**Fox Valley Wave Parent Board Meeting Minutes**

**10/3/18**

**Attendees:**

Heather Christenson, Lynn Roehrborn, Curt Beutler, Joy Bauman, Heidi Rocke, Kevin Bigelow, Katie Loken

**Absent:**

Ruthe Zimmerman, Becky Malcomson, Jamie Schnurer

**ITEMS REQUIRING A VOTE**

**Meeting Minutes Approved**

* Motion – Heidi Second - Katie Approved.

**Education Lead/Parent Board At large member – Katie Loken**

* Motion – Joy Second - Heather Approved.

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

Schedule Items – Joy

|  |  |  |  |
| --- | --- | --- | --- |
| **Types of Activities** | **September** | **October** | **November** |
| **Budget, Financials, & Strategic Planning** |   | Annual Report Filing with the State of WIwww.wdfi.org (Corp, LLC ID: F028734) |   |
| **Team Member Registration & Practice** | Short Course or Fall/Winter Practice Begins |   |   |
| Trial Week |   |   |
| Practice Age Group Orientations (Move-ups) |   |   |
| USA Member & Coach Registration |   |   |
| **Board Position Nomination Process** | Determine Officer/Board Intentions for Term Continuations | Officer/Board Opening Notifications | Voting/Board Position Determination |
|   | Begin Accepting Nominees/Volunteers | New Board Member Onboarding |
|   |   | Last Meeting for Outgoing Board Members |
| **Communications** | Parent Meeting Agenda Planning | Parent Meeting |   |
| New Parent Meeting |   |   |
| **Social Events** |   |   | Book Banquet Date |
|   |   | Book Photographer |
|   |   | Santa Scamper |
| **Meet Planning** | Hold 1st Splashfest Meet Committee Meeting |   |   |
| **Education/ Recruiting** | Finalize and publicize dates for new family orientation meetings and swim meet 101 |   | Send follow up email to all new families and possibly Bronze swimmers after consulting with Bronze coach |
| **Apparel** | New Member Shirt Hand Out | Order Towels | Order Caps |
| Team Equipment & Suit Orders | Team Apparel Orders |   |
| **Other/Misc.** | Review upcoming season meet schedule and Coaching plan |   |   |
| USA Swimming Recognition Submission |   |   |

* Plan to pursue opportunity for Champion Clinic
* **Heather** to follow up with Debbie to schedule pictures

Action Item Follow ups – Joy

* Becky to review draft Wave Performance Evals Due 9/19. Becky has reviewed the coach evals and would like Curt/Jamie to review the deck coach version.  **Heather** to send Deck Coach eval to Curt.
* Beckyto review volunteer list from MayFly.  Becky will meet with Ruthe directly to get the MayFly signup sheet updated. Becky to complete by end of September. Complete
* Kevin to provide full reconciliation of last years fiscal year and comparison 9/17. Done
* **Lynn** Send out survey after Registration. On hold until November
* Becky to schedule Splashfest planning meeting by mid October. Done 5:00 PM on October 17th at Menasha Goodwill.  Prior to board meeting. **Ruthe** post on general Calendar
* Heidito follow up with Curt on use of Elsmore credit and follow up on A3 contract **Curt** to email items to purchase to **Heidi** to order.
* **Heather** to submit USA swimming recognition by October - waiting for coach evaluations and drill progression and team advancement criteria (**Jaime/Curt**)
* Jaime to provide list of volunteer needs for 10/28 meet by 9/21 Done. Heidi to help ensure we get volunteer for needed slots.
* Kevin to update Budget with final fees. Finalize and review for approval 10/3. Done
* Heather to upload Fee spreadsheet to google drive. Done
* Becky to provide date options to A3 (Monday’s or Thursday’s) to be onsite. Plan to align parent meeting with A3 visit Done. 10/15 at Appleton North
* Lynn to draft parent meeting agenda/presentation. Done
* Becky to follow up with A3 regarding clarification of start of suit/cap commitment in August 2019. Done. A3 will be on site for the October 15th parent meeting.  Will be selling equipment.  Heidi has been working with them to get the online store up and running
* Heather to provide cost of candy box to Ruthe to add to event sign up. Candy bar stuff is done and running.
* Lynn to draft communication on how the team will use HuTerra Done. Information meetings about Scrip and HuTerra are scheduled.

