**Fox Valley Wave Parent Board Meeting Minutes**

**3/1/17**

**Attendees:**

Heather Christenson, Lynn Roehrborn, Becky Malcomson, Joy Bauman, Kris Hackbarth-Horn, Jamie Schnurer, Sara Klawikowski, Monika Copeland, Heidi Rocke

**Absent:**

Curt Beutler, Ruthe Zimmerman, Gina Moon,

**ITEMS REQUIRING A VOTE**

**Meeting Minutes Approved**

* Motion – Kris Second - Lynn Approved.

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

Schedule Items – Joy

|  |  |  |  |
| --- | --- | --- | --- |
| **Types of Activities** | **February** | **March** | **April** |
| **Budget, Financials, & Strategic Planning** |  |  | 2017 tax return due 4/15 |
| **Team Member Registration & Practice** | Practice Group Move Up Decisions | Deadline for Existing Member Registration | Long Course or Spring/Summer Practice Begins |
| Registration Communication to Existing Team Members | Determine Team Space and "Trial Week Plan" | Trial Week |
|  | Contact Waitlisted Families | Practice Age Group Orientations (Move-ups) |
| Plan Transition Season Weeks | Finalize Next Season's Practice Schedule & Post |  |
| **Social Events** | Banquet Planning Begins |  | Banquet |
| Team Photos |  |  |
| Short Course State Celebration Gathering |  |  |
| **Meet Planning** | Organize the May Fly Meet Committee | Inquire about Splashfest Venue for Next Year | Secure Venue for Splashfest Meet |
| Hold 1st May Fly Meet Committee Meeting |  | Sanction Date for Splashfest Meet |
| **Fundraising** |  | Renew Raffle license (before 4/8/16) |  |
| **Education/ Recruiting** | Send end of season survey/email to new families asking for suggestions/improvements | Finalize and publicize try out dates and interested family Q&A sessions | Finalize and publicize dates for new family orientation meetings and swim meet 101 |
| Finalize dates for non-Wave Swimmer Clinic. Reserve pool. Start publicity |  | Finalize and publicize dates for Swim App class |
| Finalize dates Bronze/Silver swim clinic. Reserve pool. Start publicity |  |  |
| **Apparel** | Order State Shirts & National Gear (if applicable) |  | New Member Shirt Hand Out |
|  |  | Team Equipment & Suit Orders |
| **Other/Misc.** |  | Send Insurance Certificates to Pools | Review upcoming season meet schedule and Coaching plan |
| USA Swimming Recognition planning | USA Swimming Recognition Review (with board) |  |

Action Item Follow ups – Joy

* **Sara** to work with Gina to draft proposal to better manage outstanding accounts. Sara to draft proposal
* **Kris** to take lead on coordinating follow up on Code of Conduct (Jamie, Curt, Becky, Sara, Joy). Sarah has drafted. Need to complete by March 10 if we want to include for spring/summer registration. Plan to meet/review with Curt and work towards finalization before 3/10.
* **Kris** to follow up with **Curt** on timing for National meet reimbursement timing. Awaiting on response.
* **Ruthe** to follow up installment options with TeamUnify
* **Lynn** to send electronic vote on tax return. Done. Forms signed and submitted.
* Boardto discuss team size and direction. **Kris and Becky** to discuss with coaches and bring recommendation to board
* Sara and Jamieto run a swim clinic the week before the season starts (volunteer expectation from senior and senior national swimmers)
  + We will be hosting a clinic for non-Wave swimmers Monday - Thursday the week of April 3-6. We will cover one stroke each day with the appropriate turn and start incorporated into each day. The clinic will again be held after transition and will last one hour. Again, we will be seeking help from the Senior/Senior National swimmers at this clinic. We will use two coaches and will add more if the numbers require us to do so.
* Sara and Jamie to look into a swim clinic for existing younger swimmers.(volunteer expectation from senior and senior national swimmers)
  + Sara and Jamie have been in contact regarding the swim clinics. They will be hosting a start/turn clinic for the Bronze/Silver kids after transition Monday, Wednesday and Thursday the week of March 20. This will most likely be held at Appleton North, Jamie is securing times with the facilities manager. Curt will be working with Jamie to secure Senior/Senior National swimmers to help run the clinic. Depending on numbers we will use 3-5 swimmers each evening plus at least one coach, we will add coaches if necessary.
* Lynn to schedule Splashfest Meet followup meeting. Meeting completed. Planning to start planning Mayfly

