**Fox Valley Wave Parent Board Meeting Minutes**

**10/16/19**

**Attendees:**

Lynn Roehrborn, Curt Beutler, Ruthe Zimmerman, Becky Malcomson, Jamie Schnurer, Belma Cura, Katie Loken

**Absent:**

Joy Bauman, Heidi Rocke,

**ITEMS REQUIRING A VOTE**

**Meeting Minutes Approved**

* Motion – Becky Second - Katie

**Bylaws and Handbook approved.**

* Motion Becky - Second Katie

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

Schedule Items – Joy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Types of Activities** | **September** | **October** | **November** | **December** |
| **Team Member Registration & Practice** | Short Course or Fall/Winter Practice Begins |   |   |   |
| 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 | New Board Members Installed |
|   | Begin Accepting Nominees/Volunteers | New Board Member Onboarding |   |
|   |   | Last Meeting for Outgoing Board Members |   |
| **Communications** | Parent Meeting Agenda Planning | Parent Meeting |   |   |
| Assist Education as necessary with New Parent Meeting |   |   |   |
| **Social Events** |   |   | Book Banquet Date |   |
|   |   | Book Photographer |   |
|   |   | Santa Scamper |   |
| **Meet Planning** |   | Organize the Splashfest Meet Committee |   |   |
|   | 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 Cap Hand Out | Order Towels |   |   |
| Team Equipment & Suit Orders | Team Apparel Orders |   |   |
| Personalized Cap orders |   |   |   |
|  | USA Swimming Recognition Submission |   |   |   |

Action Item Follow ups – Joy

* **Becky** to check with other team treasurers for deck coaches rates (Waukesha, MAC, BAC, ect.)
* **Belma** to follow up on what needs to be provided regarding tax/meal reimbursement. 5/15
* **Belma** to add comparison of actuals to forecast with March Reports
* **All** to review policies prior to next meeting for discussion (by-laws)
* All to provide by-law updates to Joy to compile for next meeting to finalize. Lynn and Joy recommended changes.
* **Becky** to check on ability for Wave policy to allow swimmers and coaches to contact each other via electronic communication
* **Belma** to do comparison from last year to this year for budgeting purposes by next meeting.
* **Becky** to update meet inventory list.
* Rutheadd Suit fitting night to calendar (9/19 at North) DONE
* Lynn to work with Heidi on fitting night communication DONE
* **Bruce Romberg** going to take on Splashfest planning (initial meeting 10/17)
* **Ruthe and Belma** to get together and clean up COAs so they match with TU and QB and share the COAs with all coaches/board members for more accurate recording.

Discussion Topic

* Annual Financial Results – Belma
	+ Financial results are right where we wanted to be in comparison to the last year. We lost money in 2018 but made the money we expected to in 2019.
	+ Individual fundraising was key in this difference.
	+ **Belma** to send budget out for review and approval.
* Annual Budget planning – Belma
* Nominees for Parent Board & committees – Becky
	+ Andrew Skorr - VP
	+ Emily Allen – Secretary
	+ Angie Borchardt – Communications
	+ Rachel Bernhardt – Apparel
	+ Meghan Gremban , Stephen Groppel – Sponsorship
	+ Tiffany Spoor – Social
* Create team wide voting for in November – **Joy**
* By-Laws and Policy feedback to finalize (if time allows)

**ACTION Items:**

Old Items

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New Items

* **Bruce Romberg** going to take on Splashfest planning (initial meeting 10/17)
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Katie moved to adjourn. Second – Becky.

**Next Meeting:** Wednesday, November 20, 2019 from 6:00-7:15 PM @ Becky’s House