

GBY Parent Committee Meeting Minutes

Date: 03/02/24

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

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

AGENDA ITEM	DISCUSSION	ACTION/PLAN
Coach Kayla	● Old business ○ Assistant coaches update ■ Austin and Kristen are hired and started tonight with Bronze. ■ Jenna moved to Silver M/W. ■ Dave will be more of a floating assistant and will do more one-on-one work.	Kayla

	■ Stephanie is lead assistant and is almost fully done with certifications. Will assist at Y State. ■ Will resume dryland for Gold in the near future now that fully staffed. ○ Information regarding swimmers on scholarships? ■ Still working with Jess to find out which families are on scholarship. ● Confidential information is totally understandable. Just want to know how many to try to help support them in attending meets, etc. Maybe limit events they can register, maybe all the home meets. ● Need list of how many, how many already attending meets, etc. ● Offer to pay for all swimmers to attend one home meet? Invite kids not swimming in the meet to do warmups (like new kids), watch the team? ○ Once per season-do for Last Chance ○ See about kids coming and doing just warm-ups even if not swimming (ask Kayla) ● All in full support of moving forward with this. ● New business ○ Schedule after 3/17 and summer schedule ■ Schedule will be done within this week after catching up from states. ■ Schedule the same until June. ■ April will have week off for Y Nationals (first week in April) and week after. ■ Likely do stroke clinics ■ Nationals - Cayden and Adelaide, possibly a boys relay. ■ Spring Break week of practice is optional.	
Financial	● Old business ○ Titledown Freeze Financial Report. ■ Kayla provided report. ■ Made a total of \$13,675.73 for swim team. ● Parent Committee made \$3440.16. ○ Meet spreadsheet ■ Will try again for the Last Chance Meet. ○ Fundraising ideas ■ Chick-fil-a ● Jenn will contact to get info for Dine to Donate. Will only pursue if volunteer workers aren't required. ○ Not done yet. ■ Festival Cards ● Discount cards available through a 3rd party. ● Jenn will work on this. ○ Not done yet.	Kayla & Brenda & Jenn

	■ The Rockers ● Jen has a little info on this and will be getting more soon ● Can get tickets at a discounted price and then sell them for more (make about \$3-4 off each ticket) ■ Have we ever done a Festival Brat Barn? ● Kids who went to Nationals to raise money for travels used to? Not done since. ● Festival on University - went well for other experiences. ○ May get discount on food purchase. ■ Java Cream ● Mohammad is not back at Java Cream yet. ● Sara will check back in April. ○ 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. DPCO declined to provide funding for this special request. Formal notification will be forthcoming, but informally, Jeff was told the finance committee felt this was 'extra-curricular'. Jeff has another board meeting at DPCO on 3/14, and hopes to gain a better understanding of why this was rejected.. Applications are reviewed quarterly. ● New business ○ Current Parent Account balances ■ Financial report provided. ○ Ashwaubenon's request for GBY to pay a 1/3 of cost for new touch pads. ■ Tim and Kayla agreed that we will not be paying for their equipment because this is why we pay a rental fee. ○ Increasing cost of meets at Ashwaubenon. Options? ■ UWGB is a solid option. Kayla toured the facility and they are willing to be competitive to help put on meets. Better facility for safe sport regulation as well. ● Brian suggested running a mock meet there to see how it works before locking in for the Freeze. Or Brian/Steve volunteer at one of their meets to see how it goes. ● Nicole and Steve have been in contact with UWGB for details, including waiving the fee for gym and officials room. ● Cost is about the same as Ashwaubenon. Could be slightly lower. They are okay with us running concessions in the gym. Would give us a big gym, lose kitchen. ● Decision to be made by Kayla and Tim. Y already partners with UWGB and may get reduced prices as a result. Swimming at a D1 college pool may result in a	
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	lot of interest from other teams.	
Meet	● Old business ○ Last Chance - March 9, 2024 ■ What teams are attending? ○ M&M, NLY, FCY, Manitowoc, Schroeder, OSHY, for sure. (maybe WACY), could be 8 teams total. ● How many swimmers expected? ○ About 150 with the meet files Kayla currently has but still waiting on 2-3 meet files. ● Was concessions list and pricing, raffles, etc. included in communication to all teams. ○ Not discussed. ■ Set up time scheduled for 4pm on 3/8/23 (Friday). ● Plan for appropriate help? ○ Nicole will email Meet Sub-Committee asking for people to load up Thursday night during ice cream social. At least 3-4 SUVs needed. Will need to be able to drop off Friday at the pool.. ○ Clean up - Will send another message and state that all are expected to stay and cleanup. Kayla will also stress this in upcoming communication. Can put a task list together for clean-up jobs. ● Volunteer sign-in and sign-out. Will help Kayla in terms of logging volunteer hours, which she needs to do. ■ Officials ● All positions are filled ■ Job signup update ● Filled. ■ Food donations update ● Food donations are filled ■ Baskets - Sara ● Location - Would like the baskets upstairs, on the wall going towards the bathroom. Everyone has to come upstairs, and this will be a good location so we can keep an eye on the baskets. ● Who's handling money? Ruth Fameree and Ben/Amanda Retzak Krump are signed up to sell. ● Confirm when pulling the winner and provide script. Need times for events, lunch break, etc. before Sara can provide the times. ½ the baskets will be pulled at the end of the morning session, and ½ towards the end of the meet. Winners must be present to win.	Kira & Nicole

