



Meeting Minutes

MEETING TITLE: Parent Board Meeting

CHAIR: Jen Trask

DATE: November 30, 2015

Time: 6:00pm – 8:00pm

LOCATION: Park High School

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

| Agenda Item | Discussions/Decisions | Action Items and Person Accountable |
|---------------------------------|---|---|
| Minutes | Motion to approve Minutes from 10/19/15 meeting by Josh, second Missy. Minutes approved. | |
| Fall & Winter Season | <p>-Neil discussed progress toward application for 501(c)3 and Form 990. 990 is due 1/15/16 Will need to compile information for application, including: ByLaws, articles of incorporation, conflict of interest, whistleblower, Board of Directors, contacts, etc.</p> <p>-Steps being taken to engage new parents to become involved on the Parent Board and the various committees. Discussed sharing information at registration and the new parent meetings.</p> <p>-Template of job descriptions of the volunteer parent board positions sent out to Parent Board. The objective is for incoming parent board members to know the responsibilities of the position. Would like to have a completed document by March or April.</p> | <p>Neil will gather the information needed; Vickie will forward information she has.</p> <p>Neil will discuss at new parent meeting next week.</p> <p>Parent Board members to review this document and send any changes and suggestions to Neil within the next month</p> |
| Head Coach | <p>-Discussed complaints from Case Athletic Director regarding the behavior in the boys' locker room (ie. ADA shower left on). Information for parents included in the SEA newsletter. Coaches Mike and Katie will be checking both locker rooms before and after practices.</p> <p>-No information as to when Jill will be back. Melissa is working out well. Stephanie's future schedule is unknown due to her taking a FT sub position.</p> <p>-Club Recognition Program Level 3 is complete. Level 4 is more involved if we want to apply. This recognition helps with marketing, and exemplifies best practice with USA Swimming teams.</p> <p>-Spring/Summer 2016 Meets- Bids are due in January. Early Bird (Brown Deer) 4/30-5/1 One session each day. Pirate Plunge (Brown Deer) 6/3-6/5 Two sessions Sat/Sun. Summer Sizzler</p> | <p>Neil will follow up with coaches.</p> <p>Job descriptions will be needed- Neil will compile.</p> <p>Neil will follow up with bids.</p> |

| | | |
|-------------------------|--|---|
| | <p>(Pleasant Prairie) 6/17-6/18 Two sessions each day.</p> <p>-Parent Board members agreed to bid on Regionals in 2017 (February)</p> <p>-Neil asked if there may be interest in participating in a 10 & under meet at New Berlin West High School on Sun. 12/20.</p> | <p>Neil will email a notice to parents to see if there is interest in this meet.</p> |
| Treasurer Report | <p>Vickie handed out Budget and Net Worth summaries. Family account balances which are overdrawn, are now in red. Questions answered regarding budget. Membership fees are behind due to many families making monthly payments.</p> <p>No update on SEA credit cards.</p> <p>Moving forward with new company for taxes and 501(c)3.</p> | <p>Vickie will check into what is included in the budget for membership fees.</p> |
| Registration | <p>Membership numbers sent out by Missy via email. Currently at 114 swimmers, with a few more HS/Seniors expected to join.</p> <p>No issues with families making monthly payments. Still tracking down one family from last year.</p> <p>Coach Mike has the volunteer shirts for new families.</p> | |
| Meet Director | <p>-Josh reported that the first meet /Pentathlon went very well . Everyone showed up, with many new families learning the jobs and shadowing others.</p> <p>-Next meet is 1/16-1/17 Penguin Challenge in Brown Deer. Josh asked the board about Hospitality for this meet. Volunteers identified for helping with concessions include: Cori Strange, Lydia Bollendorf, and Diane Peterson. Since this is a relatively small meet, it was decided not to have Hospitality. Coaches and Officials can get food/beverages from concessions.</p> <p>-Josh will take care of the awards. Neil will obtain award count needed.</p> <p>-New program for online sign-up will be in place to test out for the February 12 dual meet.</p> <p>-Regionals 2/19-2/21 @ RecPlex. Only Hospitality will be needed. Decided to make food, not order out. Have the 3 volunteers. Josh to ask Lydia to come up with a menu for the Hospitality meals. Discussed entrance fee and heat sheets. Heat Sheets will be available online, but copies also available for purchase. Board decided on increasing entrance cost to \$5 per session, and \$3 for the heat sheet.</p> <p>Discussed time trial after the meet. Timers should not have to stay for time trials.</p> | <p>Josh will work with volunteers for buying, setting up, and clean up.</p> <p>Neil will get template for awards needed.</p> <p>Josh to set up new online platform for sign up.</p> <p>Josh to contact Lydia re: meals.</p> <p>Neil will take care of t-shirts for Regionals.</p> |
| Officials | <p>No new interest in Official training besides Jose Arteaga. Liz will get a team of helpers together, and draft a flyer to help attract parents to be trained and volunteer as meet officials.</p> | <p>Liz will create informational flyer for parents.</p> |
| Fundraising | <p>-Elegant Farmer raised \$760 with only 9 families participating.</p> <p>-SCRIP is picking up before the holidays. Heather Palermo is in charge.</p> <p>-Currently have 3 ads for heat sheets. Board of Directors has information to help solicit sponsorships with 3 options available. Mike will go to businesses to ask for sponsorship. Tom is willing to help.</p> <p>-Currently selling squares for the football pool, \$50 each. Email sent out. Tom has last year's card for those who want the same numbers.</p> | <p>Tom and Mike to work on acquiring sponsors.</p> |

| | | |
|--------------------------|--|---|
| | <p>-Discussed golf outing fundraiser. Prefer dates in September, close to registration time. Meadowbrook only available in August.</p> <p>-Swim-a-thon is being transitioned to the end of the calendar year (December 2016) next year.</p> <p>-Discussed adding another fundraiser this year. Possibilities include: pizza, chocolate, coupon cards, movie tickets for fundraising options.</p> | <p>Tom to check with Ives Grove for golf outing & family dinner.</p> <p>Tom will check with Marcus Theatre.</p> |
| New Business | <p>Jen Trask accepted interim president position. Vice-President position remains vacant.</p> <p>Copy of current Bylaws emailed to Parent Board by Neil. Major revisions are needed to current version from 9/09. May need to send current copy with 501c3 application. Board members to review Bylaws and send suggestions to Neil.</p> | <p>Missy and Jen to get sample bylaws from other swim teams.</p> |
| Head Coach Review | <p>Jen will help complete the Head Coach review. Neil to pick parents for review process.</p> | |
| Madison Meet | <p>Coach Mike is handling many of the details. Discussed making door tags and “best time” poster board, and team dinner.</p> | |
| 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: 7:45pm

Next Meeting: Monday, January 11, 2016; 6:00pm; Park High School. There will be no December meeting.