**Fox Valley Wave Parent Board Meeting Minutes**

**12/5/18**

**Attendees:**

Lynn Roehrborn, Becky Malcomson, Joy Bauman, Belma Cura, Katie Loken

**Absent:**

Heather Christenson, Curt Beutler, Ruthe Zimmerman, Heidi Rocke, Jamie Schnurer, Kevin Bigelow

**ITEMS REQUIRING A VOTE**

**Meeting Minutes Approved**

* Motion – Lynn Second - Katie Approved.

**Treasurer Parent Board member – Belma Cura**

* Motion – Joy Second - Becky Approved.

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

Schedule Items – Joy

|  |  |  |
| --- | --- | --- |
| **Types of Activities** | **December** | **January** |
| **Budget, Financials, & Strategic Planning** |  | File tax return 1/15 |
| **Board Position Nomination Process** | New Board Members Installed |  |
| **Social Events** |  | plan for state qualifier gathering events |
| **Meet Planning** |  | Secure Venue for May Fly Meet |
|  | Sanction Date for May Fly Meet |
|  | Splashfest Meet |
| **Fundraising** |  | Fundraising planning |
|  |  | Update all registration materials, including fee schedules |
| **Apparel** |  | Generate State Shirt Ideas & Caps (if applicable) |
| **Other/Misc.** |  | Review and update Registration schedule |

**Becky & Belma** and **Curt & Belma** need to coordinate getting the Checking Accounts updated.

**Joy** to Send out google drive info

**Jamie** to confirm May Fly meet location is booked and that meet is sanctioned.

**Lynn** to include reminder in the next newsletter of Fundraiser lead need, current swimmer goals, and future opportunity for team fundraising if lead found.

**Becky** to propose Spring & Summer Fee Schedule by January

**Jaime** and **Ruthe** to start identifying Community and Team clinics dates

**Lynn** work with Becky on Registration schedule

**Joy** to schedule extended (2-3 hr) 5 yr planning session for January 23.

Action Item Follow ups – Joy

* Lynn Send out survey after Registration. Send out open ended survey – things to keep and things to improve. Survey in progress.
* **Heather** to submit USA swimming recognition by October. Heather needs feedback from Jamie and Curt on the items for the USA swimming levels
* **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 Still working to confirm dates and location
* Kevin to follow up with interested Treasurers Compete
* Katie to send out new Member email Complete
* **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
* Lynnto provide social volunteers to Ruthe Complete. **Ruthe** to store Volunteer tracking on google drive

Financial Update – Belma

* Belma getting onboarded as Treasurer, information/standard work shared and meetings with Huth set up.

Coaches update – Curt/Jamie

* Concern with Neenah pool being cold. **Curt** to follow up with Neenah on pool temperature.
* Curt to continue to coach Senior and Senior National until able to find a replacement coach for Senior.

Meet – OPEN

Discussion Topic – Becky

* + 2019 Meetings 
  + **Joy** to book rooms for 2019 meeting

Committee updates

Social – OPEN (Heather)

* Single Age State celebration will be cookies after practice

Fundraising/Sponsorship – OPEN

* For Fundraising will bill for candy bars in December with final billing in January.
* Heather to get credits to Ruthe for families over $75

**ACTION Items:**

Old Items

* **Heather** to submit USA swimming recognition by October.
* **Jaime/Curt** to provide team advancement criteria to Heather
* **Heather** to follow up with Debbie to schedule pictures.
* **Heidi** to follow up on how/when the A3 discount is applied when ordering wave and 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

New Items

* **Becky & Belma** and **Curt & Belma** need to coordinate getting the Checking Accounts updated.
* **Joy** to Send out google drive info
* **Jamie** to confirm May Fly meet location is booked and that meet is sanctioned.
* **Lynn** to include reminder in the next newsletter of Fundraiser lead need, current swimmer goals, and future opportunity for team fundraising if lead found.
* **Becky** to propose Spring & Summer Fee Schedule by January
* **Jaime** and **Ruthe** to start identifying Community and Team clinics dates
* **Lynn** work with Becky on Registration schedule
* **Ruthe** to store Volunteer tracking on google drive
* **Curt** to follow up with Neenah on pool temperature.
* **Joy** to book rooms for 2019 meeting

Joy moved to adjourn. Second – Lynn.

**Next Meeting:** Wednesday, Wednesday December 19 from 6:00-7:15 PM @ Goodwill in Menasha

Topic for next meeting: Splashfest Update