- Script is as follows: It's time to raffle! Our first raffle of the day includes (give highlights of baskets - I will provide this on Friday once they are all together). Our raffle winners are: announce ticket numbers. Please make your way to the raffle table with your winning ticket to claim your prize!
- Prices:
 - 1 ticket - \$5
 - 3 tickets - \$10
 - 5 tickets - \$15
 - 10 tickets - \$20
- Break after 15 and break after 39 and 43.
- We need starter cash for the raffle-\$200 in 5s and 1s (100/100).
- 50/50 Raffle
 - Sell at welcome table?
 - Swimmers sell too? Oversight by an adult?
 - Confirm when pulling the winner and provide script.
 - Jenn will coordinate kids selling in the stands-boys vs. girls. She will get some prizes for those who participate.
 - Jenn will handle at the Welcome table.
 - Welcome table will be put back a little and near awards so people have to walk past to get to the locker room hallway.
 - We need starter cash for the 50/50 - same pricing as the baskets.
- Timeline for the day printed out for the Timing Table for order of events and when announcements need to be made.
 - Sara will provide. Need the timelines for the meet before it can be finalized.
- Reminder to all parents and teams attending regarding Safe Sport.
 - Will arrange Welcome table and Awards table differently by the hallway to better manage this.
- Kira will purchase the following items for the meet -
 - 18-20 vests for timers (16 timers, 2-4 head timers) - \$60 for 24 vests.
 - 2 for meet directors - \$13
 - 1 for runner

	○ 1-2 for on deck volunteers (formerly Meet Marshall position) ■ Kira will ensure better signage to inform and direct people properly - locker rooms, bathrooms, officials room, deck, etc. ■ Awards - Will try providing ribbons to swimmers versus bagging to see how it goes. Ordered file bin to use. ○ Friday Night 50s - June 7, 2024 ■ Keep or change to Fall meet? ■ Tim wants to be involved in the decision but decision needs to be made right away. Wants it open to all teams. ● Need to schedule separate meeting asap with Tim with the Parent Committee next week. ■ Move to a Saturday late morning but on the same weekend? Mock meet or small meet? ● "Splash and Dash Saturday 50's"? ● Won't need officials room. ● Maybe try at UWGB? ○ 2025 Meet Schedule ■ Titledown Freeze: January 17-19, 2025 (3rd weekend in January) ● Start marketing NOW. ● Decision to change to two days only? ○ Kira will contact Melody to change next year to Friday-Saturday. ■ Last Chance: March 8, 2025 (2nd Saturday in March) ■ Friday Night 50's: June 6, 2025 (First Friday in June) ● Keep or change to Fall meet? ■ All dates reserved with Ashwaubenon. Nicole provided estimated dates to UWGB when reached out but nothing reserved yet. They seem to have fast turnaround for scheduling. All dates need to be in by August. ■ <u>Priority decisions-</u> ● <u>When will Friday Night 50s be held?</u> ● <u>Will we move to UWGB?</u> ● New business ○	
Food	● Old business ○ Popcorn machine sold? Old one located? ■ Do not know where the old one is. We haven't sold the new one and not sure who is responsible for this coordination of this sale. ● Tressa reported seeing the storage room is still labeled as the storage room next to the girls locker	Jeff

