**Fox Valley Wave Parent Board Meeting Minutes**

**4/24/19**

**Attendees:**

Lynn Roehrborn, Ruthe Zimmerman, Becky Malcomson, Joy Bauman, Heidi Rocke, Jamie Schnurer, Katie Loken

**Absent:**

Curt Beutler, Belma Cura

**ITEMS REQUIRING A VOTE**

**Meeting Minutes Approved**

* Motion – Joy Second - Katie Approved.

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

Schedule Items – Joy

|  |  |  |
| --- | --- | --- |
| **Types of Activities** | **April** | **May** |
| **Budget, Financials, & Strategic Planning** |  | New Year (F/W & S/S) Strategic Planning Session & Initiate Budget Planning |
| **Team Member Registration & Practice** | Long Course or Spring/Summer Practice Begins |  |
| Trial Week |  |
| Practice Age Group Orientations (Move-ups) |  |
|  |  |
| **Social Events** | Banquet | Start planning/booking Senior Trip (odd year planning for even year trip) |
| **Meet Planning** | Secure Venue for Splashfest Meet | Inquire about MayFly Venue for Next Year |
| Sanction Date for Splashfest Meet | May Fly Meet |
| **Education/ Recruiting** | 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.** | Review upcoming season meet schedule and Coaching plan | Review Team Policies |
|  |  |

* Opportunity to revamp banquet – how to optimize format for cost, food, participation and logistics. **Lynn** to hollow up with Michelle on thoughts for the future (due 5/15)
* Becky to follow up with Carolyn on critical dates for Olympic Trials trip (due 5/1)
* Splashfest January 4-5, 2020
* Katie is currently reaching out to new families and providing swim meet 101.
* **Joy** to send out reminder for updates 1 week prior to meetings.
* **Ruthe** to bill fundraising fee in May ($25/swimmer). **Lynn** to include in newsletter.
* **Ruthe** to sent out communication on coaching app/phones. **Lynn** to include in newsletter.

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
* **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
* **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 – Handbook (**Katie**), website (**Lynn**), and Scrip & HuTerra information (**Lynn**) to be update with legal guidance on clarification of ownership of funds. Update to also be included in the newsletter.
* 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)? **Ruthe** to forward Belma monthly pool use hours moving forward. Current billing rate is $2.50hrs/lane for pool rental at Neenah.
* Belmato attend TU/SportsEngine payment processor training - Done

Financial Update (2nd meeting of the month) – Belma

* Update/resolution on March credits (Belma) - Done

Coaches update – Curt/Jamie

* Appleton North will be open all summer for the team to use for practice. Team will not use Neenah outdoor for summer.
* Ryan will be coaching Senior Spring and Summer

Meet – OPEN

* May Fly check in (Becky)
	+ Raffle Baskets – have owners by group, except Bronze 1
	+ **Belma** to provide 4 cashboxes by 4pm on Friday 5/10, and 7am on Saturday 5/11
		- Lemonade shake up
		- Concessions
		- Admissions
		- Raffle baskets

Discussion Topic

* Age Group Orientation – what should these be (Katie/Coaches)
	+ Plan to send out expectations by age group so families have clear understanding for their child’s group. **Katie** to coordinate and send out – target for Fall session for new to swim families.

Committee updates

Communications –Lynn

* May newsletter being drafted. Information for upcoming meet will be included.
	+ Volunteer open position will also be communicated

Social – OPEN

* Need social group activity owners
* Need 12&U Long course state celebration owner
* Marcia Fox owning end of summer celebration

Fundraising/Sponsorship – OPEN (Lynn, Becky)

* Kevin Willis is taking ownership of sponsorship. Looking for committee members

Education – Katie

* 19 participants at spring clinic

Documents to post - Joy

**ACTION Items:**

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			* Admissions
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**Next Meeting:** Wednesday, May 1 from 6:00-7:15 PM @ Goodwill in Neenah

Topic for after May Fly:

* Storage of team supplies