**Fox Valley Wave Parent Board Meeting Minutes**

**4/3/19**

**Attendees:**

Lynn Roehrborn, Curt Beutler, Becky Malcomson, Joy Bauman, Belma Cura

**Absent:**

Ruthe Zimmerman, Heidi Rocke, Jamie Schnurer, Katie Loken

**ITEMS REQUIRING A VOTE**

**Meeting Minutes Approved**

* Motion – Joy Second - Lynn Approved.

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

Schedule Items – Joy

|  |  |  |  |
| --- | --- | --- | --- |
| **Types of Activities** | **March** | **April** | **May** |
| **Budget, Financials, & Strategic Planning** |   |   | New Year (F/W & S/S) Strategic Planning Session & Initiate Budget Planning |
| **Team Member Registration & Practice** | Deadline for Existing Member Registration | Long Course or Spring/Summer Practice Begins |   |
| Determine Team Space and "Trial Week Plan" | Trial Week |   |
| Contact Waitlisted Families | Practice Age Group Orientations (Move-ups) |   |
| Finalize Next Season's Practice Schedule & Post |   |   |
| **Social Events** |   | Banquet | Start planning/booking Senior Trip (odd year planning for even year trip) |
| **Meet Planning** | Inquire about Splashfest Venue for Next Year | Secure Venue for Splashfest Meet | Inquire about MayFly Venue for Next Year |
|   | Sanction Date for Splashfest Meet | May Fly Meet |
| **Fundraising** | Renew Raffle license (before 4/8/16) |   |   |
| **Education/ Recruiting** | 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 |   |
| **Apparel** |   | New Member Cap Hand Out |   |
|   | Team Equipment & Suit Orders (if needed) | Team Apparel Orders |
| **Other/Misc.** | Send Insurance Certificates to Pools | Review upcoming season meet schedule and Coaching plan | Review Team Policies |
| USA Swimming Recognition Review (with board) |   |   |

Action Item Follow ups – Joy

* Heatherto submit USA swimming recognition by October.
	+ **Jaime/Curt** to provide team advancement criteria and coach evaluations to Heather by 4/30
* Lynnto add info on A3 discount info to next newsletter (April newsletter) Done
* Curt to follow up with Neenah regarding computer equipment availability/use. Plan to use ANHS for the foreseeable future due extra cost and complexity with Neenah.
* **Ruthe** to store Volunteer tracking on google drive currently located on Gen Docs by 4/30
* **Belma** to move  Treasurer Standard work to Google Driveby 4/30
* **Lynn** to look into changing ownership of Facebook page to be owned by Board by 4/30
* Belma to follow up on what needs to be provided regarding tax/meal reimbursement. **Belma** to propose by May 1
* **Lynn** to follow up with Ruthe on opportunity for billing to add notes to clarify HuTerra and Scrip Done
* **Belma** to add comparison of actuals to forecast with March Reports
* Jamie to follow up on guidance for closure with scrip credit Recommend getting legal guidance. **Lynn** to draft language to add to Scrip and HuTerra funds only to be used for team expenses by 4/30
* Jamie to provide ages to Lynn to update descriptions on the website. done
* Lynnto send out email regarding open positions before next season done
* Lynn to make proposal on options for storage reviewed options. Fees are ~$500-$650/yr. Board to revisit storage plan post May Fly
* **Jaime and Ruthe** provide update on how are Neenah pool time documented/shared with NHS (do we still provide a monthly report of lanes used to NHS)?
* **Joy** to move next board meeting to 4/24
* **Belma** to attend TU/SportsEngine payment processor training

Coaches update – Curt/Jamie

- Certificate of Insurance has been submitted to all the pools we use for 2019 (Appleton East, Appleton North, Erb, Neenah and Neenah Outdoor)

- Spring Schedule has been posted

- Group Assignments have been posted

- Pools for the summer have been secured, a schedule will be available soon

- Update group descriptions, along with ages have been given to Lynn and Katie

Discussion Topic – Becky

Registration update as of 4:30pm 4/3

Bronze 1 = 7

Bronze 2 = 15

Silver 1= 14

SIlver 2=10

Gold 1= 12

Gold2 = 19

Senior = 20

Senior National = 13

College = 0

total = 110

Committee updates

Apparel – Heidi

* A3 will be at May Fly meet
	+ Opportunity for team sizing
	+ More information on ordering before May Fly will be provided by Heidi
* Discussion to pursue patterned suit for 2019 fall/winter season to manage cost

**ACTION Items:**

* Heatherto submit USA swimming recognition by October.
	+ **Jaime/Curt** to provide team advancement criteria and coach evaluations to Heather by 4/30
* **Ruthe** to store Volunteer tracking on google drive currently located on Gen Docs by 4/30
* **Belma** to move  Treasurer Standard work to Google Driveby 4/30
* **Lynn** to look into changing ownership of Facebook page to be owned by Board by 4/30
* Belma to follow up on what needs to be provided regarding tax/meal reimbursement. **Belma** to propose by May 1
* **Lynn** to follow up with Ruthe on opportunity for billing to add notes to clarify HuTerra and Scrip Done
* **Belma** to add comparison of actuals to forecast with March Reports
* **Lynn** to draft language to add to Scrip and HuTerra funds only to be used for team expenses by 4/30
* **Jaime and Ruthe** provide update on how are Neenah pool time documented/shared with NHS (do we still provide a monthly report of lanes used to NHS)?
* **Joy** to move next board meeting to 4/24
* **Belma** to attend TU/SportsEngine payment processor training

**Next Meeting:** Wednesday, April 24 from 6:00-7:15 PM @ Goodwill in Menasha

Topics for next meeting:

* Age Group Orientation – what should these be (Katie/Coaches)
* Update/resolution on March credits (Belma)
* May Fly check in (Becky)

Topic for after May Fly:

* Storage of team supplies