



Meeting Minutes

MEETING TITLE: Parent Board Meeting

CHAIR: Jen Trask

DATE: February 8, 2016

Time: 6:00pm – 8:00pm

LOCATION: Park High School

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

Agenda Item	Discussions/Decisions	Action Items and Person Accountable
Minutes	Motion to approve Minutes from 1/11/16 meeting by Liz, second Missy. Minutes approved with changes: Name misspellings.	
Fall & Winter Season	<ul style="list-style-type: none"> -Neil discussed progress toward application for 501(c)3; necessary documentation is being compiled. Will use current Bylaws. -Continued efforts to encourage involvement of new parents on the Parent Board and the various committees. Goal is to have chart ready to pass out during registration. -No update on template of job descriptions of the volunteer parent board positions. 	
Head Coach	<ul style="list-style-type: none"> -Circle City Classic in Indianapolis 1/29-1/31; had 16 swimmers and 8 families. Next year this meet take place 1/27-1/29. Board approved attending meet in 2017. - Staff Updates: Jill is not cleared to come back this season. She will be able to work half days only. Neil plans on bringing on Hailey Kehl to assist Melissa Groen with the Bronze group. -Neil and Mike are working on recruitment and business sponsorships. First sponsorship letter sent to Image Management. Discussed high school recruitment, as well as sending notices to swimmers previously on SEA. -Tryouts are scheduled for April 4th at 6pm. Bring a friend to practice day planned. -SEA banner is now hanging at the Sealed Air YMCA pool. A Record Board for the pool deck at Sealed Air Y was discussed. Neil reviewed the dimensions, final design, and costs. Proposed board is 46"x92" to include all age groups, and would be easy to update. Total cost: \$1960. Motion made by Neil, second Tom. Board members agreed to move forward with the SEA Record Board. 	<p>Neil will proceed with team attending 2017 Circle City meet.</p> <p>Mike to follow up with Image Management.</p> <p>Neil will place order for Record Board, and install at Sealed Air YMCA.</p>

	<p>Neil also reviewed options for a trophy case to display SEA trophies and plaques. A trophy case would be more expensive, and money was not budgeted for purchase of a trophy case.</p> <p>-Spring/Summer Meet Schedule reviewed. Spring session will start 2 weeks earlier (4/5/16). Plan on at least 2 meets per month. This is possibly the last year for Bird Bath Invite in Appleton. Dual Meet on 7/15 will hopefully be held at Carthage.</p> <p>Motion by Vickie to keep Silver State Meet at the RecPlex, second Josh.</p> <p>Nationals are in Indianapolis. Although subject to change, Meet schedule was approved.</p> <p>-RUSD pools will be closed by mid-May. Plan to use Carthage pool when Case and Park pools close.</p> <p>-Neil discussed protocol for scoring at Meets, with insight from both SSTY and LAKE. Need to ensure everyone is scoring the same way. New information will be coming out regarding scoring.</p> <p>-Looking ahead to July 2017, there is an opportunity to attend the Lakeside outdoor meet in Kentucky. Date has not been set.</p> <p>-Discussion regarding Oceans Apparel making personalized t-shirts for the Regionals meet. Board members discussed the poor quality and service issues from this vendor in the past. Tom has another vendor contact for the personalized apparel.</p> <p>Keifer will be the vendor for swim supplies at Regionals.</p> <p>Board members discussed current swim caps, and the possibility of going back to the old green stripe style- which makes it easier to spot SEA swimmers. Personalized and State caps have been ordered. Larger silicone caps are also available. State swim caps will be free for swimmers.</p> <p>-Neil and Pat will complete the Fall & Winter meet bids which are due 3/29/16. The RecPlex and Schroeder dictate the dates of the meets. Fall Starter (October 30) at the RecPlex: Neil will try to add another day- 10/29. Penguin Challenge (January 14-15) at WSAC. Regionals (February 17-19) at RecPlex. Neil will bid for Regionals, but will try to slot another meet in the event Regionals falls through- possibly February 4-5 at Rec Plex. Neil will also try to add another meet the second weekend in December.</p> <p>-Training trip will take place either June 11-18 or June 12-19, at Frank Brown Park in Panama City, FL. Currently have 15 swimmers, with Coaches Neil and Mike attending. It is unknown whether chaperone Lydia Bollendorf is confirmed. Missy may be another chaperone. Will be using 2- 15 passenger vans. Discussed possibilities for accommodations, including house rentals. Cost will be between \$750-\$1000 per athlete. Meeting will be scheduled in late April/May to finalize plans and submit payments.</p> <p>-Discussed need to add budget line item for assisting swimmers from disadvantaged families. Specific criteria will need to be developed, and communicated.</p>	<p>Neil will research options for a trophy case.</p> <p>Josh will contact Tony from Oceans to discuss the service issues. Tom will reach out to his contact for next time.</p> <p>Neil will look into other options for purchasing swim caps, as well as the older design.</p> <p>Neil will work on bids for the Fall & Winter meets.</p> <p>Neil will confirm chaperones, finalize accommodations, and schedule meeting for those attending.</p>
<p>Treasurer Report</p>	<p>-Vickie handed out Budget and Net Worth summaries. Questions answered regarding budget.</p> <p>-Current outstanding ESCROW is \$2711, swimmers in RED owe to the escrow account. Plan on emailing families, and collecting any money due at the Regional meet.</p> <p>-SEA credit cards have been ordered.</p> <p>-No reply received from contesting the balance due to CLA- the previous accounting firm.</p>	<p>Vickie will email escrow balances to all families prior to Regionals.</p>

