

GBY Parent Committee Meeting Minutes

Date: 06/05/23

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	E - ill E - ill	x x						
Weber, Tressa Hermesen, Sara	Social Apparel	x x	x x	x	x x	x x	x x						
Steve Querio	Marketing	n/a	x	x	x	E - ill	x						
Hermesen, Sara Weber, Tressa	Banquet Awards	x x	x x	x x	x x	x x	x x						
Pazdera, Jon Zimmerman, Brian	Equip	x	x	x x	E- coach x	E- coach x	E - coach x						
Pazdera, Kathleen	Food	x	x	x	A	x	A						
Wiltzius, Kayla	Head Coach	n.a	n/a	n/a	x	x	x						
Korst, Dave	Y rep	x	x	x	E-vac	x	x						

X = Present A = Absent E = Excused

AGENDA ITEM	DISCUSSION	ACTION/PLAN
Coach Kayla	- Old business - Welcome packets with training procedures for coaches. - NOT DISCUSSED - Coach contact info for parents. - NOT DISCUSSED	Parent Committee and Kayla will work on having parents sign up for Sub-Committee positions. Need to determine what is needed.

	○ Email parents to participate in Parent Committee. ■ Included in the first Newsletter. Will push this frequently. ■ Trying to communicate once a week now that Kayla is getting settled. The more communication the better. ■ Sub-committees need to be re-established and parents directed to sign up for one. ○ Contact and introduce herself to area teams. ■ Intro'd at Schroeder. Sheboygan, Marinette coming to Friday Night 50's. Knows Escanaba coach already. Working on our area and beyond. Will see more coaches at Fox Cities meets - nice way to connect. ■ Working on contact list of teams.. ■ Illinois and Iowa also options as conference just expanded. ○ Safety protocols ■ NOT DISCUSSED ○ Seasonal team gifts ■ Discussed team t-shirts, sweatshirts, etc. starting in the fall. ● New business ○ Kayla developed a handout for new parents, more like a sheet that's a summative version of the handbook. ○ 6 parents attended the New Parent Meeting that Kayla recent held. ○ More swimmers being onboarded. Roster all up to date. ○ Kayla would like a Parent Committee rep to reach out to new parents to share info from a parent perspective. ○ Will really work on getting more parents on the committee, hopefully by July. ○ Mentoring for Gold kids to use a Buddy System. ○ Bring banner to meets to show kids where team is located and build team spirit. Need to find banner. ○ Mix big Gatorade water jugs for meets. Located in the	● Kayla will look for the team banner. ● Kayla will continue to work on introducing herself to other teams, especially at upcoming meets. ● Kayla will look into possibly one meet per season in Illinois and/or Iowa. ● Kayla will buy Gatorade or Liquid IV mix. ● Kayla will bring the Gatorade coolers to meets. ● Parent Committee and Kayla will decide what to get for team gifts and develop a plan for the fall. ● Parent Committee will determine who should be responsible for reaching out to new parents. ● Kayla will implement a Buddy System. ● Kayla will buy a canopy.
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	downstairs storage room. Kayla will do this. Large cans of Gatorade can be found at Dick's, Target, Amazon. Liquid IV also good. ○ Buy a canopy for outdoor meets. Get a nice sturdy one. Kayla will get one. All agreed.	
Financial	● Old business ○ Confirm account balances ■ Senior fund = \$747.28 - needs to be transferred ■ Parent account = \$9246.80 ○ Develop yearly budget? ■ NOT DISCUSSED ● New business ○ Get new equipment using equipment fund. ○ Team gifts - ex. sweatshirts in Fall	● Kayla will update Parent Committee on funds monthly. ● Kayla will determine what equipment needs to be purchased. Discuss at next meeting. ● Parent Committee and Kayla will decide what to get for team gifts and develop a plan for the fall.
Meet	Meet Sub-Committee 1. Old business ○ Teams confirmed for 50s. ■ GBY, Appleton, Sheboygan, Marinette ○ Job sign-up for 50s. DONE ○ Officials for 50s. DONE ○ Parents interested in becoming officials. ■ Need 9 parents with stipulation that they will work our swim meets. ■ Can take to other meets too to become reciprocal. ■ Develop Officials Sub-Committee? ■ Kira will create Sub-Committee sign-ups. ■ Discussed Meet Sub-Committee needs. 2. New business ○ Ashwaubenon Pool - All set ■ Doors open at 2pm - Do we start paying at 2? We did 2 hours before and it worked well. ■ Need to ask will the touchpads, etc. all set up the night before, if so, then 3-4 is fine. If not, prefer 2pm.	● Kayla will continue to encourage parents to become officials. ● Parent Committee and Kayla will determine Meet Sub-Committees positions need to be filled. ● Kira will create Sub-Committee sign-ups? ● Nicole will check with Melody about setting up at 2 and if it costs extra. ● Kayla will inform families to arrive at 3pm to set up. ● Kayla will send warm-up info and lane assignments to Melody by end of day Wednesday. ● Dave will set up the meet on Wednesday.

