

A photograph of a swimming pool with several lanes. The lane lines are red, green, and yellow, stretching across the frame. The water is blue, and the pool's structure is visible in the background.

Centennial Girls Swim and Dive Booster Club Meeting: Celebrating Team Spirit and Making Waves

*Updates and support for swimmers and
divers this 2025 season
September 2025*

Attendance

Andrea Lattimore

Bryan Reynolds

Jen Schultz DuCharme

Sarah Bushnell

Approval of Prior Meeting Minutes



Review of Previous Minutes

Previous meeting minutes are approved from August.

Alignment on Decisions

Ensure eligible participants agree on decisions and actions recorded in the previous meeting (participants will have had to attend previous meeting).

Open Items from Last Meeting

- Assistant Coach was hired – Hallie
- Pasta Feed was a success. Looking for more hosts this year.
- Team pictures were completed on 9/5
 - David Banks code is PGRF35545. Text 90738 to order.
- Apparel should be coming this week
- Middle School Records
 - Need to get the middle school records off the computer and into the document
 - Was this completed?



Financial Update and Requests

- Financial Update
 - End of July 13,192.64
 - Bought gift card for John for \$75 for training
 - End of 13,717.64
 - September \$120 for caps
 - David Banks Senior Banners \$280
 - As of right now 12,947.64
- New Coach shirts for swimming and diving
 - Matt St. Martin bought some just 2 years ago so won't buy more this year
 - Boosters will pay for this. Coach Bob wants 3 new shirts to look the same
- Relay Touch pads
 - This is a large ask and will need to be split between girls and boys boosters
 - One pad is around \$3,475. The entire ask is \$13,280 for 6 lanes. Would be \$6,640. If purchased one, each team would purchase \$1,737.50.
 - Still under discussion
- Hanging Mats
 - Budgeted \$800
 - Would like 20 mats for about \$40 each
- Concessions
 - Are we going to ask for donations
 - Are we purchasing items

Concession Volunteers

- Tonia volunteered to donate some muffins and individual bakery items. Can also donate Takis. Did package up hot dogs, chips and drink. Was a big seller last year for big events.
- Need 4 Volunteers for Concessions for the 9/18/25 meet
- Time is made for you to step away and see your athlete in their events
- You get into the meet free for volunteering
- You can sign up for the “job” on TeamUnify/Sports Engine Motion app. Go to the event and click edit job sign up.
- In the past the group of 4 volunteers would work out the times and has set up/tear down responsibilities that were discussed. Not all 4 people need to be there the entire time. Is there an interest in doing time slots?
 - Do an early and a late slot. For 2 people at each one. Early does the set up and late does the take down.

Banquet Volunteer

The Centennial Girls Swim and Dive booster hosts a season-ending annual banquet to honor our athletes and support their in-season accomplishments. The banquet consists of highlights from the season, a special send off to the seniors, presentation of awards, senior speeches, coach speeches and the revealing of the next season's captains. It is a great opportunity for the athletes and their families to get together one last time to celebrate their season.

- **Banquet Chair**
 - Head up the planning for end-of-the-season banquet and keep the planning calendar. This role is the main point on contact. Work with the booster and decide location, time, etc. Collaborate with the committee to decide on decorations, coordinate RSVPs, work with the host site to confirm menus, etc.
- **Banquet Volunteers** – 2-3 additional volunteers will be needed to assist the chair in planning the banquet as outlined above.
 - **Assignments:** Tiffany Downing
 - Securing venue
 - Decorations
 - Food selection
 - Invitations-create and set timelines
 - Working the sign-in table
 - Any other items as needed
 - Note-the booster will have a budget for this event and items will be reimbursed accordingly. Coordination is critical for success and budget boundaries.
 - **Timeline:**
 - Date-usually the first Sunday in December
 - **Time Commitment**
 - Approximately 20-25 hours total, depending on the complexity and number of volunteers.

Fundraising Needs

- Could utilize the banquet for a fundraiser
 - Charge to get into banquet could be adjusted to add funding
 - Discussed potentially doing a silent auction
 - Coach Bob offered to potentially auction off a weekend at his Condo in Florida
- Donation matching from organizations
 - Dollars for Doers
- Donations through restaurants
 - El Norte
 - Jersey Mike's

Planning Senior and Parent Nights



Senior Breakfast Host: Stone Family - Date TBD (10/26/25)

Description:

- The senior breakfast is a tradition where the juniors honor the graduating seniors and prepare a "breakfast" for them. Looking for one Junior (11th grader) host family for this event.
- Assignment:
 - The host family will provide a location, purchase food, and prepare the meal. They will coordinate with the other juniors on the team to assist that day. The booster club has a budget for this event and will reimburse the volunteer for the cost within that budget. This season there is believed to be 8 seniors and 8 juniors.
- Timeline:
 - The breakfast date for this season is not yet set but is usually done late September or early October. Approximately 10 to 15 hour time commitment.



