

GBY Parent Committee Meeting Minutes

Date: 02/05/24

Member	Role	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Kira Budzban Nicole Querio	Meet Directors	E x	x x										
Weber, Tressa Hermsen, Sara	Social Apparel	x x	x x										
Steve Querio	Marketing	E	x										
Carter, Brenda Schinker, Jenn	Finance/ Fundraising	x x	x x										
Hermsen, Sara Weber, Tressa	Banquet Awards	x x	x x										
Steve Querio Zimmerman, Brian	Equipment	E x	x E										
Jeff Hermsen	Food	x	x										
Wiltzius, Kayla	Head Coach	x	x										

X = Present A = Absent E = Excused V = Vacant

AGENDA ITEM	DISCUSSION	ACTION/PLAN
Coach Kayla	• Old business ○ Assistant coaches update ■ Kristin and Austin need NSO and background checks and then will be ready to start coaching.. ■ Stephanie is the lead for Bronze and Silver T/Th. She is working on all certifications. Will accompany Kayla at State Meets. Will attend meets with Kayla, or on her behalf. ○ Effective method for parents to communicate with Kayla. ■ Teams is setup with desk number - 920-436-9624. Can call the number and it will go to Kayla's phone.	Kayla

	■ Can also text through OnDeck. Kayla will communicate this to the team with details regarding the function. ■ Kayla hasn't talked with Tim about a cheap phone for work only. ● New business ○ Information regarding swimmers on scholarships? ■ NO UPDATE. ○ Kayla will be at meets the next several weekends but will do what she can to stay on top of things. ○ Now Kayla has almost a full year in and is getting her footing! She is learning what works for her and what doesn't, is coming up with her own ideas and plans, etc.	
Financial	● Old business ○ Financial report ■ Year end financial report. ● What's the goal for these funds every year? Plan to use a percentage every year? ○ PARKING LOT ● Forecasted budget for 2024. - ○ Brenda can get something together and send to everyone. ○ Kayla has forecasted the numbers already and will share at future meeting. ■ Kayla and Brenda should meet to make sure there is clear understanding on which account lines should be used for different expenses. ● This is completed and seems to be working well. Brenda will set up a drop off day to avoid interrupting practice to get a check request to Kayla. ■ Acceptable expenses for equipment fund. ● Very flexible - no real definition. ■ Approx. \$9000 in PC fund; Approx. \$10,000 in Equipment fund. ● New business ○ Sponsors for Last Chance ■ Can recognize but limits per Y policy. ○ 50/50 raffle for Last Chance ■ Approved. ■ Having swimmers sell works really well. Smith and Atticus sold A LOT of ducks when they went into the stands. Maybe do a boys vs. girls competition with a little reward. ■ Need job signup for this to at least have an adult oversee it. Will do at the welcome table. ■ 1 per session - Call numbers a little before the break and a little before the end or when the sales slow down to ensure that most people are there when numbers are called. ○ Baskets for Last Chance	Kayla & Brenda & Jenn

	■ Sara got approval to do raffle baskets. Has letter and will send out. SmithMaker and a dental office have committed so far. ■ Put by the door in front of the office. Need a separate job signup for this. . ■ Money needs to be separate for baskets and raffle. ○ Upcoming Fundraising plans ■ Emily agreed to Jenn's various ideas. ■ Chick-fil-a ● Jenn will contact to get info for Dine to Donate. Will only pursue if volunteer workers aren't required. ■ Festival Cards ● Discount cards available through a 3rd party. ● Jenn will work on this. ■ Java Cream ● Emma and/or Mavrik can ask Muhammed about this. ○ Don't have Meet financial info yet. Haven't received FCY check yet. ■ Discussed Steve's new spreadsheet to track meet expenses and profit to get a full picture of all meet finances. ■ Everyone will get numbers to Steve or enter them on their own. Will plan to review at the next meeting.	
Meet	● Old business ○ Last Chance - March 9, 2024 ■ Set up time scheduled for 4pm on 3/8/23 (Friday). ● Really need help for hauling things out after the meet, especially with concessions items. ■ Officials ● Start position filled for both sessions ● 2 T/S positions filled for both sessions ● Need 2 referees still ● Would like 2-4 more T/S officials but we can run the meet with only 2 ■ Job sign up created - 23 of 62 jobs are filled ■ Food donations created - People already signing up. ● Jeff needs to confirm if the signup list is correct? ■ Need timeline printed out for the Timing Table for order of events and when announcements need to be made. ● Sara will write a rough draft of this for all to review and finalize before the meet. ● Tressa stressed the need to have all the planning done before the meet and to then stick with the plan. Last minute changes on the fly are too difficult and creates stress for everyone. ■ Some teams don't have our events on their calendars. ● Manitowoc was one of them? ● No other updates at this time.	Kira & Nicole

