

GBY Parent Committee Meeting Agenda/Minutes

Date: 04/10/23

Member	Role	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Kira Budzban Nicole Querio	Meet Directors	x x	x x	x x	x x								
Weber, Tressa Hermesen, Sara	Social Apparel	x x	x x	x	x x								
Steve Querio	Marketing	n/a	x	x	x								
Hermesen, Sara Weber, Tressa	Banquet Awards	x x	x x	x x	x x								
Pazdera, Jon Zimmerman, Brian	Equip	x	x	x x	E x								
Pazdera, Kathleen	Food	x	x	x	A								
Wiltzius, Kayla	Incoming Head Coach	n.a	n/a	n/a	x								
Korst, Dave	Interim Head Coach	x	x	x	E								

X = Present A = Absent E = Excused

AGENDA ITEM	DISCUSSION	ACTION/PLAN
Follow-up - Previous Action	Dave and/or Jon will update the team schedule in TeamUnify to reflect changes after G leaves.	Kayla will contact Dave about updating the team calendar on

Items	○ UPDATE - There is an updated calendar via email but nothing is on the team calendar after 4/9. Parents previously provided feedback that an updated calendar is much more helpful than an email only. ■ OnDeck shows the calendar but TeamUnify doesn't. Kayla will contact Dave about this when he gets back next week. ■ Kayla has TeamUnify access now and is getting familiar with the system. ● Kira will email Melody about a date for the Friday Night 50s. ○ UPDATE - Done. It's scheduled for 6/9/23. ● Sara will email Tim or Renee to find out who the Swim-A-Long winner is. ○ UPDATE - None ○ Dave said he will get the info but hasn't shared an update. ○ Need to locate the backpack prize from the office. It's too late to get it embroidered now. ■ UPDATE - After the meeting, the backpack was located on the swim coach desk in the office. Dave/Kayla will need to bring it to the banquet or make arrangements for someone else to. ● Dave will give admin rights in TeamUnify to Steve and Nicole asap. ○ UPDATE - Done ● Dave will provide a full financial report ○ Parent Account details after audit. ○ Correct and confirmed balances needed. ○ UPDATE - None	TeamUnify when he gets back next week. ● Dave/Kayla will bring the prize backpack to the banquet or make arrangements for someone else to. ● Dave/Kayla will provide a full financial report regarding the Parent Accounts at the next meeting. ● Kayla will work on getting access to Parent Account balances.
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	○ Kayla will look into getting access to this information.	
Coach Dave Coach Kayla	● Coach Kayla ○ Looking to fully transfer as Head Coach by 4/24. ● What does Kayla need from us? She'll be able to give more input once she takes over full-time.	● Kayla will give feedback to the Parent Committee regarding what she needs as time goes on.
Meet	● Friday Night 50s ○ No teams confirmed. ○ Kira doesn't know that anything has been sent out to teams yet. ○ Need to maximize attendance due to the cost to rent the pool. ○ Kayla and Dave are going to work together on how to set up a meet, etc. so Kayla knows how moving forward. ○ Kayla will talk to Dave about contacting teams for Friday Night 50s ASAP. ○ Decide if continue with normal format or include Australian Skins. ■ Australian Skins could be an idea for this. Make this "our thing" for this event? ● Dave's announcing was great and people loved it. ● Audience and swimmers really liked it. ● Need to be ready with the timing system. ● Have trophies ahead of time. ● Smaller age groups? ● Need more parents who want to be officials. Need to build our own team of officials. We love it when family members want to help!	● Kayla will work with Dave to invite other teams to Friday Night 50s ASAP. ● Decide if Australian Skins will be done at Friday Night 50s. ○ If so, ask Dave to announce. ○ If so, Tressa will order trophies for age groups. ● Kayla will work on a plan to make contact with local and surrounding teams to introduce herself and start to build relationships. ● Kira/Nicole will email parents encouraging anyone interested in becoming an official to contact Kayla/Dave. ● Kira will send log-ins for the Google Drive to Kayla - Directory of teams and contact info, previous meet schedules and suggestions, and much more.

	• Discussed the need to mend fences with some teams. ◦ Friday Night 50s a good way to introduce Kayla. ◦ Discussed Kayla getting into contact with the teams in the Green Bay area to form better relationships and work on fun new ideas. Would need to be USA approved events to include the other non-Y clubs. ◦ Kayla and Brian had the idea of a Brown/Mid-Wisconsin County Invite. Maybe in October? • Sara said she heard coaches talking about there being a dinner the night before in the past and really liking it. ◦ Do again in the future? ◦ Do other teams do that? ◦ Cost effective? • Officials/Coaches food ◦ Will adjust to add food for timers to eat too. • Kayla's parents are retired and are interested in volunteering for meets!	
Food	• Last Chance Meet ◦ Expenses ◦ Profit ◦ UPDATE - None • Friday Night 50s ◦ Plan ◦ UPDATE - None	• Kathleen will provide information regarding expenses and profit for Last Chance meet at the next meeting. • Kathleen will provide the food plan for the Friday Night 50s at the next meeting.
Social/Apparel	• Freeze and Y State shirt orders - Global Recognition ◦ Per Tim - Moving forward, all materials that will be include the Y logo are to be sent to Marketing to	• Tressa will get answers to the additional questions about Marketing from Tim for the next