Senior Night: October 14th (Also Crossover Meet)

Description:

- One to two volunteers to help coordinate the events on senior night. Will need to assist before senior night and on the day of the meet.

Assignment:

- Assist captains and boosters with planning, ordering treats, decorating the senior tables, and assist juniors with senior gifts, if needed.

Timeline:

- Approximately 2-5 hour time commitment.



Parent Night: October 2nd

Description:

- One to two volunteers would coordinate the events on parent night. Coordinate with the captains and coaches to see what they want included in parents night. Work with the booster on execution and budget for the event.

Assignment:

- Assist captains and coaches with planning, ordering treats, setting up, and organizing parent night. Historically there has been Dad's Root Beer and carnations for the parents. Photos of the girls and parents are done after the meet.

Timeline:

- Approximately 2-5 hour time commitment ahead of the event and during/after the meet.

Next Bonding Events

- Bonfire – 9/27/25
 - JoLynn Sassen's house
- 2nd Pasta Feed – 10/1/25
 - Avelina Staack's house
- 3rd Pasta Feed – Potential for 10/24/25

Feed My Starving Children Event

- This is a team event that is optional but encouraged
- Have been doing this for many years
- The past couple years a breakfast is done ahead of time
- Need volunteers to help drive and support team at the location



Meeting Minutes - Fundraising

- **Fundraising**
 - Andrea will check with Matt St. Martin regarding:
 - All in-season fundraising must go through the school, not the boosters.
 - Fundraising guidelines.
 - In-season fundraising options.
 - Food license requirements for concessions.
 - Potential fundraising ideas:
 - Tiffany could donate a percentage of sales from Humble Roots.
 - Silent auction items for the banquet.
 - Corporate donations.
 - Theme baskets put together by parents.
 - Consensus: Add one additional fundraiser this season.

Meeting Minutes - Financials

- **Financials**

- Bryan provided update:
 - End of July balance: \$13,192.64.
 - Gift card for John: \$75.
 - August ending balance: \$13,717.64.
 - September Revenue:
 - Caps: \$120.
 - September Expenses:
 - Senior banners (David Banks): \$280. This is a deposit only.
 - Current balance: \$12,947.64.

Meeting Minutes - Banquet

- **Banquet**

- Location: Explore different venues.
 - Jen will research options.
 - Tiffany Downing will co-chair with Jen.
- Decorations: Andrea has many from last year.
- Gifts: Budget awareness needed; encourage creative/low-cost options.
- Silent auction items to be included.
- **Action Items:**
 - Jen: Find volunteers for banquet.
 - Andrea: Provide existing decorations.

Meeting Minutes - Concessions

- **Concessions**

- Tonja Sassen volunteered to donate muffins, bakery items, and Takis.
- Last year's hot dogs/chips/drinks were successful, but smaller teams this year may reduce demand.
- Will continue to ask for donations.
- Instructions need to be drafted for volunteers.
- Shift structure: 2 people per slot (early for setup, late for teardown).

Meeting Minutes – Equipment and Supplies

- **Equipment & Supplies**

- Relay touch pads:
 - Not purchasing a full set (too costly).
 - Consider buying one for practice use only.
 - Fundraising required.
- Mats:
 - Beth would like 20 mats (~\$50 each).
 - Budget: ~\$800.
 - Community Ed may split costs.

Meeting Minutes – Banners/Parade/Records

- **Banners**

- Senior banners in progress; girls selected photos. Production takes 1–1.5 weeks.
- Bob to contact custodians to hang banners.

- **Homecoming Parade**

- Roland to drive truck.
- Scheduled for October 3rd.

- **Records**

- Coach Bob to add middle school records.

Meeting Minutes – 501c3 Status

- **501(c)(3) Status**

- Sarah finalizing filing. Andrea to sign documents.
- Will be electronically filed with Secretary of State.
- Next steps:
 - Request EIN from federal government.
 - Register for state exemption.
 - Once complete, set up Venmo charity account.
- Organization documents refiled with state due to loss. Bank account being transferred from old to new org.

Meeting Minutes – Events and Goodie Bags

- **Events**

- Parent Night: Jen to research options.
- Breakfast: Confirmed for this year.
- Pasta Feeds: Sarah may host the 3rd one.
- Feed My Starving Children has ratio requirement for events: 4 students to 1 adult; 18-year-olds count as adults.

- **Goodie Bags**

- To include snacks, drinks, necklaces, and small items for Sections and JV Champs.

Action Items:

- **Andrea:**
 - Check with Matt St. Martin on fundraising, coach shirts, and food license.
 - Draft concession instructions & add donation call to email blast.
 - Group discussion on mats and relay pads.
 - Sign 501(c)(3) filings and file everything
- **Jen:**
 - Research banquet venues.
 - Get banquet volunteers.
 - Explore parent night options.
 - Discuss silent auction with others.
- **Coach Bob:**
 - Contact custodians to hang banners;
 - Update middle school records.
- **Sarah:**
 - Finish 501(c)(3) and send to Andrea.
 - Discuss pasta feed.