	■ Warmups start at 4. Families there for 3 to set-up in the past. ■ Kayla will ask the team and parents to show up at 3 to set up. Parent Committee has gone earlier. Nicole will check with Melody. ■ Kayla needs to send Melody the warm up schedule so she can arrange for lifeguards. 4-5pm. Will have lane assignment details on Wednesday. 12pm Wednesday final cut off for entries. ■ Dave will be in at 2 on Wednesday to set up the meet on the computer. Brian will do a backup on Wednesday at practice. ■ Still waiting on Appleton's info. ○ Officials ■ Starter - Jane Strebel ■ Ref - Geoff Wendell ■ S/T - Elizabeth Duquaine, Krista Thrasher, Mike Martin ■ Officials meeting to start at 4:30 ○ Donations (Addressed in Food) ○ Volunteer Needs ■ 12 concession donations ■ 1 concession worker ■ 1 meet marshall ■ 4 post meet clean up ■ No concerns about coverage ○ Supplies ■ Nicole and Steve to pick up timing equipment Thursday night ○ Printing needs ■ Kira will print the same documents she did for the last two meets. Signage, schedules, volunteers, etc. All signs are laminated and in totes. ○ Officials Food ■ Sara will pick up and Tressa will bring on Thursday. Easy setup.	● Brian will do his own backup of the meet on Wednesday. ● Nicole and Steve will pick up the computer system equipment for the meet. ● Kira will print all documents for the meet. ● Parent Committee and Kayla will develop a plan to implement the parent volunteer expectation for meets or be charged starting in Fall. ● Kayla will start working on scheduling a combined USA meet in coordination with ASC next summer/fall. Submit Meet Bid request in January 2024. ● Parent Committee and Kayla will determine if new Meet Expansion Sub-Committee is needed.
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	○ New Expense/Profit report. (Tressa) ■ All agreed to use moving forward. ○ How do we get parents to volunteer at meets. ■ If kids are swimming, they need to volunteer. Can charge if fail to volunteer the session your child is swimming. Easy enough to put into action and know who volunteered and who didn't. Policy in the Parent Handbook. Need to implement and be firm about it. Kayla will continue to stress this. ■ Sign people up for jobs at random if they have kids in and haven't signed up? Use for sub-committees also as expected to volunteer? ■ Kayla will have a parent meeting in August before season starts. Announce at that meeting. ○ Do we want to run a meet in October? ■ Partner with ASC? ■ Too late to get on USA schedule though for October 1. Need to do Meet Bid Form in January. Make sure ASC on board to do USA meets. If work on it now, could get a summer meet on the schedule for next summer, like Friday Night 50s. May be more enticing if include a fun thing like Skins Meet. The whole state will see it if it's on the USA schedule. 2. If Friday Night 50s works next year, then do October too and call it something fun for the Brown County Metro teams. Can have each team have reps help in planning. ○ Develop new sub-committee for expanding meets	
Food	● Kathleen not present for meeting. Spoke with Kayla and Dave prior to the meeting. Updates provided by Kayla and Dave. ● Old business ○ Donations sign-up for 50s. ■ DONE	● Kayla will email parents asking for more concessions donations.

	• New business ○ Friday Night 50's - Donations ■ 48 waters ■ 2 - 12 packs of Sprite ■ 2 dozen baked goods ■ All other items will need to be purchased ■ Kayla will push for more donations to reduce cost. ■ Volunteers covered. Kathleen will also work concessions. • Kathleen is resigning from the Parent Committee as Olivia is no longer swimming. She will cover the Friday Night 50s and will then be done. • Jeff Hermesen will fill this position moving forward.	
Social/Apparel	• Old business ○ Spaghetti Fest ■ 11 swimmer signed up so cancelled it. Poor timing possibly due to last day of school. ■ Italian Ice treats instead after practice. ○ Movie and ice cream party. DePere Cinema at the end of the summer. ■ NOT DISCUSSED ○ How start the process to request apparel. (Kayla) ■ NOT DISCUSSED • New business ○ Team suit fitting and order date - not required but encouraged. ○ Custom suits - Change vendor? Team suits are not required. In the past, it was always Navy Blue. ■ Who does fittings? Would Elsmore do this? Tressa will ask. ■ Also have googles, practice suits, etc. available. ■ Do in the Fall. ■ A3 - Do they do fittings? Yes, they allow it at meets but will they do it here? Kayla will contact them, Dan and Amy, to ask about this. They have their	• Kayla will determine if she wants team suits. • Tressa will contact Elsmore to ask about team suits, fittings, etc. • Kayla will contact A3 to ask about team suits, fittings, etc.

