**Fox Valley Wave Parent Board Meeting Minutes**

**12/19/18**

**Attendees:**

Heather Christenson, Lynn Roehrborn, Ruthe Zimmerman, Becky Malcomson, Joy Bauman, Jamie Schnurer, Belma Cura, Katie Loken

**Absent:**

Curt Beutler, Heidi Rocke

**ITEMS REQUIRING A VOTE**

**Meeting Minutes Approved**

* Motion – Lynn Second - Heather 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 |

* Belma working with Amy on plan to file taxes
* Expect May Fly to be at Appleton North. Jaime working to confirm
* Fundraising on hold until a lead is identified. Continue with fundraising by swimmer through Summer 2019
* Moving forward, no checks will be accepted. We will bill accounts for donations such as raffle baskets.

Action Item Follow ups – Joy

* **Heather** to submit USA swimming recognition by October.
* **Jaime/Curt** to provide team advancement criteria and coach evaluations to Heather
* Heather to follow up with Debbie to schedule pictures.  Pictures planned for Appleton North on Monday February 18. Individual pictures start 5:00, team picture 6:00.
* **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
* **Becky & Belma** and **Curt & Belma** need to coordinate getting the Checking Accounts updated.
* Joy to Send out google drive info – complete. Joy’s gmail is the email used for verification.
* **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 2
* **Jaime** and **Ruthe** to start identifying Community and Team clinics dates
* Lynn work with Becky on Registration schedule. Lynn sent draft to Becky. **Becky** to finalize
* **Ruthe** to store Volunteer tracking on google drive currently located on Gen Docs
* **Curt** to follow up with Neenah on pool temperature.
* **Joy** to book rooms for 2019 meeting – Requests sent to Goodwills (**Joy** to confirm Jamie copied)

Financial Update – Belma

* **Belma/Ruthe** to work to align on coding options to use from TeamUnify to work with QuickBooks
* Belma working to get set up in TeamUnify and complete onboarding.
* **Belma** to move Treasurer Standard work to Google Drive
* **Belma** to make recommendation on how to back up treasurer computer
* Opportunity to review paper copies and purge or convert to electronic. **Joy** to develop plan for group to do review of paper documents.
* Moving forward, no checks will be accepted. We will bill accounts for donations such as raffle baskets.

Discussion Topic – Becky

* Splashfest Update
  + We have plenty of equipment/suits/tshirts left from the Equipment Sale (2 tubs). Plan to add offer at Splashfest.
  + Volunteer sign up will go up 12/28
  + **Heidi** to confirm if A3 will be at Splashfest

Committee updates

Communications –Lynn

* Newsletter will have fundraiser lead article in it. Waiting on info from Heidi to include info for A3.

Social – OPEN (Heather)

* + Bronze held an ice cream social after practice on December 11
  + Silver went bowling on December 2
  + Silver is doing a gift exchange 12/20
  + 11 & Under Single Age State had treats at practice on December 10
  + Bronze & Gold will go bowling after Splashfest on 1/12
  + Working on an impromptu gathering for Gold during holiday break. Had hoped to do sledding but that would depend on weather.
  + State Celebrations: Based on what I could find, there are at least 15 thirteen and over state qualifiers at this time and at least 8 twelve and under.
  + Senior Nation did a Secret Santa

Fundraising/Sponsorship – OPEN (Lynn, Becky)

* + Fundraising on hold until a lead is identified. Continue with fundraising by swimmer through Summer 2019

Education – Katie

* + Working to update new family materials
  + **Katie** to provide guidance to Lynn on any updates on expectations to include in newsletter

**ACTION Items:**

Old Items

* **Heather** to submit USA swimming recognition by October.
* **Jaime/Curt** to provide team advancement criteria and coach evaluations to Heather
* **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
* **Becky & Belma** and **Curt & Belma** need to coordinate getting the Checking Accounts updated.
* **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 2
* **Jaime** and **Ruthe** to start identifying Community and Team clinics dates
* **Becky** to finalize Registration Schedule by January 2
* **Ruthe** to store Volunteer tracking on google drive currently located on Gen Docs
* **Curt** to follow up with Neenah on pool temperature.
* **Joy** to book rooms for 2019 meeting - **Joy** to confirm Jamie copied on notices

New Items

* **Belma/Ruthe** to work to align on coding options to use from TeamUnify to work with QuickBooks
* **Belma** to move Treasurer Standard work to Google Drive
* **Belma** to make recommendation on how to back up treasurer computer
* **Joy** to develop plan for group to do review of paper documents
* **Heidi** to confirm if A3 will be at Splashfest
* **Katie** to provide guidance to Lynn on any updates on expectations to include in newsletter

Joy moved to adjourn. Second – Katie.

**Next Meeting:** Wednesday, January 2 from 6:00-7:15 PM @ Goodwill in Neenah