	• Kayla sent an email out to all teams today and also talked to coaches at our meet about attending. ■ Kayla will include concessions list and pricing, raffles, etc. in communication to all teams. • Anyone who needs info included needs to provide a write up and get to Kayla by FRIDAY. ○ Friday Night 50s - June 7, 2024 ■ Officials Update. • NONE ■ Some teams don't have our events on their calendars. • NO UPDATE ○ Kira - Team suit check out/lending closet for meets. ■ In Kayla's office. It wasn't set up for the Freeze. Very few and small sizes. ■ Kira will post for more donations. ○ 2025 Meet Schedule ■ Titledown Freeze: January 17-19, 2025 (3rd weekend in January) • Discussed making this a two day event versus three. Friday night into late Saturday. Don't really need three days unless meet is 500 kids. Kira will contact Melody to change next year to Friday-Saturday. Okay with longer days. ■ Last Chance: March 8, 2025 (2nd Saturday in March) ■ Friday Night 50's: June 6, 2025 (First Friday in June) • Kayla is concerned about attendance based on last year's numbers. • Admins asked about holding this at Ferguson. ○ So many concerns. ○ Maybe we have a mock meet here to show how it would actually work first. Again, the computer system doesn't work right, so that alone would make a meet impossible. • Having a meet right at the end of the school year, possibly even the last day of school, isn't optimal. • Can't make state times until after September, which Friday Night 50's does not allow for. • Group agreed to CANCEL THIS MEET and look at a one day, Saturday, meet in early Fall instead. • Discussed changing this to a October or November Meet. ○ Kira will email Melody to see what weekends are open in Fall. Maybe we could have	
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	access to the gym then to give more room to spread out. ■ Green Bay Gobbler? ;) ■ Bring a canned food item ● New business ○ Titledown Freeze report ■ Kira shared concerns about parents entering the locker room and going on deck. ● Prohibited by Safe Sport. ● Kira was approached by Becky from Ashwaubenon during the meet regarding this. Kira tried to enforce this and had some serious push back from some parents. ● Discussed many people simply not knowing about Safe Sport. ○ Education and signage needed for our team and stressed to other teams as well. Kayla will communicate this. ● Kira asked for approval for volunteer vests for on deck volunteers - Help to quickly differentiate who should be on the pool deck and who are coaches. ○ 18-20 vests for timers (16 timers, 2-4 head timers) ○ 2 for meet directors ○ 1 for runner ○ 1-2 for on deck volunteers (formerly Meet Marshall position) ○ Kira will get pricing and will send out for approval via email. ● Maybe move the awards table to block/monitor the locker room hallway or get a folding sign stating "Swimmers Only Beyond This Point" ● Maybe an announcement needs to be regularly made during the meet reminding people.. ● Discussed better signage to inform and direct people properly. ○ Kira will research and send out via email for approval. ● Concerns expressed about Freeze being smaller than it should be and the financial impact of that. ○ Cost to hold meets at Ashwaubenon is very high, which means meets need to be bigger to make decent profit.	
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	• Discussed concerns with consistently attending Y meets at other Y's that aren't consistently attending ours. ○ Requires a Y to Y conversation, not Kayla to coaches. Tim will get involved in contacting other Y's to talk about this issue. • Must market NOW to other teams for Freeze next year. ■ Update to volunteer position - Change Meet Marshall to "On Deck Volunteer/Supervisor" • New title is less ambiguous and hopefully more parents would be willing to sign up for that position. Almost no one signs up for "Female/Male Meet Marshall". • Is it okay to change the job names like this or are certain jobs titles required? ○ Kira is registered through USA Swim/WI Swim and will hopefully be starting T/S official training soon. ■ Will update when a new training date becomes available ■ Ideally would like to have 2-4 more parents registered as officials for our team so we don't need to rely on other teams for officials to be able to run meets ○ Again discussed running a USA sanctioned meet. ■ USA approved not USA sanctioned preferred to allow everyone to swim. ■ Possibly a duel meet with a local club to start? ■ It must be planned for approximately a year in advance. ■ Kayla needs to learn more about how to do this as there is quite a bit of work that goes into it. ■ ASC has huge meets and have to go through the USA process. Could provide some guidance. ○ Payment for officials is budgeted into meets. Many will volunteer but some require payment. ■ Officials cost = \$150 - Almost all officials volunteered ■ Money is available if need to pay to get officials positions filled. ○ Jeff is working with Tim and Kayla to apply with DPCO to donate money to offset the cost of the Freeze. ■ Jeff suggested asking for \$5000. ○ Officials and coaches food = Meet expense ■ Must have signs up to keep swimmers out. They stayed out once the signs were up.	
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	○ Steve developed a financial spreadsheet that we will use for Meet Financial information. ■ Everyone will send Steve their information. He will then send out the report. ○ Charging for Titledown Freeze parents that didn't volunteer? ■ Kayla and Tim discussed this and are trying to build the program. Don't feel that it's a good idea right now. Maybe if/when the team is larger and stronger. ■ Kayla is willing to address the lack of volunteering. ● Numbers showed that only 7 parents with swimmers at Freeze did not volunteer. ○ The biggest need where a lack of help was felt was during clean up - especially hauling out all the concessions items. Will address with a job signup. Prefer to just have people stay until the end to clean up as it usually ends up being the Sub-Committee heads families only. ○ Don't want to have to assign Sub-Committee members if not enough help.	
Food	● Old business ● New business ○ Titledown Freeze report ■ \$2557.15 total revenue ● See Meet spreadsheet for details. ■ Will adjust the menu for the most sold items and the best deals. ○ Popcorn machine needs to be sold as it's too small. ■ Would the Y buy the small one to use for events? ● Kayla will check into this. ■ Old popcorn machine is much larger and more efficient for large meets. ● Not shared by the Y as was originally thought. It was donated to the GBY Swim Team by a previous parent. ● Needs to be found. Might be in the downstairs room. ● If it really is gone, can just do microwave popcorn from Costco it needed. Maybe look from a popcorn warmer.	Jeff
Social/Apparel	● Social/Apparel Sub-Committee ● Old business ○ GBY team shirt ■ \$9 each (reduced from \$13 due to higher quantity)= \$657 for 73 swimmers ● Ready to order anytime. ● Tabled for now - Need info on finances post Titledown	Sara & Tressa ●

