



Meeting Minutes

MEETING TITLE: Parent Board Meeting

CHAIR: Jen Trask

DATE: July 18, 2016

Time: 6:00pm – 8:00pm

LOCATION: Carthage College

PRESENT: Jen Trask, Neil Wright, Liz Christensen, Josh Johnson, Missy Reischl , Bernadette Strickland

EXCUSED: Tom Knaus , Vickie Bleser

GUESTS: Jeff Peterson, Tracy Stouffer, Ben Scharff

Agenda Item	Discussions/Decisions	Action Items and Person Accountable
Minutes	Motion to approve Minutes from 6/20/16 meeting by Josh, second Missy. Minutes approved with changes.	
Next Meeting	August meeting will be held Monday, August 15 th at the Sealed Air YMCA.	
Fall & Winter Season	<ul style="list-style-type: none"> -Application for 501(c)3 has been postponed until September 2016. Vickie will send out for signatures. -Continued efforts to encourage involvement of parents on the Parent Board and the various committees. -Rough draft of volunteer positions being put together by Neil, including roles and responsibilities of each job. Ideally the Volunteer/Board Member position job descriptions will be completed by Fall registration and for incoming Parent Board members. Group discussed the need to “shadow” board members to learn their jobs (especially Meet Director, Treasurer, and Registration). Also discussed the need to stagger start times of new members. 	Neil will work on the volunteer descriptions and send out to Board Members- to be completed by the August Board meeting.
Open Board Positions	Typically new Board members are elected and instated during the Annual Meeting in May. Today we have 3 parents interested in 2 Board positions. These 3 parents were given the opportunity to	

	<p>introduce themselves and state why they are interested in being a member of SEA Parent Board. Ben Scharff is running for board treasurer. Jeff Peterson and Tracy Stouffer are interested in the Vice President position. Board members voted between Jeff and Tracy for the Vice President position.</p> <p>Ben Scharff was instated as Treasurer for a term of 2 years, starting in August. Ben to meet and work with Vickie to learn the role, and take over the books and budget. Ben to attend the budget meeting to be scheduled within the next 2 weeks.</p> <p>Jeff Peterson was elected as Vice President for a term of 2 years, starting in August.</p> <p>Tracy Stouffer will be involved as the parent liaison, in an effort to improve communication with families. She would be a resource for families regarding registration, meets, volunteer obligations, escrow/meet costs, etc. She will attend SEA Parent Board meetings as a non-voting member.</p>	
<p>Head Coach</p>	<p>-Fall/Winter session tryouts are scheduled for 9/12 and 10/24- to capture the athletes after soccer and football season is over.</p> <p>-1st day of practice is 9/13.</p> <p>-Job posting for the open Head Age Group coach position was discussed. Position is currently posted in SwimSwam, WI and USA Swimming Job Boards, and the SEA home page. Discussed the pros and cons between salary and hourly. This position will be a Part-Time, hourly position, with the opportunity for FT/OT hours, especially during the Spring/Summer sessions. Health insurance and Retirement benefits are also offered with this position. No internal interest from current coaches.</p> <p>Current coaches: Katie, Melissa, Alyssa. Will be losing James and Hayley in the Fall.</p> <p>Discussed Coach Mike expressing interest in helping during the Summer sessions, or conducting small group sessions on Saturdays. Tracy Stouffer expressed interest in helping to fill in any gaps as a volunteer coach if needed.</p> <p>-Disadvantaged families; Neil plans on adding this as a line item to the 2016-17 budget. Discussed using Y payment structure to assist families. Families should be down to a zero balance before registering for subsequent sessions.</p>	<p>Neil to distribute flyers to RUSD schools, and at the YMCA.</p> <p>Jen to sit in on Head Age Group coach interviews.</p> <p>Neil to contact college students who may be interested in the PT coach positions. Neil to post on Facebook and website as well.</p> <p>Neil to bring open positions to Silver State and 12 & under meet.</p>
<p>Treasurer Report</p>	<p>-Neil reviewed Budget and Net Worth summaries in Vickie's absence.</p> <p>-Florida training trip not yet reconciled.</p> <p>-Will remove swimmers from Escrow who have not been members for > 3 years.</p> <p>-Cannot cash guarantee checks to cover Escrow, for those families far behind in payments.</p> <p>-Discussed possibility of coaches not letting athletes swim until a plan for payment is made.</p> <p>-Continue to have escrow list at SEA sponsored meets to remind families of balance and necessary payments. Will include reminders for families during time trials.</p> <p>Escrow deficits currently at \$795.26</p> <p>-Vickie sends email reminders as well as notices in the mail. Need to obtain hardcopy of letter</p>	<p>Missy to send Vickie FL trip refund information.</p> <p>Josh to send Vickie names of families who worked extra sessions, as well as unmet worker spots.</p> <p>Missy to send Neil names of families behind on payments.</p> <p>Neil to put reminder in Newsletter to make escrow payments.</p>

	<p>from Vickie.</p> <p>-Overall budget looks good. Summer Sizzler net \$19,000.</p> <p>- Budget meeting will take place within the next 2 weeks. Budget Committee will consist of Treasurer, President, and Head Coach</p>	Budget Committee will present to the Board in August.
Registration	<p>-103 swimmers for Spring/Summer/combined. (2016-98 swimmers; 2015-107 swimmers)</p> <p>-Return registration will be held Wednesday 9/14, 6p-7:30p @ Case HS.</p> <p>-New family registration will be at Case HS: 9/26 and 11/7, beginning at 6p.</p> <p>-Fall/Winter season will be 1 week longer.</p> <p>-Burgahardt Sports is good going forward for our Spiritware needs</p> <p>-Offer another opportunity to order the Olympic SEA t-shirt</p> <p>-Elsmore Aquatic: 1) offers discounts on swim equipment (not goggles, suits) and at the national level meets there is also a discount, 2) difference is Kiefer gives discount on every product, 3) look for a write-up from Kelly Hallmark (Elsmore manager) soon</p>	
Meet Director	<p>-Summer Sizzler (6/24-6/25 RecPlex) review: next year just bag awards</p> <p>-Fall/Winter Worker requirements (November = 1, January =2, February = 3)</p>	
Officials	<p>-Two new "official" officials (working on finishing up some other officials apprentices)</p> <p>-YMCA certifications are good for three years</p> <p>-New training will take place in September or October</p> <p>-Working with Chad Chatterton about offering an officials clinic along with a tri-dual meet with PX3 and LGSC</p> <p>-Working on learning the Meet Manager program and process of running the meet and developing a flowchart</p> <p>-Working on learning the Meet Ref responsibilities and developing a flowchart</p>	

Fundraising	No report	
New Business	<ul style="list-style-type: none"> -Need to work on ensuring members of the parent board terms of service do not end simultaneously -Need to order volunteer t-shirts (Jeff Peterson will order, Neil will forward information) -Michaels Machine (printing cost is becoming expensive, will begin charging the team after the Abel's \$150 fundraising obligation is met) 	Jeff Peterson will work on ordering volunteer t-shirts
By Laws	Revisions are needed to current version from 9/09. Board members to review Bylaws.	
Head Coach Review	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	<ul style="list-style-type: none"> -Handbook will be looked at after Bylaws and job descriptions are completed. -No updates regarding the new pool. 	

Meeting Adjourned: 8:10 pm

Next Meeting: Monday – August 15, 2016; 6:00pm; Sealed Air YMCA.