



Meeting Minutes

MEETING TITLE: Parent Board Meeting

CHAIR: Jen Trask

DATE: June 20, 2016

Time: 6:00pm – 8:00pm

LOCATION: Carthage College

PRESENT: Jen Trask, Neil Wright, Liz Christensen, Tom Knaus, Josh Johnson, Bernadette Strickland

EXCUSED: Vickie Bleser, Missy Reischl

Agenda Item	Discussions/Decisions	Action Items and Person Accountable
Minutes	Motion to approve Minutes from 4/19/16 meeting by Tom, second Neil. Minutes approved with changes.	
Next Meeting	July meeting will be held Monday, July 18 th at Carthage College in the wet room off the pool deck. Meeting may be held at Park HS if pool is open by meeting date.	
Fall & Winter Season	<ul style="list-style-type: none"> -Application for 501(c)3 has been 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. -Ideally the Volunteer/Board Member position job descriptions need to be completed by Fall registration and for incoming Parent Board members. <p>Group discussed the need to know both Josh's job as Meet Director, and Pat's job. Liz C. has shadowed Pat 3 times on deck, but a lot of behind the scenes work is also done before the meets.</p> <p>Fall registration will be earlier this year- late August or early September.</p>	Neil will work on the volunteer descriptions- to be completed by the August Board meeting.
Head Coach	<ul style="list-style-type: none"> Fall & Winter Meet Schedule was reviewed and discussed. -Sprint Time Trials will be early- 9/22 -Oct will include Menomonee Falls, OZ, and J-HK (1 day) at Whitewater. 	

	<p>-SEA hosted meets are: Pentathlon (Nov. 5-6) will be 2 days, but only single sessions; Penguin Challenge (Jan.21-22); and Regional Championships (Feb. 17-19).</p> <p>-Will keep the Madison BAC Open, Dec. 2-4. Board discussed finding another hotel for the team.</p> <p>-Second travel meet will be the Circle City Classic in Indianapolis Jan. 27-29.</p> <p>-Neil may add another Meet to the January schedule. Possibly Elmbrook on Jan. 7.</p> <p>-End of Season Time Trials was a fun time last year for athletes and parents; scheduled for Mar.21.</p> <p>Motion to accept the Fall/Winter Meet schedule, with the addition of the Elmbrook Meet. 1st- Jen; 2nd-Tom, with Board vote. Since this is a living document, it is subject to change during the season.</p> <p>-Meadowbrook morning practices have been manageable. Weather and pool temps have been warmer this week. The pool gets crowded, especially for the Gold/ Senior athletes- up to 8 swimmers per lane (M-W-F only). Neil suggested possibly moving the Seniors to a 6am start time, with the rest of the swimmers coming at 7:30am. All SEA swimmers must be out by 9:30a. Neil spoke to Meadowbrook manager about poor pool clarity.</p> <p>-Neil reviewed list of suggestions and lessons learned after the Pirate Plunge meet.</p> <p>-No new information on “parking lot” topic: Disadvantaged families; Neil plans on adding this as a line item to the 2016-17 budget.</p>	<p>Neil will clean up and make changes to the Meet Schedule as discussed, as well as adding Y-Nat level requirements and which meets are qualifiers.</p> <p>Neil will post the Meet Schedule on the SEA website.</p> <p>Neil to continue to monitor overcrowding at the Meadowbrook pool.</p> <p>Board to revisit having a weekend pass for spectators at SEA meets.</p>
<p>Treasurer Report</p>	<p>-Neil reviewed Budget and Net Worth summaries in Vickie’s absence.</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>-Budget Committee will consist of Treasurer, President, and Head Coach</p>	<p>Neil will contact Vickie to schedule a Budget meeting in July/Aug. Committee will present to the Board in August.</p>
<p>Registration</p>	<p>No new information. Need to pick dates for Fall/Winter registration.</p>	
<p>Meet Director</p>	<p>-Discussed having Heat start times and State time cuts added to the Heat Sheets.</p> <p>-Summer Sizzler (6/24-6/25) will be held at the RecPlex. Many open workers spots are still open. Will be running 10 lanes since there are double the entries (3300 from 1600 last year). Less volunteers available since a second, higher level meet is scheduled this weekend as well. Senior swimmers have been recruited to help work the 12 &U session. Discussed providing an incentive</p>	<p>Josh to forward Neil the open volunteer spots to be emailed out to all families.</p> <p>Neil to inform families by email the incentive for picking up extra</p>