Financial Update – Kevin

* Treasurer role will be open. Need to find replacement ASAP. **Lynn** to send out email requesting volunteers to fill Treasurer role.
* 2017/2018
	+ Expenses ~$30K more than income
	+ Hosted meet income up vs prior year
	+ Available cash healthy
* 2018/2019 Budget review & approval
	+ Plan to use 2017/2018 QuickBooks data to generate 2018/2019 budget
	+ Current 2018/2019 budget draft shows loss of ~$10K for the year
	+ **Kevin** to look into if timing of registration is impact of dues of 2017/2018
	+ **Kevin** to update budget with current dues and swimmers
* **Kevin** to work with Ruthe/Curt on how billing is coded
* Plan to review/approve next meeting

Coaches update

* Many Wave coaches attended the recent clinic. Clinic was very good.

Discussion Topic – Becky

* Parent Meetings
	+ Meetings to take place at Appleton North on 10/15.
	+ **Lynn** to update Parent meeting deck
		- to reflect Appleton North as the location for the 10/28 meet
		- Open roles
		- Format for Becky/A3 to go to both meetings
	+ **Lynn** Plan to complete Time & Talent survey again.
* By Registration Prioritization
* **Joy** to update to clarify registration to the following:
* Current swimmers (swimmers who swam the most recently completed season) and siblings of current swimmers (but new to the team) will have the opportunity to secure a spot on the Fox Valley Wave first.
* Swimmers who have swam in previous seasons will then be offered the opportunity to register, dependent upon practice team availability.
* Finally, waitlist swimmers will be offered registration based on remaining spots on the team.
* Swimmers who move to the area from other swim teams are provided the opportunity to join the Fox Valley Wave at any time.

Committee updates

Apparel – Heidi

* **Heidi** to send out info on team store and ordering caps tomorrow.
* Plan to provide cap to new to the team swimmers instead of Tshirts moving forward.
* Plan to use ‘Sign Up Genius’ for towels, new shirt design, and hoodies (non A3 apparel)

Fundraising/Sponsorship – OPEN (Lynn, Becky)

* Families are starting to reach out to do fundraising their own way

**ACTION Items:**

Old Items

* **Lynn** Send out survey after Registration. On hold until November
* **Heather** to submit USA swimming recognition by October - waiting for coach evaluations and drill progression and team advancement criteria (**Jaime/Curt**)

New Items

* **Heather** to follow up with Debbie to schedule pictures
* **Heather** to send Deck Coach eval to Curt.
* **Ruthe** post Splashfest Planning meeting on general Calendar - 5:00 PM on October 17th at Menasha Goodwill.  Prior to board meeting.
* **Curt** to email Elsmore items to purchase to **Heidi** to order.
* **Lynn** to send out email requesting volunteers to fill Treasurer role.
* **Kevin** to look into if timing of registration is impact of dues of 2017/2018
* **Kevin** to update budget with current dues and swimmer counts
* **Kevin** to work with Ruthe/Curt on how billing is coded
* **Lynn** to update Parent meeting deck (to reflect Appleton North as the location for the 10/28 meet; Open roles; Format for Becky/A3 to go to both meetings)
* **Lynn** Plan to complete Time & Talent survey again.
* **Joy** to update registration prioritization in By-Laws
* **Heidi** to send out info on team store and ordering caps tomorrow.

Joy moved to adjourn. Second – Lynn.

**Next Meeting:** Wednesday, October 17 from 6:00-7:15 PM @ Goodwill in Menasha