**Fox Valley Wave Parent Board Meeting Minutes**

**3/6/19**

**Attendees:**

Lynn Roehrborn, Joy Bauman, Heidi Rocke, Jamie Schnurer, Belma Cura, Katie Loken

**Absent:**

Curt Beutler, Ruthe Zimmerman, Becky Malcomson

**ITEMS REQUIRING A VOTE**

**Meeting Minutes Approved**

* Motion – Joy Second - Lynn Approved.

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

Schedule Items – Joy

|  |  |  |
| --- | --- | --- |
| **Types of Activities** | **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 |  |
| Short Course State Celebration Gathering |  |
| **Meet Planning** | Organize the May Fly Meet Committee | Inquire about Splashfest Venue for Next Year |
| Hold 1st May Fly Meet Committee Meeting |  |
|  |  |
| **Fundraising** | Fundraising planning | 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 dates for non-Wave Swimmer Clinic. Reserve pool. Start publicity |  |
| Finalize dates Bronze/Silver swim clinic. Reserve pool. Start publicity |  |
| **Apparel** | Order State Shirts & National Gear (if applicable) |  |
| **Other/Misc.** | Update Handbook | Send Insurance Certificates to Pools |
| USA Swimming Recognition planning | USA Swimming Recognition Review (with board) |

Newsletter has info on upcoming registration – more info to be sent via email once groups updated.

Heidi to provide national gear embroidery bill to Belma

Action Item Follow ups – Joy

* **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 – Current complete. Will need new for Volunteer fee.
  + **Lynn** to follow up with Ruthe on opportunity for billing to add notes to clarify HuTerra and Scrip
* **Belma** to move  Treasurer Standard work to Google Drive
* Planning for tax extension.  Belma to get new due date. Done
* **Lynn** to look into changing ownership of Facebook page to be owned by Board.
* Lynn to send email to team that pictures are available for review/order Done
* Lynn to communicate in Newsletter no bronze/silver clinic due scheduling issues Done
* Belma to follow up on what needs to be provided regarding tax/meal reimbursement. Need Statement on process. **Belma** to propose.
* Becky to add final Fee schedule to google docs Done
* Becky to add registration schedule to google docs done
* 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. Consider Alternative 4/20
* Curtto review updated Handbook and provide feedback to Katie Done

Financial Update – Belma

* Budget review
  + Q1 results
    - Net Income $42,862.88 compared to last FY Net Income -$2,927.57.
  + YTD results January 2019
    - Net Income $45,539.16 compared to last FY Net Income $3,921.71
  + Fundraising YTD Income $11,553.20
  + **Belma** to add comparison of actuals to forecast
  + **Jamie** to follow up on guidance for closure of accounts with scrip credit.
* Tax filing update
  + Document filed

Coaches update –Jamie

* General Group structure will be the same for Spring/Summer
  + Bronze 1 & 2, Silver 1 & 2, Gold 1& 2, Senior, Senior National
  + Minimum age for each group
    - **Jamie** to provide ages to Lynn to update descriptions on the website.
  + Age group coaches submitting
  + Gold will have 3 nights with later practices to enable adequate pool space for all groups
  + Max Groups sizes have been updated. Overall team size will remain capped at 160 swimmers
    - Bronze 1 - 20
    - Bronze 2 - 25
    - Silver 1 - 20
    - Silver 2 - 20
    - Gold 1 - 25
    - Gold 2 - 25
    - Senior - 35
    - Senior National 30
* 4/8 will be a coach meeting (no practice) to align on expectations by group
* Practice will start 4/9 for spring season

Discussion Topic – Becky

* Volunteer Requirements and Fees – defer to next meeting
  + Review and finalized Fee decision document
* select date for next planning meeting 3/4 -3/11
  + Options for planning meeting in March: 11th – Katie, Belma, Jaime and Heidi unavailable, 12th – Heidi, Lynn unavailable
    - Alternative proposed: 20th – Joy unavailable
* Open board positions
  + VP position is now open.
    - HuTerra/Scrip/Candy Bar tracking – Heather currently tracking
    - USA Swimming level submission – Heather
  + Sponsorship (fundraising) position is open
    - Kevin Willis is interested in working on fundraising/sponsorship
    - Catherine Scullion is also interested in working on fundraising
  + Social coordinator is open
  + **Lynn** to send out email regarding open positions before next season
* Storage needs
  + Need more accessible storage for team items: concessions supplies, banquet and social supplies, etc.
  + Opportunity to centrally locate apparel as well
  + Target new location for post MayFly
  + **Lynn** to make proposal on options for storage

Education

* Volunteers for the clinic are confirmed
* Clinic handout has been updated

**ACTION Items:**

Old Items

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* **Belma** to move  Treasurer Standard work to Google Drive
* **Lynn** to look into changing ownership of Facebook page to be owned by Board.
* Belma to follow up on what needs to be provided regarding tax/meal reimbursement. **Belma** to propose.
* **Becky** to recommend date for next planning session. Consider Alternative 4/20

New Items

* **Lynn** to follow up with Ruthe on opportunity for billing to add notes to clarify HuTerra and Scrip
* **Belma** to add comparison of actuals to forecast
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* **Jamie** to provide ages to Lynn to update descriptions on the website.
* **Lynn** to send out email regarding open positions before next season
* **Lynn** to make proposal on options for storage

Joy moved to adjourn. Second – Katie.

**Next Meeting:** Wednesday, March 20 from 6:00-7:15 PM @ Goodwill in Menasha