	Freeze Meet. ○ GBY Summer Team sweatshirts ■ Wait for the 2024 summer team. ■ Design requested. ○ Y and USA State shirts - Approx. \$17.95 each ■ Working with Global to start order process. ■ Y State order deadline - 3/6/24. ● Delivery 3/8. ● Kira motioned for Parent Committee to purchase for swimmers and Steve seconded. Tressa will work on this asap. ● Will provide order link for families. ○ Car decal design requested. ■ Design completed. ■ Press Pass Ink in Green Bay ● \$2.17 each for 5x5 = \$420 for 200 ● PARKING LOT ITEM. ● New Business ■ Freeze shirt sales ● 71 shirts ordered online ○ \$142 rebate check - \$2 profit per shirt ○ Lost profit as likely three teams didn't get link or didn't get it in time. ● \$1268 = 79 shirts ordered by Parent Committee ○ \$258 = Total cost of gifted shirts ■ 4 coaches shirts = \$64 ■ 12 officials shirts = \$194 ○ Ordered 10-S, 17-M, 20-19, 16-XL to sell at meet. ■ \$20 each (\$4 markup for meet) ■ All small and medium shirts sold ● \$108 profit ■ 12 - XL (\$18) + 12 - L (\$16) = 24 left over ● \$408 loss - If adjust for rebate check amount, current loss is -\$266. ● Trying to sell at the front desk for \$16 to break even. ● Will not sell shirts at concessions again. Too risky. Will ensure that all teams and officials get order link right away. ■ Y state and GBY silicone caps - DELIVERED TODAY! ● \$693.28 = total cost ■ Purchase approved via email. Jenn voted yes and Steve seconded.	
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	○ Y State - 49 ordered ○ GBY - 25 ordered ○ \$12.25 each - discounted price as added to personalized cap order for bulk rate ○ \$213.22 credit with Elsmore applied - 5% earned on every online Team Store order. ● GBY caps will be sold at front desk for \$15. ○ \$68.75 profit after all are sold. ■ Last Chance Spaghetti Fest? ● Last Chance - 3/7/24 ● Suggest after practice time. ● Need to adjust order as too much spaghetti left last time. ■ Swim Along ● 3/20/24 - Envelopes ordered. ● Goal is \$10,000 for the team. Kayla will do a 400 IM if the goal is reached!!! ○ Raised about \$6000 last year. ● Top 3 fundraisers prizes? ○ The Y is handling the prizes. ● Treat - Y pay? ○ Kayla will check. ■ Team and Individual photos will be ready to view in the next day or two! ■ Jenn is doing some good new parent outreach. ● Neisha Schmidt is also interested in this so Jenn will make contact with her. ■ Mentor swimmers for new swimmers, especially at meets? ● Helps to connect with parents also.	
Marketing	● Old Business ○ Volunteer and Officiating page added to TeamUnify? ■ DONE ○ Policy and Procedure for Marketing created by Steve? ■ NEARLY DONE ● New business ○ Created a Fundraising tab on TeamUnify. ○ Scrip is not well advertised or understood. ○ Added Team Store through the Y - separate from Elsmore Team Store. ○ Flyer went out to all schools. ○ Roster of approximately 70. ■ Grown from 56 at the start of the season! ■ Continue efforts to grow the team!	Steve
Banquet/Awards	● Old business ○ Sara will post the signup for the banquet. ● New business	Sara & Tressa

