**Fox Valley Wave Parent Board Meeting Minutes**

**11/7/18**

**Attendees:**

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

**Absent:**

Jamie Schnurer

**ITEMS REQUIRING A VOTE**

**Meeting Minutes Approved**

* Motion – Lynn Second - Katie Approved.

**2017/2018 Budget Approved for tax submission**

* Motion – Joy Second - Becky Approved.

**2018/2019 Budget Approved**

* Motion – Heather Second - Joy Approved.

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

Schedule Items

|  |  |  |  |
| --- | --- | --- | --- |
| **Types of Activities** | **October** | **November** | **December** |
| **Board Position Nomination Process** | Officer/Board Opening Notifications | Voting/Board Position Determination | New Board Members Installed |
| Begin Accepting Nominees/Volunteers | New Board Member Onboarding |  |
|  | Last Meeting for Outgoing Board Members |  |
| **Communications** | Parent Meeting |  |  |
| **Social Events** |  | Book Banquet Date |  |
|  | Book Photographer |  |
|  | Santa Scamper |  |
| **Education/ Recruiting** |  | Send follow up email to all new families and possibly Bronze swimmers after consulting with Bronze coach |  |
| **Apparel** | Order Towels | Order Caps |  |
| Team Apparel Orders |  |  |

* **Kevin** to follow up with interested Treasurers
  + Target week after Thanksgiving for banking transitions/signatures
* **Katie** to send out new Member email

Action Item Follow ups

* **Lynn** Send out survey after Registration. Send out open ended survey – things to keep and things to improve.
* **Heather** to submit USA swimming recognition by October
  + **Jaime/Curt** to provide waiting for coach evaluations and team advancement criteria
* **Heather** to follow up with Debbie to schedule pictures. Awaiting confirmation of availability
* Heather to send Deck Coach eval to Curt. Done
* Ruthepost Splashfest Planning meeting on general Calendar - 5:00 PM on October 17th at Menasha Goodwill.  Prior to board meeting.  Done
* Curt to email Elsmore items to purchase to Heidito order. Done
* Lynn to send out email requesting volunteers to fill Treasurer role. Done
* Kevin to look into if timing of registration is impact of dues of 2017/2018 Done
* Kevinto update budget with current dues and swimmer counts Done
* Kevinto work with Ruthe/Curt on how billing is coded Done. Found one coding to correct
* 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) Done
* Lynn Plan to complete Time & Talent survey again. Done. Found treasurer, committee for banquet, and owners for group celebrations
* Joy to update registration prioritization in By-Laws DONE
* Heidi to send out info on team store and ordering caps tomorrow. Done
* **Heidi** to follow up on how to A3 discount when ordering non wave A3 items.
  + **Lynn** to add info on A3 discount to next newsletter

Coaches update – Curt/Jamie

* Hailey has resigned. Working to identify another silver coach
* Angie will be Silver 1 & 2 lead
* Kyle has resigned. Working to identify another senior coach. Curt to coach both Senior and Senior National when at same location (4 of 6 days) until Senior coach hired.
* Hired Jenna Beyer as a deck coach for Bronze

Meet – OPEN

* First Single session (OSS#4) meet was a break-even event.
* 2nd single session meet (OSS#8) is expected to have more swimmers and make money
* **Curt** to follow up with Neenah regarding computer equipment availability/use
* Ruthe to track volunteers.
  + **Lynn** to provide social volunteers to Ruthe
  + Committee leads to provide volunteer lists to Ruthe as appropriate.

Discussion Topic – Becky

* Review/Approve 2018/2019 Budget - Kevin
  + Reviewed and approved 2017/2018 budget
  + Reviewed and approved 2018/2019 budget
    - Improvement for this year. Leveraging QuickBooks actual past spending to generate current year forecast
* Discussed Parent meeting. Overall good meetings.

Committee updates

Communications –Lynn

Social – OPEN (Heather)

Fundraising/Sponsorship – OPEN (Lynn, Becky)

* Fundraising is ongoing
* Some families are fundraising on their own

Education – Katie

Documents to post - Joy

**ACTION Items:**

Old Items

* **Lynn** Send out survey after Registration. Send out open ended survey – things to keep and things to improve.
* **Heather** to submit USA swimming recognition by October
* **Jaime/Curt** to provide waiting for coach evaluations and team advancement criteria
* **Heather** to follow up with Debbie to schedule pictures. Awaiting confirmation of availability

New Items

* **Kevin** to follow up with interested Treasurers
* **Katie** to send out new Member email
* **Heidi** to follow up on how to A3 discount when ordering non wave A3 items.
* **Lynn** to add info on A3 discount info to next newsletter
* **Curt** to follow up with Neenah regarding computer equipment availability/use
* **Lynn** to provide social volunteers to Ruthe

Joy moved to adjourn. Second – Lynn.

**Next Meeting:** Wednesday, November21 from 6:00-7:15 PM @ Goodwill in Menasha