



Champaign County HEAT Booster Club Steering Committee

Meeting agenda for: June 13, 2024 from 6-7 PM

NEW LOCATION: ARC pool deck seating area

1. Coaches Report - Coach Will Barker
 2. Presidents Report - Natalie Kenny Marquez
 - a. Sponsorship update
 - b. [2024-2025 Board Update](#)
 - c. Projects:
 - i. Team registration process for 2024-2025
 - Booster fee review
 - Add to registration forms:
 - a. t-shirt size
 - b. Preferred name on swim cap
 - c. Confirmation parent understands volunteer obligation
3. Treasurer's Report - Jennifer White
 - a. Colleen Murphy will take on the Treasurer role for the next term
 - b. Profit & Loss Statement, General Ledger Report, Budget Forecasting
 - c. Travel budget update (Coach Will)
4. Upcoming Meet & Event Schedule:
 - a. Center Grove (Greenwood, IN): June 20-23
 - b. Illinois Open: July 5-7, 2024
 - c. Illinois YMCA Long Course State (St. John, IN): July 12-14
 - d. Illinois Age Group Champs (St. John, IN): July 18-21
 - e. Illinois Senior State (Westmont): July 25-28
 - f. YMCA closed for cleaning: August 16-25
 - g. First day of short course practice: August 26
 - h. Erin Block Swim Meet (home hosted meet at Urbana Indoor Aquatic Center): November 1-3

- i. Mid-Winter (home hosted meet at Urbana Indoor Aquatic Center): January 17-19, 2025
- 5. Home Meet Management - Nikki Asse
 - a. Update on new Home Meet Manager
- 6. Computer Table / Officials - Larry Fahnestock
- 7. Concessions - Roselle Bhosale
 - a. Update on new Concessions volunteer
 - b. Concessions & Hospitality updates
 - c. Plan for Illinois Open
- 8. Hospitality - Jan Reynolds
 - a. Concessions & Hospitality updates
 - 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, how will this work
 - iv. Only 1 hospitality or cash donation per family per 3-day meet
- 9. Volunteer Coordinator - Jeff and Katie Caithamer, Liz Howard
 - a. Plan 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
 - a. Kickoff Party: Decide Sept 8 or 15?
 - b. Cookie Exchange: Decide December 4 or 11?
 - c. 50x50s: Confirm December 27?
 - d. 100x100s: Confirm December 28?
 - e. 2025 Banquet: April 13, 2025 (Illinois Ballroom - new room for us!)
- 12. Team building activities for the season
 - a. Swim Buddy Update
 - b. Upcoming optional social activities

- i. Olympic Trials Group Outing: Monday, June 17

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: Mike said it will work for them to come and set up on July 6 and 7 (not the 8th). They can offer t-shirts - need to coordinate a design.
- c. Illini Swim & Dive apparel at Illinois Open - YES!
- d. Planning for apparel for 2024-2025
 - i. Heat store with Body n Sole for 2024-2025 season:
 - **Fall:** Open the store in mid-August so that the info goes out along with registration process and promote with registration, with a store close day of September 15 (in order to get all of the apparel in time for the SPY IMX meet in early October)
 - **Holidays:** Close right before Thanksgiving for a holiday delivery.
 - **Championship Season 2025:** Close by February 9th in order to have items in-hand for championship season (districts, state, etc.).
 - ii. Ordering included team shirts (and how to make it work with high school swimmers)

16. HEAT Masters - Parker Arnholt

- a. Budget
- b. USMS Nationals
- c. October meet: Date set for October 20, 2024 at Centennial
- d. February meet (John May Winter Classic)