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Equipment	● Equipment Sub-Committee ● Old business ○ Purchase of a connector and new starter with Ashwaubenon? ■ Melody contacted Colorado but can't figure out what is needed, so it's back on Steve. He will contact Dolphin. Melody is interested in a cost share. ■ Ashwaubenon is interested in purchasing our pads from Ferguson. ○ Did Brian finish Safe Sport? ■ Unknown. ○ Any interest in others becoming AOs? ■ Mike Williams worked the timing machine. He's also a great announcer! ■ Nicole Zimmerman has started learning Meet Manager. ○ Colorado Timing Training Manual ■ Almost completed by Steve. ● New business ○ Kayla very much wants new starting blocks. ■ Maybe something to write a grant for in the future. ● Tressa motioned to purchase a cash counter for meets and Jenn seconded it. Sara will find one to purchase.	Brian & Steve
Other	● GBY Google Drive - Tressa not able to get in due to multi-factor authentication. Who's number is this connected to? ○ Kira's number - She took off the 2-factor verification ● Add a Welcome Sub-Committee? ○ NOT ADDRESSED ● Discussed Sub-Committee Heads contacting people in their sub-committee to help when and where needed. ● Kira is working on updated Parent Handbook ○ In progress, please review and add notes ■ Will need to set aside time with Kayla to go over details regarding policies/fees etc.	
Next Meeting	Schedule Next Meeting - 3/4/24 at 5:30pm at Ferguson	

Minutes recorded by: Tressa Weber

Please email corrections to: tressa222@gmail.com