



## Meeting Minutes

**MEETING TITLE:** Parent Board Meeting

**CHAIR:** Jen Trask

**DATE:** April 19, 2016

**Time:** 6:00pm – 8:00pm

**LOCATION:** Park High School

**PRESENT:** Jen Trask, Neil Wright, Liz Christensen, Vickie Bleser, Missy Reischl, Tom Knaus, Josh Johnson, Bernadette Strickland

Agenda Item	Discussions/Decisions	Action Items and Person Accountable
<b>Minutes</b>	Motion to approve Minutes from 3/7/16 meeting by Tom, second Neil. Minutes approved with changes.	
<b>Next Meeting</b>	May Parent Board Meeting will be the SEA Awards Banquet on 5/12/16. June meeting will be held Monday, June 20 <sup>th</sup> at Carthage College in the wet room off the pool deck.	
<b>Fall &amp; Winter Season</b>	-Neil discussed progress toward application for 501(c)3; it will be postponed until the Fall 2016. -Continued efforts to encourage involvement of new parents on the Parent Board and the various committees. Will keep on the agenda. -No update on template of job descriptions of the volunteer parent board positions.	
<b>Head Coach</b>	-Neil attended the WI LSC Annual Meeting in Madison. SEA will be hosting the Regional Meet at the RecPlex in 2017. State/12 &U qualifying times remain unchanged for 2017. Total events for athletes have increased from 4 to 5. 13&O State standards will be tightened, “age down” date in place (Dec.1 <sup>st</sup> )  -Record Board for the Sealed Air Y pool deck has been ordered. All age groups will be covered; fastest times will be posted.  -Evaluations from Regional 5 Championships (February 19-21) passed out to Board members, and reviewed. Negative review received from DQed swimmer’s parent. Neil states that the other teams/coaches were overall very satisfied with the Meet.	

	<p>-13 &amp; O Training Trip to Florida (6/11-18) budget was reviewed. 14 athletes will be attending. Cost, including 2 coaches and 2 chaperones to be split among the 14 athletes. Discussion regarding how to cover the 2 additional parent chaperones who will be attending. Historically athletes' cost would cover the cost of the coaches and 2 chaperones. SEA Budget not allotted to cover the extra chaperones. Plan to cover 2 chaperones only.</p> <p>Meeting for attendees was changed to May 13 @ 5:30p. Neil will review all plans, cost, and code of conduct/expectations.</p> <p>-SEA will be moving toward a year-round swim experience. Start date for Fall will likely be right after Labor Day. Discussed possibility of later end times for Seniors, which was not agreed upon. Continue with 5:30p start times, and swimmers to be out of the water as early as possible.</p> <p>-No new information on "parking lot" topics: Disadvantaged families and Board descriptions.</p>	<p>For future trips, guidelines will be set up and approved by Board, and any changes will be communicated to parents.</p>
<b>Treasurer Report</b>	<p>-Vickie handed out Budget and Net Worth summaries. Questions answered regarding budget.</p> <p>-Current outstanding ESCROW is \$2747.16, swimmers in RED owe to the escrow account. Several families have paid up at the last meet.</p> <p>-Vickie is resigning as Treasurer; with August being the end of the fiscal year, Vickie will work with the new Treasurer until then.</p>	<p>Vickie to contact families who owe more than \$100.</p> <p>Tom to forward to Vickie any families who are to receive escrow credit from extra fundraising.</p>
<b>Registration</b>	<p>-Total members for Spring/Summer is currently at 85. (8-Spring, 8-Summer, 69 both Spring and Summer).</p> <p>-Noted that there are several kids in the pool who have not registered yet. Reminders to Coaches and families will be sent.</p>	<p>Missy will send out roster of those registered for Spring/Summer.</p>
<b>Meet Director</b>	<p>- Early Bird will be the first Spring/Summer Meet held on 4/30-5/1 at Brown Deer. There are still many open worker spots for timers and ushers; running 8 lanes.</p> <p>-Pirate Plunge (6/3-6/5) at Brown Deer. No hospitality needed for this Meet. Concessions will provide foods and beverages for the coaches and officials, as we did in January- which was well received.</p> <p>-Summer Sizzler (6/24-6/25) will be held at the RecPlex.</p> <p>-Timing watches are being repaired.</p>	<p>Josh to check which families still need to sign-up.</p> <p>Josh to tell concession volunteers know to provide enough food for officials and coaches.</p>

