



Meeting Minutes

MEETING TITLE: Parent Board Meeting

CHAIR: Jen Trask

DATE: August 15, 2016

Time: 6:00pm – 8:00pm

LOCATION: Sealed Air YMCA

PRESENT: Jen Trask, Neil Wright, Liz Christensen, Tom Knaus, Jeff Peterson, Missy Reischl, Ben Scharff, Tracy Stouffer, Bernadette Strickland

EXCUSED: Josh Johnson

Agenda Item	Discussions/Decisions	Action Items and Person Accountable
Minutes	Motion to approve Minutes from 7/18/16 meeting by Missy, second Neil. Minutes approved.	
Next Meeting	Due to Fall/Winter registration and no meets or new business, a September meeting will not be held. The next Parent Board Meeting will take place Monday, October 3 rd at 6pm. Meeting place to be determined at a later date.	
Fall & Winter Season	<p>-Application for 501(c)3 has been postponed until the Fall 2016.</p> <p>-Continued efforts to encourage involvement of new parents on the Parent Board and the various committees. Discussed the need to provide more information for newer parents. Tracy stated that parents seem to prefer meetings and face to face conversations to help answer their questions re: registration, meet requirements, fundraising (SCRIP), etc. Will plan on having different informational sessions for parents, 1-2 times per month; ideally on a day when the practice is combined at one location. Dates/times will be posted online and in newsletter.</p> <p>-Plan for the Volunteer/Board Member position job descriptions to be completed by Fall registration and for incoming Parent Board members.</p> <p>-Neil asked for suggestions for Fall/Winter objectives.</p>	<p>Ben to follow up with 501(c)3.</p> <p>Jen & Tracy to review meet dates and schedule parent meetings. Tom to check Heather's availability for SCRIP training.</p> <p>Neil will work on the volunteer descriptions- and email to Board.</p>

<p>Head Coach</p>	<p>-End of SEASON Time Trial was held on August 9th at Carthage, and was a success. Neil provided a recap. Will plan on the next Time Trial after Y State.</p> <p>-Send-off party for Coach Mike is Thursday, August 18. Information sent out to all families.</p> <p>-Open Coach position is posted. To date there have been 2 local coaches and 3 international coaches apply. Goal is to have someone hired by the end of August. Neil and Jen to interview applicants.</p> <p>-Neil will be updating website with Registration information, practice and Meet schedules. Information regarding the travel Meets and hotels (Indy and Madison) will be posted.</p>	<p>Neil to follow up with a few leads for possible applicants.</p>
<p>Treasurer Report</p>	<p>- Ben reviewed the Accounts Summary and Cash Balance analysis.</p> <p>-Escrow list was cleaned up. Families no longer in SEA were removed (150 families). It is the families' responsibility to ask for money back. Email and letters sent to families who still owe money.</p> <p>2016/17 Budget reviewed in detail. Few changes compared to last year's budget:</p> <ul style="list-style-type: none"> • Increase in budget for website in order to add "responsive design" upgrade. • Increase for swim team supplies and travel meets. • Money budgeted for family assistance. <p>Motion to approve 2016/17 Budget by Tom, second Ben. Budget passed.</p> <p>-Ben proposed placing money in rotating 6 or 12 month CD accounts, while keeping \$60,000 in checking.</p> <p>-Contact information on accounts changed to Ben Scharff.</p>	<p>Ben will send out escrow balances to families monthly.</p> <p>Ben will follow up with this proposal, and present to the Board. Ben to send his contact information to families by email with escrow balances.</p>
<p>Registration</p>	<p>-Returning family registration for Fall/Winter will be held September 14, 6p-7:30p at Case HS.</p> <p>-First day of practice remains Sept. 13; last day will be 3/18/17. End of Season TT 3/21/17.</p> <p>-New family registration is scheduled for September 26 and November 7. Helpers are needed for new family registration.</p> <p>-Registration forms have been updated with a 4% increase. There will be 6 volunteer obligations for the 3 hosted meets, and \$450 guaranteed check; \$150 fundraising obligation.</p> <p>-Apparel companies include: Elsmore, Keifer, and Burghardt. Molly will oversee spiritwear.</p>	<p>Tom to update fundraising letter. Neil to forward FAQ sheet.</p>

	<p>Jeff to order new volunteer t-shirts this week so they are available in time for registration. New shirts will be black with the SEA logo. 200 shirts will be ordered, same size breakdown as with the previous order, \$4.55/each. 2 shirts will be provided for each family, \$1 will be charged for XXL.</p>	<p>Jeff will look into a V-neck option for ladies.</p>
<p>Meet Director</p>	<p>No new information. Meets SEA is hosting:</p> <ul style="list-style-type: none"> • November 5-6, Pentathlon at RecPlex (single session) • January 21-22, Penguin Challenge at Brown Deer • February 17-19, Regional Championships at RecPlex 	
<p>Officials</p>	<p>New Officials clinic (Stroke & Turn) will take place 10/8 at the RecPlex, with RecPlex and PX3. Would like to have a short Meet right after training with 3 teams, so the new officials can complete their training. Liz is waiting for a response from Y regarding lifeguard training and officials recertification. Looking to have an officials recertification October 1-2.</p>	
<p>Fundraising</p>	<p>Current SEA Fundraising opportunities:</p> <ul style="list-style-type: none"> -Elegant Farmer -SCRIP -Heat Sheet ads -Swim-a-thon -Milaeger Money -March Madness vs Superbowl pool -Discussed Amazon Smile fundraiser not worth the effort (0.5% profit) -Possible restaurant fundraisers: Jose's Blue Sombrero offers 25% return on food. 	<p>Tom to check with area restaurants for fundraisers.</p>
<p>New Business</p>	<p>Tracy proposed sending out Google surveys to families to understand their concerns and encourage more involvement, and then sharing the survey results.</p> <p>Liz suggested a coach bus trip to Kentucky, July 2017. Families would be encouraged to come or chaperone.</p>	<p>Neil to find previous surveys sent out to families. Neil to add this to Fall/Winter objectives.</p> <p>Liz to look into quotes for the bus. Neil to place info in newsletter to see if there is interest.</p>

<p>Unfinished Business</p>	<p>Revisions are needed to Bylaws from 9/09.</p> <p>Head Coach review process is in place for President, one Board member, and parent to complete coach review. Need another Board member to replace Vickie.</p> <p>Discussed possibly staggering term commitments of current parent board members.</p>	<p>Board members to review Bylaws.</p>
<p>Parking Lot Items</p>	<p>-Handbook will be looked at after Bylaws and job descriptions are completed.</p> <p>-No updates regarding the new pool.</p>	

Meeting Adjourned: 8:24 pm

Next Meeting: Monday – October 3, 2016; 6:00pm; TBA.