	produce/approve. The Y has an account and good relationship with Global, so the Y can easily send apparel needs to print. This also helps to make sure the final product/pieces are printed correctly. Once Kayla officially takes over, she will submit a request to Marketing with what the Swim Team is looking for. Marketing would then create the graphic, talk with Global, get pricing, etc. ○ Likely related to any special caps ordered as well. ○ Questions asked - ■ How much time does Marketing need to do this process? We'll need to know that so we are asking with enough time to get it done. ■ We also pick up the orders from Global Recognition when they are done. Would we still do that or would Kayla/Marketing? ■ Will there be a specific request form that we submit to Kayla, or will we just do it via email? ● Possible change to team photos next year. ○ Prepare swimmers ahead of time and use treats to ensure order and being respectful of photographer's time. ○ Individual and team photo packages for purchase. ○ Eliminate purchasing team photo for all swimmers? ■ Way to limit cost and expand options to purchase for those interested. ***Everyone agreed to this change. ■ Kayla said she saw some creative individual photos another team had so she will try to get more info. ● Bowling Party ○ 3/28/23 - Learned families never charged.	meeting. ● Kayla will get more information about individual photo ideas. ● Kayla will look in the system to assist with identifying Abigail Tollinger for Y State shirt reimbursement.
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- Information again provided by Sara. Originally provided on 1/2/23.
- Dave has/will charge escrow accounts.
- Y State t-shirt reimbursement
 - \$414.85 = Total cost for shirts
 - \$340 to be paid by Parent Account.
 - \$74.85 - 3 ordered late. Sara paid for them and will be reimbursed directly from the Parent Account.
 - List provided to Dave on 3/22/23.
 - Dave has/will put into escrow accounts.
 - Who is Abigail Tollinger? Kayla will check on this.
- USA State shirts
 - \$70.40
 - Tressa made them. Submitted to G on 2/11/23. Followed up with Tim on 3/20/23 and reimbursement check mailed.
 - Incorrectly listed as Freeze expense previously.
- Y National shirts
 - \$14.49
 - Tressa made them. Submitted to Tim on 4/2/23.
- Y State Team Dinner
 - Charcoal Grill for the first time this year.
 - Positive feedback. Easy to coordinate and manage. Individual checks were easy to do.
 - Burger bar with fries and tator tots.
 - Adjust time to start at 6 to give more time to get there.
- Y Hotel Block
 - 7 out of 10 rooms booked.
 - Coaches stayed elsewhere.

	○ Look for a closer hotel next year? Discuss at a later meeting. Some families stayed at the Fairfield Inn, which they reported was really close and very nice.	
Marketing	● Discussed putting a “press release” out to all local teams regarding new coach, etc. ● Really important for Kayla to work on flowing kids from swim lessons into pre-team into swim team. ○ Kayla will have QR code handed out at the end of each session to link to the team page. ○ Bring swim team kids into Pre-Team to introduce to the team. ○ Kayla is interested in having swim team kids act as “aides” in swimming lessons and Pre-Team to demonstrate strokes, etc. ■ Part-time employment? ■ Kayla will contact HR. ● Wausau had a big banner of the team pics that they posted in their pool. This could be a great Marketing tool at the pools to join the team!	● Steve will work on a “Press Release” introducing Kayla to other teams, on Facebook, etc. ● Kira will send Steve the link for directory of other teams with contact info ● Kayla will develop a QR code for instructors to give after swim lessons sessions. ● Kayla will contact HR about having swimmers act as “aides” in swimming lessons and Pre-Team. ● Steve will look into having a photo banner made to display at the Y pools.
Nationals	● 2 swimmer attended ○ Carly Larson and Adelaide McRoberts ● Amount paid by Parent Account? ○ UNKNOWN	● Dave/Kayla will provide a full financial report regarding the Parent Accounts at the next meeting.
Banquet/Awards	● Tressa will order what’s needed for ribbons for Friday Night 50’s once meet info is known. ● Australian Skins trophies - Weber Bowling ○ \$145.94 - 8 total. Mailed to other teams by Weber Bowling ○ Invoice emailed to Tim and check mailed.	● Tressa will email Dave for clarification regarding the banquet agenda and who does what.