	own suit brand that is pretty reasonable.	
Marketing	● Old Business ○ Press release regarding Kayla. ■ NOT DISCUSSED ○ Kayla's bio and photo for website. ■ Needs to be done and sent to Steve. ■ Also needed for Assistant Coaches. ○ Swim team info via QR code for swim lessons. (Kayla) ■ Attach team info to all local school district newsletters in Fall. Steve already has the flyer made through the Y. Steve and Kayla will work on this together. ○ Swimmers assist at Pre-Team and/or swim lessons? (Kayla) ■ NOT DISCUSSED ○ Update trophy cases and bulletin boards. ■ NOT DISCUSSED ● New business ○ Kayla will be in all Aquatics meetings and will keep info flowing through swim lessons to increase marketing. Attach pamphlet/QR code to swimming lesson certificates..	● Kayla will send photos and bios to Steve to be posted on TeamUnify. ● Steve and Kayla will work on getting team promo info to local schools. ● Kayla will work on promoting the team through swimming lessons.
Banquet/Awards	● Old business ○ Banquet next year - BOOKED ○ Ribbons for 50s.- DONE ■ \$25 total ● New business ○ Need people on the sub-committee for more help.	● Parent Committee will determine Sub-Committee help needs.
Equipment	● According to Kayla and Dave, Jon is not expected to continue on the Parent Committee. ● Old business ○ Contact Jeff Hermesen about training on Meet Manager. ■ NOT DONE. Will remove due to Jeff now heading	● Kayla will locate or order an iPad. ● Kayla will order new white boards. ● Brian will work with parents interested in

	the Food Sub-Committee. ○ Steve AO certified? Passed test. New format for training. Just need a few more hours and will be certified. ○ Contact Darren Olson to train on the Colorado. ■ DONE. He can't attend this meet but is interested. ○ Ideal - 2 Colorado and 2 Meet Manager. Need four for each meet. ○ Timer Training on USA Training. Use? ○ Kayla is making great progress with all of her certifications. ○ Starting blocks. (Kayla) ■ \$5000 a piece so will hold off. Wait until the new Y is built to make any decisions as Kayla is really hoping that the team will move to the new Broadview. Blocks would be included in the expenses for that building. ○ Locate or order Ipad. (Kayla) ■ NOT DONE ○ Order white boards. (Kayla) ■ NOT DONE ● New business ○ Patrick Casey will observe the timing system at Friday Night 50's. ○ Kayla's dad will start helping too. ○ Timing system covered for Friday Night 50's. ○ Steve and Brian primary timing system workers.	helping with Timing System.
Other topics	● Old business ○ Seasonal team gifts? ○ Add Financial position back - Brent Blahnik? No response but Brian can text him. They aren't swimming this summer. ○ New Parent Welcome packets ■ NOT DISCUSSED ○ Get parents added to sub-committees? ● New business ○ New financial forms located in the GBY Google Drive. ○ Virtual options for committee meetings?	● Brian will contact Brent Blahnik to ask if he's interested in heading the Financial Sub-Committee. ● Parent Committee and Kayla will determine Meet Sub-Committees positions need to be filled. ● Kira will create Sub-Committee sign-ups?

	■ Yes. Talked about opening up to all parents virtually. Discussed recording it and posting. Use Teams. Big fall meeting is where parent committee goes over everything. Kayla has experience running virtual. Practice at upcoming meetings to get it figured out. ○ Team record info on website - Correct or remove it? ■ NO SOLUTION. ○ All Parent Meeting after season starts. ○ General All Parent Meeting meeting in August.- Along with social event for the swimmers. ■ NOT DISCUSSED. ○ September meeting very important to prepare for season. ○ Dryland ■ Tues and Thurs in summer in the afternoon. 345-430pm. Not ideal time but only time Kayla could get the workout space.	● Kayla will set up a virtual option via Teams for the next meeting to test functionality. ● Kayla will decide whether or not/how to correct the team record info on TeamUnify or delete it.
Next Meeting	● 7/10/23 at 5:30pm at Ferguson. ○ Kayla will run it on Teams as a trial run.	
Agenda items for next meeting	● Action items listed above. ● Items listed as NOT DISCUSSED.	

Minutes recorded by: Tressa Weber

Please email corrections to: tressa222@gmail.com