

# Wright County Wave Board Meeting Notes – 12/12/2021

Attendees: Stacy Milburn, Lana Anderson, Christina Sogn, Shelby Pahl, Kim Larson, Kelly Hiestand, Nate Hiestand, Shawna Olson, Alicia Jacobs (5:10)

Place: Zoom @ 4:00pm

Lana Anderson, Secretary, called the meeting to order. Meeting Minutes from 11/14/21 were tabled to be adopted at the next meeting after the board reviews.

## ADDITIONS & DELETIONS TO AGENDA

### TREASURER REPORT – Current Account & Liability Balances

- Starting Financially strong
- Profit and loss for last swim meet; Estimated \$3944.80 and made \$4734.20

## OLD BUSINESS

Filing of 2021 Club Taxes – 990 Board Review Needed

- Taxes have been completed and filed along with the 990 Board review
  - Yolanda to share a copy with the board

### 11/21/21 Swim Meet Recap

- Heard from individuals that they enjoyed seeing it on FB live.
- Using Stacy's phone - phone or tablet works the best with cellular data
- Software is installed on the computer for video
- We have a go pro but its not a web camera
- Challenge to run Meet manager itself to run along with the Video would strain the computer operator and Admin. Potential risk to crash.
- The challenge with the computer vs a phone is we get kicked out of the internet every so often.

For upcoming meets establish a Meet Hosting Committee and Chair

- Information checklist on responsibilities by position - Jessica
- Make Lanyards for Volunteers - Shelby/Christina to make
- Verify how award labels are printing - Lana/Stacy
- Meet Director is overall responsible for checking on volunteers and meet running smoothly - not someone on pool deck and must be certified through US Swimming (Kim/Shelby)
- Meet Marshall in the pool area for pool safety also has to have US Swimming (solicit someone or coach) -

## February Meet 2/5-2/6 date approved, Admission for spectators

- Stacy talked to Tracy Meece on how other clubs are handling this
- Limit how many people are in the stands
  - Other clubs haven't moved to charging yet but the suggestion is to hand out 2 tickets per swimmer to ensure we are meeting our limits. Bands are a suggestion. Set up a table in the hallway.
- Don't anticipate issues at our distance meet but look at implementing something for our February meet.
- Whatever we decide to do we need to include in our paperwork

## WAVE Small group practices or Skill Camps

- Yolanda reviewed cost to run
- One on One practice time with coach
  - Would we be willing to host a Fitter and Faster - Christina to reach out and check with them and Community Education
- Discussion on what is covered in our swimming vs the camps. Stroke and turn and specific technical skills are covered in practice but for older swimmers that have an option to attend random 2 sessions, it's hard to get all of the training.
- Key is for parents/swimmers, coaches/swimmers and coaches/parents to talk about what is the best plan for that swimmer to improve.
- Coaches have talked about a skills checklist in order to move on.

## Board Communication/Topics Calendar for Board Meetings -

- Set up a calendar of topics each month - Alicia/Stacy

## Status of Bank Account signer change to Alicia Jacobs

- Jami and Alicia both need to go into the bank. Jami to take her name off and Alicia to put on.

Motion to remove Jami Wittke and add Alicia Jacobs as a signer to checking and savings for Wright County Board. Christina Motioned and Yolanda 2nd. Motion passed.

## By-Laws Committee Update – Lana, Shelby, Kim

- Plan to meet over Christmas break

## Coach Review Update – Christina, Alicia, Yolanda

- Responses from Stacy on Questionnaire results but the committee has not met to write

the review.

Triton Update – Stacy Testing (Table until I have more experience)

Team Suit Mandate – Table until Spring

- Add to the calendar - Alicia

## **NEW BUSINESS**

Wave Distance Challenge, Official Meet Compensation

- Conversation around should the volunteer chair be tied to the meet director
- Would love for volunteers to be identified with a shirt
  - Yolanda to send mockup of volunteer shirt logo
- Bag tags for meet done by awards - teams will get a bag, table will provide checkmark
- Concession depend if volunteer available
- Stacy talked to Tracy about official payment and she said the new rate is \$50 vs \$40. HS pays \$25/hr for announcer, Computer and scoreboard operator. Officials get \$95. Because this impacts the budget we need to discuss and vote as a board.
  - Bring a list of positions and requirements and options of pay to vote on at next meeting - Yolanda
- Morning session is 9:50-11:30 with 78 swimmers and afternoon swimmers swim 12:30-3 with 35 swimmers
  - Short on Volunteers - Stacy to do a followup
- Discussion on lack of officials across clubs, the request of help from our club. Yolanda shared details from a committee she is on that is reviewing improved requirements to help with the issue.
- Officials will get a 1099

Motion to pay for one official shirt for current officials and for each new incoming official. Alicia Motioned and Shelby 2nd. Motion passed.

