



Champaign County HEAT Booster Club Steering Committee

Meeting agenda for: April 11, 2024 from 6-7 PM

Location: Stephens Family YMCA Community Room

Or join by zoom at: <https://us02web.zoom.us/j/85992022866?pwd=UkRNNmlBVjlrNGQ1UDB0WTY2OWNMZz09>

1. Presidents Report - Natalie Kenny Marquez
 - a. Review our roles as a board (see final page of agenda)
 - b. Nominations for board members 2024-2026
 - c. Sponsorship Update
 - d. Projects:
 - i. Update the team registration process
 - Booster fee review
 - a. Long Course 2024
 - b. Short Course 2024-2025
 - Accommodate high schoolers registering in fall/winter
 - Add to registration forms:
 - a. T-shirt size
 - b. Preferred name on swim cap
 - c. Confirmation parent understands volunteer obligation
 - Better utilize our website or YMCA Daxko for registration
2. Treasurer's Report - Jennifer White
 - a. Review Profit & Loss Statement and General Ledger Report
 - b. Travel budget update (Coach Will)
 - i. Review the policy and spreadsheet regarding coach coverage at swim meets
3. Coaches Report - Coach Will Barker
4. Meet Schedule
 - a. Fishers Fast 500: May 3-5
 - b. TBD: May 17-19

- c. Capital City Classic (Springfield): June 7-9
 - d. Stadium Splash for Futures Cuts (Indianapolis): June 7-9
 - e. Center Grove (Greenwood, IN): June 20-23
 - f. Illinois Open: July 5-7, 2024
 - g. Illinois YMCA Long Course State (St. John, IN): July 12-14
 - h. Illinois Age Group Champs (St. John, IN): July 18-21
 - i. Illinois Senior State (Westmont): July 25-28
- 5. Home Meet Management - **Need new Coordinator**
- 6. Computer Table / Officials - Larry Fahnestock
- 7. Concessions - **Need new Coordinator**
 - a. Concessions & Hospitality spreadsheet updates
 - b. Reorganize processes moving forward
 - c. Planning for Illinois Open
- 8. Hospitality - Jan Reynolds
 - a. Concessions & Hospitality spreadsheet
 - b. Head count for hospitality:
 - i. Require a head count for coaches when teams register
 - ii. 12 officials per session
 - iii. In lieu of food donations, take money donations
 - iv. Only 1 hospitality donation per family per 3-day meet
- 9. Volunteer Coordinator - Jeff and Katie Caithamer, Liz Howard
 - a. Planning for Illinois Open
 - b. Prioritize timers and on-deck volunteers
 - c. Update volunteer requirements and have parents sign that waiver with 2024-2025 registrations
- 10. Fundraiser Update
 - a. Scheduling the next fundraiser?
- 11. Social - Liz Howard and Betsy Bradley
 - a. Banquet updates
 - b. Schedule out events through the end of 2024 and get the reserved with the YMCA and on the Heat website
 - i. Kickoff Party
 - ii. Cookie Exchange

- iii. 50x50s
- iv. 100x100s
- v. 2025 Banquet

12. Team building activities for the season

- a. Swim Buddy Update
- b. Upcoming optional social activities
 - i. Olympic Trials: Monday, June 17
 - Tickets are being purchased
 - T-shirts are being ordered

13. Parent Liaison Update - Mindy Borden

14. Publicity and Social Media - Mindy Borden

15. Team Apparel & Equipment - Erica Malloch

- a. Profit from apparel in 2023-2024
- b. Body n Sole at Illinois Open
- c. Illini Swim & Dive apparel at Illinois Open
- d. Planning for apparel for 2024-2025
 - i. Long Course State t-shirts, open / close dates?
 - ii. Store open / close dates for fall, winter, before state
 - iii. Ordering included team shirts (and how to make it work with high school swimmers)

16. HEAT Masters

- a. Budget
- b. USMS Nationals
- c. October meet
- d. February meet (John May Winter Classic)

Responsibilities of the Champaign Co. YMCA and the HEAT Booster Board	YMCA Staff	HEAT Booster Club
Arrange practice times	X	
Awards Banquet		X
Collect meet fees - utilizing existing systems	X	
Community support of the team - Sponsorship		X
Concessions		X
Decide/Manage cost associated with instructions	X	
Determine Team fees based on YMCA budgetary needs	X	
Determine criteria for parental involvement		X
Fundraising for financial assistance	X	
Fundraising to support competition		X
Maintain Certifications/Charter/Sanction/EAP fees		X
Manage Staff	X	
Management of Booster expenditures		X
Merchandise Sales		X
Organization of Home Meets		X
Organization of Away Meets		X
Oversight of Booster expenditures	X	
Program supplies	X	
Provide instruction that increases skill level	X	
Travel to meets		X
Work together to build a competitive program	X	X
Publicize/promote the efforts of the team	X	X
Develop policies and guidelines	X	X
Determine annual budget for Booster Club		X
Reimburse coaches for expenses associated to travel		X