Registration	<p>Membership numbers reviewed. Currently at 128 swimmers.</p> <p>Spring/Summer 2016 Registration form reviewed. Cost adjusted due to Spring session starting 2 weeks earlier, plus 20% increase. Discussed a price break for those registering for both sessions at the same time. Spring/Summer – 18 weeks (4/5-8/4); Spring- 12 weeks (4/5-6/25); Summer- 12 weeks (5/16-8/4). Motion by Missy to decrease full season registration by 5%; second Tom. Board approved price break for full season.</p> <p>Return swimmer registration will take place on 3/14/16, 6p-7:30p at Case HS during picture day, and 4/5/16, 6p-7:30p at Case HS. New family registration will be held 4/18/16, 6p at Case HS.</p>	Missy will update registration form to reflect 5% decrease for full season.
Meet Director	<p>-Penguin Challenge meet in Brown Deer reviewed, no major issues.</p> <p>- Next hosted meet: Regionals at RecPlex 2/19-2/21. Will need timers for 10 lanes, additional volunteer spots will be posted. Awards will be bagged by team. Neil will post Heat Sheets online, so less copies are needed; will charge \$5 for Heat Sheets at the event. Meet entry fee will be \$5 per session. Discussed weekend pass option for \$20.</p>	Josh will update volunteer spots by tonight, 2/8.
Officials	<p>There are 2 parents “semi-interested” in Official training. Jose Arteaga needs 1 more session, hopefully will complete it this Friday. Liz will draft a flyer to help attract parents to be trained and volunteer as meet officials.</p> <p>Training scheduled for April (4/16 or 4/23).</p>	Liz will create informational flyer/email for parents.
Fundraising	<p>-SCRIP is doing well</p> <p>-Football pool raised \$2500.</p> <p>-No new Heat Sheet ads. Reminder email to be sent to families</p> <p>-Swim-a-thon is a viable option for fundraising for this year. Deadline is 3/1 for credit applied to this season. Swim-A-Thon will take place December 2016.</p> <p>-Discussed a calendar raffle for the Summer. Vickie will follow-up.</p>	<p>Tom/Neil to email reminder to families re: Heat Sheet Ads.</p> <p>Vickie to bring information re: Calendar Raffle.</p>
By Laws	<p>Revisions are needed to current version from 9/09.</p> <p>3 examples of By Laws from other teams obtained. Board members to review Bylaws, especially their section, and be prepared to review at next board meeting.</p>	Board Members to review By Laws before March Board Mtg.
Head Coach Review	Head Coach review process is in place, and set to be completed by April.	Jen to compile the survey results by April.
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>	

Meeting Adjourned: 8:09 pm

Next Meeting: Monday- March 7, 2016; 6:00pm; Park High School.