Motion to keep official rates of pay the same until further discussion at \$50 for ref and \$40 for admin/starter and \$20 credit for stroke and turn. Shelby Motioned and Yolanda 2nd. Motion passed.

Shidu voice amplifier for Coaches - \$53.99 - \$100

- Stacy has concern if multiple coaches on how they are used
- Collect feedback - Stacy/Kim
- Collect feedback on ears and amplifier - Lana to ask Adi

Club Recognition Level 2 - Table till next meeting

Code of Conduct for Board Members

Motion to Accept Code of Conduct for Board Members that was presented. Kim Motioned and Christina 2nd. Motion passed.

- Review annually
  - All members to sign a copy - Christina to bring a copy to the meet

Social Events for 2022 – Ski or Tubing trip, Mud or Bubble run in summer

- Incentive tied to fundraising we can compensate part of event funds
- Recommend that we include all levels.
- Typically do an all club event at end of each season
  - Lana to review options and make recommendation

Other comments - Boys HS meet was thankful for the heads up on the omni and meet mobile heads up so they could run officially. They additionally used our stopwatches and appreciated it.

Closed meeting topics postponed until next meeting

#### **UPCOMING MEETINGS** - Date/Location/Time

01/23/22 Zoom 4-6 PM

02/13/22 Zoom 4-6 PM

#### **ADJOURNMENT**

#### **BOARD MEMBER JOB ASSIGNMENTS 2021-22**

##### ***Executive Board Positions***

###### **President – Alicia**

**Set agenda for board meetings, run board meetings and the club annual meeting, operate as signer on Wave bank accounts**

###### **Vice President- Jessica**

**Run board meetings in President's absence**

###### **Secretary - Lana**

**Record and send-out board meeting minutes**

###### **Treasurer - Yolanda**

**Maintain the clubs accounting, plan for tax filing, oversee payroll, work with Head Coach to**

**set-up billing system for each season, present board with current financial situation at each board meeting, chair committee to create annual budget.**

### **Chair Positions**

#### **Fundraising – Kim & Christina**

Manage Fundraisers, identify “Event Lead” to oversee event, ensure adequate volunteers, develop, and maintain annual calendar of events

#### **Volunteer – Jessica**

Ensure event leads and adequate volunteers at all club events, maintain account of worked hours for each family, send out email alerts for worked hours.

#### **Hotel - Yolanda**

Book hotel blocks for all away meets, work with head coach to communicate hotel block information, work with Social Chair to plan food/social events during away meets.

#### **Social – Lana**

Plan social events throughout the season to bring families/kids together, work with Hotel Chair to plan away social events, plan end of season parties.

#### **Marketing - Shelby & Lana**

Promote Club via social media, local paper, and local signage, coordinate presence at school open Houses or other events, coordinate team photos, plan and oversee parade events, send welcome email with links to new families, attend practices on occasion to meet new parents.

#### **Apparel – Alicia**

Create apparel store at J&J for Wave gear 2X a year, Order T-Shirts for Championship Team

#### **Hospitality & Concessions – Kim & Alicia**

Plan menu and create sign of items to be sold, purchase food items, Set-up equipment and pre-prep of food the night before, set-up and take down of concession stand at home meets, work with volunteer chair, plan food and meals for the hospitality room at home meets

#### **Home Swim Meet –**

Work as the meet director or assign meet director duties, line-up meet referee, ensure timing equipment is working and ready, maintain supply of paper, printer ink, labels and meet

awards, operate as the meet equipment set-up/take down lead or assign job. Report to treasurer number of awards used after meet.

***By-Laws-Kim & Lana***

Set dates with By-Laws Committee to review the Club By-Laws and policy. Write up and present recommended changes for By-Laws and policy at Board Meetings. If motion to pass changes occurs update the Club By-Laws and Handbook to reflect changes.