Coaches update – Curt/Jamie

1. The Lead Coaches met and determined group movement. Curt is putting the lists together, sending it to the coaches for approval and then it will be posted.
2. The coaches discussed the number of athletes they are comfortable having in each group: Bronze 1 = 25, Bronze 2 = 30, Silver = 30, Gold = 35, Senior = 30, Senior National = 30. None of the groups are at capacity at this time.
3. For the Spring we will be splitting Senior and Senior National, one group will practice at Neenah, the other at Appleton North from 4-6PM (which day they are at a given pool will rotate throughout the week). Both groups will have to share the pool with another WAVE group for the last 15-30 minutes, but will have the entire pools to themselves for the majority of each practice allowing for optimal swimmer per lane ratio. For the summer two practices will be offered at Neenah High School, 6-8AM or 8-10AM to ensure optimal swimmer per lane ratio. If numbers are low and swimmer per lane ratio is somewhere around 5 swimmers per lane or less we will not separate the groups to not incur the cost of additional pool time.
4. Jamie is still securing times/dates with Appleton North for Spring Schedule. She is hoping to have this complete by Friday. She emailed them in early January, they are waiting for the track coaches to get their schedule in - yes, they use the pool :-)
5. Jamie has secured Appleton North to run a small meet on Wednesday, May 31. She will be working with Hailey to secure a date in June or July to host a small weekday meet in Neenah.
6. Curt and Jamie have been working on the MayFly meet information and plan to have the event file and meet information complete no later than Monday to be sent out to coaches.

Discussion Topic – Kris

* Transition
  + Sign ups to go to Ruthe and she will bill account
* Fall Registration
  + Need to assign registration schedule responsibility – plan to review/update. Joy to add to June and January in cadence of activities
  + Policy Review – need to add to cadence of activities in May (Joy)
* Meets
  + Board to determine target dates for meet plan/dates. Discussed moving from 2 meets a year to 3. Fall/winter season meets need to be determined by April 4 LSC meet
  + **Kris** to send emails to area swim clubs regarding potential meet conflicts with generic schedule of September meet and January/February meet.
  + **Jamie** to look into potential swim meet date options based on pool availability
  + **Kris** to schedule call on 3/21 to finalize fall/winter meets
  + Jamie looked into small meet options. For early fall meets, Appleton North does not host any invitationals until late October, so the pool should be available. She needs to know if the meet will be a Friday/Saturday, Saturday/Sunday or Friday/Saturday/Sunday meet in order to inquire about dates as we would not have access to the pool locker rooms on a Friday if there is a home football game.
* Senior national trip
  + Need to start planning/booking May 2017 for summer 2018

Committee updates

Meet –Monika

Communications –Lynn

Social – Heather

Fundraising/Sponsorship – Open

* Swim-a-thon - Becky

Education – Sara

Documents to post - Joy

**ACTION Items:**

Old Items

* **Sara** draft proposal to better manage outstanding accounts.
* **Kris** to take lead on finalizng follow up on Code of Conduct (review with Curt)
* **Curt** provide update on timing for National meet reimbursement.
* **Ruthe** to follow up installment options with TeamUnify
* **Kris and Becky** to discuss team size/direction with coaches and bring recommendation to board

New Items

* **Joy** to add review & update of registration schedule to June and January in cadence of activities
* **Joy** to add Policy Review to cadence of activities in May
* **Kris** to send emails to area swim clubs regarding potential meet conflicts with generic schedule of September meet and January/February meet.
* **Jamie** to look into potential swim meet date options based on pool availability
* **Kris** to schedule call on 3/21 to finalize fall/winter meets

Kris moved to adjourn. Second – Heidi.

**Next Meeting:** Thursday, March 23 from 6:00-7:15 PM @ Goodwill in Menasha Obeya Room

Upcoming topics:

* Need to assign Raffle License follow up (April 2017)
* Long term meet strategy and planning
* Sponsorship & Fundraising
* Team size and Growth