	<p>to those who work above their requirement. \$25 will be placed in Escrow to those who work extra sessions. Can also offer free admission to the spectators who are willing to time.</p> <p>-Josh discussed the need to grow the younger swimmers. We need to find a way to keep the families in SEA. Due to confusion and information overload, Josh suggested being available for all new families to answer questions and explain requirements. Josh volunteered to be available during practices at the beginning of the Fall season. Other Board members and parents can help as well.</p> <p>-Neil stated that he is unable to send out mass flyers to RUSD anymore to help recruit new swimmers. About 50-60% of the new swimmers come from the Y.</p>	<p>shifts. Josh to post sign at admissions if timers are still needed.</p> <p>Neil will check again regarding sending out SEA info via RUSD.</p>
Officials	<p>Update on (3)new officials: -Lindsey Thomas is now fully certified. -Tracy Stouffer needs one more apprenticeship, should be completed this weekend. -Jose Arteaga needs to complete paperwork/testing.</p> <p>Next recruitment will take place this September at the Y.</p>	<p>Liz to send Neil the information once a date is confirmed.</p>
Fundraising	<p>-Elegant Farmer to take place again in the Fall. -SCRIP is doing very well. Heather will continue to run SCRIP. Program has been more popular since money raised above fundraising requirement can be placed in individual escrow accounts. - Heat Sheet ads- should remind parents that space can be purchased for personal announcements. - March Madness pool: plan to have more squares, lower price, more winners - to increase participation. -Milaeger Money fundraiser made \$548. May repeat around the holidays (10% profit vs 17% with plants). -Kingfish Game not worth it as a fundraiser, possibly a team outing? -Discusses picking a day (after a time trial) for Jose's or Georgie Porgie's. Jose's Blue Sombrero offers 25% return on food only. -Board did not agree with using the team's t-shirt vendor as a fundraiser by increasing the price of apparel.</p>	<p>Tom to write up list of fundraising opportunities to pass out during registration; to include a reminder about personal announcements on the heat sheets.</p>
New Business	<p>13 & O Training Trip to Florida (6/11-18) was a success. 14 athletes, 2 coaches, and 4 chaperones attended. Jen provided a review of the trip. The kids stuck together and got along well. The meals went well. May have been helpful to have a posted schedule of activities during "free" time when they weren't swimming/training. Chaperones had to remind the kids to eat and get enough sleep.</p>	

	<p>Possibly look in to flying to Florida next time. Neil will put together a spreadsheet of the payments and expenses; he is still waiting on a few receipts. Families will be getting a refund.</p> <p>Nomination Committee- open positions are Treasurer and Vice President to start September 2016. Ben Scharff and Jeff Peterson are interested in the Treasurer position. Parents interested in the VP position include: Jeff Peterson, Tracy Stouffer, and Delasandro.</p>	<p>Neil will forward trip expenses to Vickie and families whose athletes attended the training trip.</p> <p>Neil will invite candidates to come to July Board meeting. Neil to check ByLaws regarding voting procedure.</p>
Head Age-Group job announcement	Neil will finish writing job posting for Head Age-Group coach. Posting will be done thru WI LSC. Suggested getting a new Head Age-Group Coach hired by August, to be ready to start in September.	Neil to email Board job announcement, then post the position.
By Laws	Not discussed. Revisions are needed to current version from 9/09. Board members to review Bylaws.	
Head Coach Review	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.
Parking Lot Items	<p>-Handbook will be looked at after Bylaws and job descriptions are completed.</p> <p>-No updates regarding the new pool.</p> <p>-Neil to add topics of discussion from M. Annis' resignation letter to August agenda.</p>	

Meeting Adjourned: 7:49 pm

Next Meeting: Monday – July 18, 2016; 6:00pm; Carthage College.