



Champaign County HEAT Booster Club Steering Committee

Meeting agenda for: May 9, 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. Coaches Report - Coach Will Barker
2. Presidents Report - Natalie Kenny Marquez
 - a. Sponsorship update
 - b. 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
 - Can we better utilize our website or a google form or something to make the registration process more efficient and helpful throughout the season?
3. Treasurer's Report - Jennifer White
 - a. Discussion: new treasurer for 2024-2025
 - b. Profit & Loss Statement, General Ledger Report, Budget Forecasting
 - c. Travel budget update (Coach Will)
4. Meet Schedule
 - a. Westmont: May 17-19
 - b. Capital City Classic (Springfield): June 7-9
 - c. Stadium Splash for Futures Cuts (Indianapolis): June 7-9
 - d. Center Grove (Greenwood, IN): June 20-23
 - e. Illinois Open: July 5-7, 2024
 - f. Illinois YMCA Long Course State (St. John, IN): July 12-14

- g. Illinois Age Group Champs (St. John, IN): July 18-21
 - h. Illinois Senior State (Westmont): July 25-28
- 5. Home Meet Management - Nikki Asse
 - a. Discussion: new meet manager for 2024-2025
- 6. Computer Table / Officials - Larry Fahnestock
- 7. Concessions - Roselle Bhosale
 - a. Discussion: new concessions volunteer for 2024-2025
 - b. Concessions & Hospitality spreadsheet updates
 - c. Plan 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, how will this work
 - iv. Only 1 hospitality or cash donation per family per 3-day meet
- 9. Volunteer Coordinator - Amanda Alleman, 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 and Betsy Bradley
 - a. Banquet recap
 - 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
 - Need to finalize tshirt and re-open for order from the whole team ASAP

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?
- d. Planning for apparel for 2024-2025
 - i. Long Course State t-shirts, if we get our numbers to Body n Sole by the end of June we should have them by Y State
 - ii. 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.).
 - 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)