	room. Need to look in there asap for the old popcorn machine. ○ Tressa will post the old popcorn machine on Facebook Marketplace for \$300. ● New business ○ Last Chance food plan ■ All requested donations were filled. ■ Main foods - peanut butter and jelly, grilled cheese, chili, hot dogs ■ All volunteers for chili received the recipe and Sara will send out another reminder email on Wednesday, 3/6. ■ We do not plan to purchase any food - using all donations. If a committed donation is not received, we will purchase the items on Saturday if needed. ■ Hot-cocoa bar (like Wausau did), so we can get rid of the huge box of hot cocoa packets. ■ Costco microwave popcorn	
Social/Apparel	● Old business ○ Y and USA State shirts - Approx. \$17.95 each ■ USA State shirts ● \$34.95 x 7 swimmers = \$244.65 ■ Y State order deadline ● Online sale ends 3/6. ● Swimmers shirt order due 3/7. Will need names for the back by 3/11. ● \$17.95 x 20 shirts (approx as of 3/2) = \$360 ● New Business ■ Y State Team Dinner ● Estimated 50 for now. Need updated estimate by 3/9. ■ Y State hotel block ● As of 2/20/24 - 6 out of 8 rooms in the block booked ● Will no longer do hotel block for Y Finalist due to the lack of interest this year. Stick with Y State only. ■ Last Chance Spaghetti Fest changed to Ice Cream Party ● 3/7/24 after each practice time. Walmart has the best pricing for ice cream tubs - Sara will buy ice cream there as well as all of the toppings.	Sara & Tressa ●
Marketing	● Old Business ○ Policy and Procedure for Marketing created by Steve? ■ Not done. ● New business ○ Team photo banner ■ Marketing developed one - \$70 ■ Parent Committee expense.	Steve

	■ More wall space on the deck to post after the donor banners are removed. ■ Approved for purchase. Will do yearly moving forward. ■ Move team photo to end of September moving forward. ○ Y is posting more on Facebook. ○ New banners are out on all pool decks. ○ System in place to promo/streamline swim team at swim lessons? ■ Not yet, ○ Team photo on the tv loops at all Y locations now. ○ When is best time for new swimmers to come on board for the team? ■ April/May ■ August/September ○ What are we doing to market to high school teams like GBU? ■ Biggest thing is what can we do to advertise to the schools. ■ DePere will have a meeting with new parents (in May). ○ Digital advertising - What does the Y do? ■ Send out electronic ads to schools ■ Push out ads through Facebook (parents with kids of certain ages, certain location, etc) - through Y but there is a cost ● Steve will look into this. ○ Timing will be during best times for onboarding (weeks before). Expense related. ■ All agreed to move forward with this ○ Do we do advertising at local pools? ■ Talk to the Parks and Rec Departments ■ Do it in DePere (and other locations similar).	
Banquet/Awards	● Old business - 4/19/23 ○ Sign up is posted on Team Unify. Sara tested with Emma and was able to sign up and add notes for additional attendees. ○ Sara has an email out to The Woods to confirm current pricing per person, and the discounted child pricing. Will update the event once info is received. ■ \$14/person. \$1 for drinks. Under 10 pricing. ○ Do more fun table decorations this year. ○ Hang table banner behind awards table. ○ 5-6 social hour, 6 dinner, awards and music to follow. ● New business ○ Banquet awards ordered ■ Chenile Y letters ● Valley Advertising ● \$8.52 each. Will order 50. Cost about \$430 and tax exempt.. ● May have \$60 artwork fee but not sure. Free shipping. ■ Swimmer pins - submitted to Kayla to order \$230	Sara & Tressa

