowski

Absent:
Heather Christenson, Curt Beutler; Heidi Rocke, Jamie Schnurer, Amy Weber, Monika Copeland

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ITEMS REQUIRING A VOTE

Meeting Minutes Approved
- Motion – Kris Second - Lynn Approved.

OLD & NEW BUSINESS (Status Updates)

Schedule Items – Joy

Types of Activities	December	January
Budget, Financials, & Strategic Planning		File tax return 1/15
Board Position Nomination Process	New Board Members Installed	
Social Events		plan for state qualifier gathering events
Meet Planning		Secure Venue for May Fly Meet
		Sanction Date for May Fly Meet
		Splashfest Meet
Fundraising		Secure venue for Swim-a-thon
Apparel		Generate State Shirt Ideas & Caps (if applicable)

Action Item Follow ups – Kris or Joy
- Heidi to provide Lynn a summary of what Speedo discounts are available to the team. Lynn working to get info out to team
- Joy to update FVW Parent Board schedule to move transitioning off member last meeting to November. Done
- **Sara** to work with Gina to draft proposal to better manage outstanding accounts.

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- **Amy** to look into opportunities for sponsorship for Splashfest
- Lynn to communicate reminder to families regarding volunteer obligation for the meet Plan to send out when we have more information to share.
- **Kris** to take lead on coordinating follow up on Code of Conduct (Jaime, Curt, Becky, Sara, Joy).
- Joy to add review of policies to the board schedule of activities Done
- Lynn to work with Susan to develop communication regarding change to PrestoPay (no checks) for Scrip and directions on how to use. Done
- Joy to upload Updated 5 yr plan (2nd tab of FVW parent board schedule) Done

Joy to resend board distribution to Huth
Lynn to send out reminder on how to set up text update

Financial update - Gina

- **Gina** to follow up with Huth on Tax return status
- **Gina** to follow up with Susan regarding Scrip deposits
- In a good place for cash
- Plan to change expense process for committee/activities (non-coaches) from account credits to checks
- **Gina** to follow up with Curt on timing for National meet reimbursement timing.

Coaches update – Curt

- Update via email

Fwd Board Meeting tonight.msg

Discussion Topic – Kris or Joy

- Meet
  - Need to update volunteer schedule to meet new meet format (1 session per day)
  - Will be working on concession planning
  - Lynn to incorporate Sponsorship option for Winter Open in newsletter, once Amy have options finalized
  - **Heidi** and Curt to follow up on Speedo obligation for Meets.
  - **Becky** to follow up with Curt regarding opportunity to leverage Splashfest meet name
  - Lynn and Monika have identified basket options
- USA Swimming Level II December meeting
  - **Joy** to provide recognition password to Kris/Ruthe

Committee updates

- Communications –Lynn
- Social – Heather
  - Pictures February 20th
  - Banquet is April 7th

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    - Cocoa event was a success. Donated 250 items to St. Joseph's food pantry
    - Need more pictures from the Gold, Senior, and Senior National groups for the website
- Fundraising/Sponsorship – Amy
- Education – Sara

Documents to post - Joy

ACTION Items:

Old Items

- **Sara** to work with Gina to draft proposal to better manage outstanding accounts.
- **Amy** to look into opportunities for sponsorship for Splashfest & provide info to Lynn to communicate
- **Kris** to take lead on coordinating follow up on Code of Conduct (Jaime, Curt, Becky, Sara, Joy).

New Items

- **Joy** to resend board distribution to Huth
- **Lynn** to send out reminder on how to set up text update
- **Gina** to follow up with Huth on Tax return status
- **Gina** to follow up with Susan regarding Scrip deposits
- **Gina** to follow up with Curt on timing for National meet reimbursement timing.
- **Heidi** and Curt to follow up on Speedo obligation for Meets.
- **Becky** to follow up with Curt regarding opportunity to leverage Splashfest meet name
- **Joy** to provide USA Swimming recognition password to Kris/Ruthe

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Gina moved to adjourn. Second – Joy.

Next Meeting: Wednesday, January 4 from 6:00-7:15 PM @ Goodwill in Neenah – Community Room

Upcoming topics:

- Fundraising January 2nd meeting
- Tax return review with board

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