	<p>-JoAnn Mudry to work with Josh as Meet Director, and learn the role.</p> <p>-Josh to work on a new platform for Meet volunteer sign-up.</p>	
<b>Officials</b>	<p>The Officials Clinic was held Saturday, April 16, 2016 at the Sealed Air Y. 7 attended the Stroke and Turn Clinic in the morning, 4 parents from SEA (Tracy Stouffer, Jose Arteaga, Lindsey Thomas, and Denise Pinacker). Official checkoff will be on deck. 5 attended the Starter/referee certification in the afternoon, with 2 parents from SEA (Liz Christensen and Greg Wahl).</p> <p>Next recruitment will take place in the Fall after the State schedule.</p>	<p>Liz to submit receipts for reimbursement.</p> <p>Liz will send out notices.</p>
<b>Fundraising</b>	<p>-Elegant Farmer to take place again in the Fall. Last year 9 families participated, raised \$760.</p> <p>-SCRIP is doing very well. Families have purchased total of \$26,900, raised \$1000. 17 families are active in SCRIP. Any money raised above fundraising requirement can be placed in individual escrow accounts.</p> <p>- Heat Sheet ads- Tom not seeing the checks for ads.</p> <p>- Football Pool- plan on a March Madness pool, and decreasing the price per square (100 squares).</p> <p>-Discussed doing restaurant fundraisers.</p> <p>Milaeger Money fundraiser will be advertised in the Heat Sheet. Orders are due on 4/28; pick-up will be at practice on 5/5. SEA receives 17% of orders. If fundraising goal is met, money raised can be applied to fundraising requirement for the Fall/Winter session.</p>	<p>Neil to send Tom the heat sheet ad information.</p> <p>Tom will compare fundraisers available at local restaurants.</p> <p>Neil to send out email reminder about Milaeger Money deadline.</p>
<b>New Business</b>	<p>Nomination Committee- open positions are Treasurer and Vice President to start September 2016. Also will formally appoint Jen Trask as President. Neil will announce Board position openings at the SEA Banquet and in the newsletter. Nominations will be accepted through the end of May. Ben Scharff is interested in the Treasurer position.</p>	<p>Neil will make announcements at the banquet in Jen's absence.</p>
<b>Head Age-Group resignation</b>	<p>Michael Annis came to address the Parent Board members, and a Letter of resignation was presented to Board, with Michael's resignation effective 8/31/16. He has accepted a Graduate Assistant position at Carthage College.</p> <p>Michael reviewed the reasons for his resignation as stated in his letter, dated April 19, 2016. The concerns outlined in this letter will be addressed at future Board meetings.</p>	<p>Board decided not to announce the resignation until after the SEA Banquet.</p>

	Neil suggested getting a new Head Age-Group Coach hired by August, to be ready to start in September.	Neil to talk with current coaches, and post the position.
<b>By Laws</b>	Not discussed. Revisions are needed to current version from 9/09. Board members to review Bylaws.	
<b>Head Coach Review</b>	Not discussed. Head Coach review process is in place for President, one Board member, and parent to complete coach review.	Jen to compile the survey results by the end of April.
<b>Parking Lot Items</b>	-Handbook will be looked at after Bylaws and job descriptions are completed. -No updates regarding the new pool.	

**Meeting Adjourned: 8:31 pm**

**Next Meeting: Monday – June 20, 2016; 6:00pm; Carthage College.**