- Banquet -
 - 36 swimmers attending. Final RSVP number needed tomorrow.
 - Dave has/will order letters, pins, and memorial plaques for the banquet.
 - Plaques are ordered from Weber Bowling.
 - Letters and pins are ordered from Neff.
 - No Debbie Tillman award this year per Dave..
 - Jorgenson Award - Dave emailed voting ballots to parents for swimmers 13 and older to vote and return to him.
 - Senior plaques
 - Mikhail Neverman
 - Isaiah Neal
 - Dave will pick up awards before banquet.
 - Programs
 - Need correct start dates for swimmers. Last list still had a few inaccuracies.
 - Will likely omit this information as not received.
 - Need correct roster information. Last list still had a few inaccuracies.
 - Will likely need to add information as is and hope mistakes are minimal.
 - To save cost and time, will be available via QR code.
 - Certificates
 - To save on cost and time, will not do them. Haven't received any in at least three years anyway.
 - Ribbons will be included that are still in the bin and weren't picked up.
 - Paul D Manke Photography
 - \$350 - 70 - 5x7 team photos for banquet

	■ 1 or 2 - 16x24 large team photo for bulletin board included. ■ Invoice emailed to Tim. Check not yet received.. ■ Pictures will be delivered to the Y. ● Music Caterer ○ \$599 (DJ and photo booth) ○ Waived deposit. ○ Payment info emailed to Dave. Dave will have check to pay at banquet. ● Bowls of candy? No. ● Slideshow? No. ● Order of events ○ Dave doing the welcome? ○ Invocation? Who does it? ○ Each level coach intro their swimmers and give awards? ○ 20 Below award? ○ Who announces and gives the Annual Campaign winner the prize? ○ Who makes closing remarks? ○ NO CLARIFICATION AS DAVE NOT PRESENT.	
Equipment	● Steve said they will work on the Meet Mobile issue. ● Steve and Brian passed AO tests. ○ They can both run the systems now. Need more people certified to serve as backups. ■ Colorado System (board) - 1 person can run the Colorado. ● Jeff DePas and Garrett Weber do it now. Steve is well versed with the Colorado now also. Jeff is very good but only has one season left with GBY. ● Need at least 1 more person for this.	● Brian or Steve will contact Jeff Hermesen about becoming AO certified and doing Meet Mobile. ● Brian or Steve will contact Darren Olson about getting trained on the Colorado. ● Brian or Steve will find out what equipment would need to be ordered for the Dolphins to function fully.

	Darren Olson asked about observing at the Last Chance. Brian or Steve will reach out to him. ■ Meet Manager - Requires 2 people. ● Brian is primary along with Steve. ● Need 1 more person for this. Jeff Hermsen has expressed an interest. Brian or Steve will reach out to him. ■ Need 4 total people at the Timing System table each session. ■ One runner per session needed. ■ Kayla's dad might be interested in helping. ■ Steve and Brian will put out a communication asking if other interested if/when needed. ● Officials changed things regarding DQ slips for the Last Chance and it caused issues. If runner isn't accurate, event closed and printed. If DQ slip comes late then it all needs to be changed and re-printed. ● Dolphin timers used and went well. ○ Sara talked about some things noticed regarding timers times and board being very different at times. Steve explained how they handle that. Timers should let the timing table know right away if notice anything. ○ Ashwaubenon doesn't have full hardware to fully work the Dolphins, so the times don't automatically load into the system. ■ Brian said it's related to the starter. ■ Dolphins aren't helpful if they don't load into the system. ■ Brian or Steve will look into what needs to be ordered and could possibly purchase. Maybe split cost with Ashwaubenon to	
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	share? ■ Duel plungers are best at both ends. ■ Plungers on 25s save the most time. ○ Brian talked about working with ASC to have joint meets due to them being a small team. ■ Brian has a contact at the ASC. ■ ASC has officials too. ■ Figure out the USA approved part. ■ Proceeds likely 50/50. ■ Would the pool rental cost still apply? ■ Good cross training with ASC as they are good with the timing system.	
Other items	● Meet schedule for upcoming year ○ Google Sheet available to reference on the Team Google Drive. ○ Kayla needs to review. - Summer practice schedule needed. - Kayla will work on this asap. - Coach certifications - Required for coaches to attend meets - Kayla will work on this for herself and all the other coaches. - Develop a checklist for new coaches - Welcome packet. Kayla can develop. - Gold registration needs to be added to site? - Should be on through August. - Contact list for coaches for parents? - Kayla will assist with this. - Need a better reimbursement/purchase process for parent committee members. - Kayla will talk to admin about this. - Team card? - Account at Walmart? - Nicole talked about a virtual credit card	● Kayla will review the meet schedule. ● Kayla will develop a Welcome Packet for new coaches to include training requirements. ● Kayla will develop and communicate the summer practice schedule. ● Kayla will put together contact information for coaches for parents. ● Kayla will talk to Admin about a better reimbursement/purchase process for Parent Committee.

	used for a non-profit she worked for.	
Next Meeting	5/1/23 at 5:30pm at Ferguson	
Agenda items for next meeting	TBD	

Written by: Tressa Weber

Submit corrections to: tressa222@gmail.com