	■ Trophies and senior plaques - Will order once memorial winners known. ● Will there be a Tillman recipient? Yes. ■ Fun awards - Kayla can send ideas to Jenn. ○ Banquet DJ and photo booth - \$599 paid ○ Last Chance ribbons ordered.	
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? ■ Didn't have time yet. Will soon ○ Colorado Timing Training Manual completed? ■ Not done. ○ Cash counter purchased to use for meets? ■ Sara will order via ● New business ○	Brian & Steve
Parking Lot / Other	Kira is working on updated Parent Handbook Financial ● What's the goal for these funds every year? ● Plan to use a percentage every year? Social & Apparel ○ GBY team shirt ■ \$9 each (reduced from \$13 due to higher quantity)= \$657 for 73 swimmers ● Ready to order anytime. ● All agreed to proceed. ○ GBY Summer Team sweatshirts ■ Wait for the 2024 summer team. ■ Design requested. ○ Car decal design ■ Press Pass Ink in Green Bay ● \$2.17 each for 5x5 = \$420 for 200 ● Make part of new parent packet at start of the season. Hand out to whoever still needs one at the banquet. ● All agreed to proceed.	

	○ Add a Welcome Sub-Committee?	
Next Meeting	Schedule Next Meeting - 4/1/24 at 5:30pm at Ferguson	

Basket Info:

Basket 1	Western Raquet	bag, stress weights, chapstick, 2 water bottles, 2 30 day free passes, 50 dollar gift card
Basket 2	DPCO/Hermesen	3 books, purse, scarf, hat, sign, 2 mugs, hot cocoa packets, 15 dollar gift card to DPCO
Basket 3	Packer Basket	Packer blanket, table runner, scarf, gloves, beer stein
Basket 4	Lion's Mouth/Hermesen	3 books, 10 dollar gift card to Lion's mouth, wood sign, cup
Basket 5	Soup Sister	50 dollar gift card, stickers
Basket 6	Ashwaubenon Bowling	3 gift cards for Cosmic bowling (15 dollars each)
Basket 7	Ashwaubenon Bowling	3 gift cards for Cosmic bowling (15 dollars each)
Basket 8	Captain's Walk Winery	Sip and socialize gift card
Basket 9	Weidner Center/Hermesen	2 tickets to the Weidner Philharmonic, journal, tea towel, cup, I love the arts sticker
Basket 10	The Abbey	jersey, 15 dollar gift card
Basket 11	Dental Basket	pending
Basket 12	GB YMCA	1 month free membership, mug, towel, beach ball
Basket 13	Auto Aces	2 25 dollar gift cards, coffee mug, pens, sticky notes
Basket 14	Auto Aces	2 25 dollar gift cards, coffee mug, pens, sticky notes
Basket 15	Birdhouse 1	Wooden bird house

Basket 16	Birdhouse 2	Wooden bird house
Basket 17	Cribbage Board	Wooden cribbage board
Basket 18	Green Bay Gamblers	2 vouchers for 4 15 dollar seats
Basket 19	Berger Family	Pasta basket
Basket 20	Berger Family	Breakfast basket
Basket 21	Smith Maker	pending
Basket 22	Smith Maker	pending
Basket 23	Gracie Designs	pending
Basket 24	Schinker Family	Mugs/Gatorade

Minutes recorded by: Tressa Weber

Please email corrections to: tressa222@gmail.com