



## Meeting Minutes

**MEETING TITLE:** Parent Board Meeting

**CHAIR:** Jen Trask

**DATE:** January 11, 2016

**Time:** 6:00pm – 8:00pm

**LOCATION:** Park High School

**PRESENT:** Neil Wright, , Jen Trask, Liz Christensen, Vickie Bleser, Bernadette Strickland

**EXCUSED:** Missy Reischl, Tom Knaus, , Josh Johnson

Agenda Item	Discussions/Decisions	Action Items and Person Accountable
<b>Minutes</b>	Motion to approve Minutes from 11/15/15 meeting by Vickie, second Neil. Minutes approved.	
<b>Fall &amp; Winter Season</b>	<ul style="list-style-type: none"> <li>-Neil discussed progress toward application for 501(c)3; necessary documentation is being compiled. Paperwork must be kept for 7 years in order to be in compliance. YMCA address will be used as the business address.</li> <li>-Steps being taken to engage new parents to become involved on the Parent Board and the various committees. Goal is to have chart ready to pass out during registration. Chart to include other responsibilities “beyond the Board”, including meet rep, family rep, t-shirts, etc. Molly and Robin will continue with Spiritwear.</li> <li>-No update on template of job descriptions of the volunteer parent board positions.</li> </ul>	<p>Neil will gather the information needed and forward to Vickie.</p> <p>Neil will compile the information and send out the word files for Board members to review.</p>
<b>Head Coach</b>	<p>Staff Updates:</p> <ul style="list-style-type: none"> <li>-Coach Stephanie left SEA before Christmas. Jill is not cleared to come back yet, her next doctor appointment is 1/21. Melissa Gruen is working out well as the lead for the Bronze group; she is good with the Y and USA swimming. Neil plans on bringing on Hailey Keel to help with Bronze. James Weslacki will be back for the Spring session.</li> <li>-Club Recognition Program Level 3 – SEA is one of 8 teams in Wisconsin. Did not make top 200 (340). This recognition helps with marketing, and exemplifies best practice with USA Swimming teams.</li> <li>- Neil reported very good attendance at practices during Winter/Christmas break.</li> </ul>	

	-Image Management is suggesting an update to the website. The responsive design estimate would make it easier to navigate on phones and tablets by recognizing screen size and repositioning text for optimal viewing. Cost estimate: \$2380. Board does not feel it is needed at this time.	Possibly budget website upgrades for another time if needed.
<b>Treasurer Report</b>	-New company for taxes and 501(c)3. 2015 taxes are done. -Vickie handed out Budget and Net Worth summaries. Questions answered regarding budget. -Current outstanding ESCROW is \$2100. Vickie has contacted everyone who owed money. Letters to be sent to the families who are off the team, total owed \$571. This will be taken off the books, and documented as Bad Debt. Board members approved the letter Vickie drafted. -No update on SEA credit cards.  -Board plans on contesting the balance due to CLA- the previous accounting firm.	Vickie to continue to follow-up with families that owe money.  Vickie will bring necessary information to the bank for credit card.
<b>Registration</b>	Membership numbers sent out by Missy via email. Currently at 123 swimmers, with 2 more from Waterford expected to join. Few families behind on monthly payments.	Vickie and Missy will contact and work with families behind on payments.
<b>Meet Director</b>	-Next meet is 1/16-1/17 Penguin Challenge in Brown Deer. Several volunteer slots are still open. Start times were adjusted; plan for end time of 3:15p on Saturday and 2:45p on Sunday.  -No update on new program for online sign-up.  -Regionals 2/19-2/21 @ RecPlex.  -Bids for the Spring meets are due 1/13. Neil will bring to the Board in February. Will bid for 2017 March Regionals.	Reminder email to be sent by Neil for sign-up.  Josh to set up new online platform for sign up.  Jen to reach out to Josh regarding any needs for the upcoming meets.
<b>Officials</b>	No new interest in Official training. Jose Arteaga completed 1 session. Liz will get a team of helpers together, and draft a flyer to help attract parents to be trained and volunteer as meet officials. Discussed getting gift cards for volunteer officials, as well as other possible incentives (reduced registration, fundraising, or free swim at meets).	Liz will create informational flyer for parents.
<b>Fundraising</b>	-SCRIP did well around the holidays (\$930). -Currently 25 squares left for the football pool, \$50 each. -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. -Other fundraising options (chocolate, movie tickets, pizza, coupon cards) are not viable options at	

	<p>this time.</p> <ul style="list-style-type: none"> <li>-Discussed golf outing fundraiser. Dates not available in Racine for a golf outing with dinner.</li> <li>- Mike to work on sponsorships. Image Management can put sponsor links on SEA website.</li> </ul>	Tom and Mike to work on acquiring sponsors.
<b>New Business</b>	Coach Mike requested a vacation for May 20-29. After a long Board member discussion, vacation was not approved due to Mike's recently signed contract and commitment.	Jen to speak with Mike.
<b>By Laws</b>	Using current By Laws. Revisions are needed to current version from 9/09, will send current copy with 501c3 application. Board members to review Bylaws and send suggestions to Neil.	Missy and Jen to get sample bylaws from other swim teams.
<b>Head Coach Review</b>	Jen contacted families to help complete the Head Coach review. Sample Coach Feedback Survey reviewed. Discussed having a 360 feedback process in which athletes, parents, and other coaches would complete. Also discussed using the tool to evaluate all coaches.	Jen to compile the survey by April.
<b>Parking Lot Items</b>	<ul style="list-style-type: none"> <li>-Handbook will be looked at after Bylaws and job descriptions are completed.</li> <li>-No updates regarding the new pool.</li> </ul>	

**Meeting Adjourned: 7:26pm**

**Next Meeting: Monday- February 8, 2016; 6:00pm; Park High School.**