**Fox Valley Wave Parent Board Meeting Minutes**

**2/20/19**

**Attendees:**

Heather Christenson, Lynn Roehrborn, Curt Beutler, Ruthe Zimmerman, Becky Malcomson, Joy Bauman, Heidi Rocke, Katie Loken

**Absent:**

Jamie Schnurer, Belma Cura

**ITEMS REQUIRING A VOTE**

**Meeting Minutes Approved**

* Motion – Joy Second - Lynn Approved.

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

Schedule Items – Joy

|  |  |  |  |
| --- | --- | --- | --- |
| **Types of Activities** | **January** | **February** | **March** |
| **Budget, Financials, & Strategic Planning** | File tax return 1/15 |  |  |
| **Team Member Registration & Practice** |  | Practice Group Move Up Decisions | Deadline for Existing Member Registration |
|  | Registration Communication to Existing Team Members | Determine Team Space and "Trial Week Plan" |
|  |  | Contact Waitlisted Families |
|  | Plan Transition Season Weeks | Finalize Next Season's Practice Schedule & Post |
| **Social Events** |  | Banquet Planning Begins |  |
|  | Team Photos |  |
| plan for state qualifier gathering events | Short Course State Celebration Gathering |  |
| **Meet Planning** | Secure Venue for May Fly Meet | Organize the May Fly Meet Committee | Inquire about Splashfest Venue for Next Year |
| Sanction Date for May Fly Meet | Hold 1st May Fly Meet Committee Meeting |  |
| Splashfest Meet |  |  |
| **Fundraising** | Fundraising planning |  | Renew Raffle license (before 4/8/16) |
| **Education/ Recruiting** | Update all registration materials, including fee schedules | 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 dates for non-Wave Swimmer Clinic. Reserve pool. Start publicity |  |
|  | Finalize dates Bronze/Silver swim clinic. Reserve pool. Start publicity |  |
| **Apparel** | Generate State Shirt Ideas & Caps (if applicable) | Order State Shirts & National Gear (if applicable) |  |
| **Other/Misc.** | Review and update Registration schedule | Update Handbook | Send Insurance Certificates to Pools |
|  | USA Swimming Recognition planning | USA Swimming Recognition Review (with board) |

**Lynn** to send email to team that pictures are available for review/order

**Lynn** to communicate in Newsletter no bronze/silver clinic due scheduling issues

Action Item Follow ups – Joy

2/6/19:

* Jaime to make recommendation to board on participation in OSS moving forward – expect updated plan to better manage overall schedule for short and longer meets
* Lynn to reach out to Carolyn to request leading planning of trip DONE. Carolyn looking for committee members

1/2/19:

* **Heather** to submit USA swimming recognition by October.
  + **Jaime/Curt** to provide team advancement criteria and coach evaluations to Heather
* **Lynn** to add info on A3 discount info to next newsletter (April newsletter)
* **Curt** to follow up with Neenah regarding computer equipment availability/use
* Jaime and Ruthe to start identifying Community and Team clinics dates DONE April 1-4
* **Ruthe** to store Volunteer tracking on google drive currently located on Gen Docs
* Curtto follow up with Neenah on pool temperature. resolved
* **Belma/Ruthe** to work to align on coding options to use from TeamUnify to work with QuickBooks
* **Belma** to move  Treasurer Standard work to Google Drive
* Planning for tax extension.  **Belma** to get new due date.
* Heidi to look at add a few practice suits to A3 team store. Added to team site
* Joy to send google info to Belma Done
* **Lynn** to look into changing ownership of Facebook page to be owned by Board.

Financial Update – Belma

* 2018 tax filing
  + Need to sign and file
* Tax/meal reimbursement discussion
  + **Belma t**o follow up on what needs to be provided regarding tax/meal reimbursement

Coaches update – Curt

* 12&U state entries in
* 13&O state entries this next week
* 3 swimmers signed up for Speedos
* 1 swimmer qualified for NCSA
* Working on recommendation on group recommendations – group structure and group assignments
* Working on approaches for coaching by level needs
* Meet schedule for Spring/Summer has been drafted
* Ryan to be spring and part of summer Senior Lead Coach

Meet – OPEN

* May Fly – Plan to execute last year plan

Discussion Topic – Becky

* Registration
  + Transition 3 weeks (wks of 3/8, 3/25, 4/1)
  + Registration open dates
    - Current Fall/winter 4/1
    - Previous seasons 4/4
    - Open to new swimmers if space allows 4/6
  + Community clinic 4/1-4/4
  + Group assignments 3/11
  + Communication on upcoming registration after group assignments and March Newsletter
  + Summer registration 6/7-8
    - Plan for coaches meeting/no practice on 6/7
    - Current Spring 6/7
    - Previous seasons 6/8
  + Fee schedule final (**Becky** to add to google docs)
  + **Becky** to add registration schedule to google docs
  + Spring Volunteer requirement 1 slot per family
  + Spring fundraising requirement is $25 per swimmer
  + Summer fundraising requirement is $25 per swimmer
  + No volunteer requirement for Summer
* Volunteer Requirements and Fees – defer to next meeting
  + **Becky** to draft document to summarize
* Need dates for next planning meeting
  + Need to plan for between seasons for Curt and Jamie attendance
  + Plan for the week of 3/4 – 3/11
    - **Becky** to recommend date

Committee updates

Education – Katie

* + Handbook update
    - Updated version on website
    - Need coach review for final updates (**Curt** to review and provide feedback to Katie)

**ACTION Items:**

Old Items

* **Heather** to submit USA swimming recognition by October.
  + **Jaime/Curt** to provide team advancement criteria and coach evaluations to Heather
* **Lynn** to add info on A3 discount info to next newsletter (April newsletter)
* **Curt** to follow up with Neenah regarding computer equipment availability/use
* **Ruthe** to store Volunteer tracking on google drive currently located on Gen Docs
* **Belma/Ruthe** to work to align on coding options to use from TeamUnify to work with QuickBooks
* **Belma** to move  Treasurer Standard work to Google Drive
* Planning for tax extension.  **Belma** to get new due date.
* **Lynn** to look into changing ownership of Facebook page to be owned by Board.

New Items

* **Lynn** to send email to team that pictures are available for review/order
* **Lynn** to communicate in Newsletter no bronze/silver clinic due scheduling issues
* **Belma t**o follow up on what needs to be provided regarding tax/meal reimbursement
* **Becky** to add final Fee schedule to google docs
* **Becky** to add registration schedule to google docs
* **Becky** to draft document to summarize Volunteer Requirements and Fees to review at 3/6 meeting
* **Becky** to recommend date for next planning session for the week of 3/4 – 3/11
* **Curt** to review updated Handbook and provide feedback to Katie

Joy moved to adjourn. Second – Heather.

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

Topics for next meeting:

* Budget review
* Tax filing update
* Volunteer Requirements and Fees – defer to next meeting
  + Review document drafted by Becky
* select date for next planning meeting 3/4 -3/11