

GBY Parent Committee Meeting Minutes

Date: 10/02/23

Member	Role	Jan	Feb	Mar	April	May	Member	Role	July	Aug	Sept	Oct	Nov	Dec
Kira Budzban Nicole Querio	Meet Directors	x x	x x	x x	x x	E - ill E - ill	Kira Budzban Nicole Querio	Meet Directors	x x	NA	x x	x x		
Weber, Tressa Hermesen, Sara	Social Apparel	x x	x x	x	x x	x x	Weber, Tressa Hermesen, Sara	Social Apparel	x x	NA	x x	x x		
Steve Querio	Marketing	n/a	x	x	x	E - ill	Steve Querio (temporary)	Marketing	x	NA	x	x		
Hermesen, Sara Weber, Tressa	Banquet Awards	x x	x x	x x	x x	x x	Hermesen, Sara Weber, Tressa	Banquet Awards	x x	NA	x x	x x		
Jon Pazdera Zimmerman, Brian	Equipment	x	x	x x	E- coach x	E- coach x	Steve Querio Zimmerman, Brian	Equipment	x x	NA	x E	x E		
Kathleen Pazdera	Food	x	x	x	A	x	Jeff Hermesen	Food	x	NA	x	x		
Wiltzius, Kayla	Head Coach	n.a	n/a	n/a	x	x	Wiltzius, Kayla	Head Coach	x	NA	x	x		
Korst, Dave	Y rep	x	x	x	E-vac	x	Korst, Dave	Y rep	x	NA	E	x		

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

AGENDA ITEM	DISCUSSION	ACTION/PLAN
Coach Kayla	- Meeting held via Google Meet - July's Meeting Minutes approved. - Old business - All Parents Meeting 10/03/23. - Agenda developed and discussed. - Will hold additional meeting for new families in a week or two to give more details and allow for more questions.	- Kayla will schedule New Parent Meeting. - Kayla will post the Mock Meet on TeamUnify.. - Kira/Nicole will post job sign-up for Mock Meet on TeamUnify. - Tressa will ask Amanda if she

	■ Vacant Sub-Committee positions. ■ Need for officials and timing system. ■ Sub-Committee heads present briefly on each area and specific needs. (ex. Officials,, Timing System training info) - Stay after for those with questions for specific Parent Committee questions. ■ Sub-Committee sign up after. ● Sub-Committee heads need to then reach out to people who signed up. ● Can add info to accounts on TeamUnify. ● Those who don't sign up will be assigned to a Sub-Committee. ○ Schedule Mock Meet. ■ Timing system won't be necessary. More for new families. Fun for all groups during practice. ■ Will need timers, pads in the pool for the feel, "starter" official, warm-ups, heat sheets. ■ 10/25/23 - 445 warm-ups, 515 start; Italian ice from Aldi for after. ■ Tressa will ask Amanda Retzak-Krump if she will fill in as the starting official. ○ Coaches pics and bios on TeamUnify? ■ No progress. ○ Update team roster in TeamUnify? ■ Done ○ Clean-up inactive email accounts? ■ Done ● New Business ○ Welcome Joel Doxtator, the new team Sports Psychologist-UWGB intern! ■ He looks forward to working with swimmers, coaches, the Y, and parents to make GBY as successful as possible. Here until June 2024.	can fill in as the starter official for the Mock Meet. ● Tressa will post the Parent Committee slideshow on TeamUnify. ● Tressa will have Sub-Committee sign up sheet ready for the All Parent Meeting. ● Kayla will update coach pics and bio info on TeamUnify OR send the info to Steve to update. ● Joel/Kayla will provide informed consent forms to swimmers to sign in order to work individually with Joel.
Financial	● Old business ○ Kayla will continue to learn how the swim team budget works and share information with the Parent Committee. ○ Updated financial report? ■ Corrected info ● Roll-over of accounts never happened. ● \$9861.43 = Parent Committee - needs to get put back into PC account. ● Dave stated that meeting with Financial on Wednesday to get final numbers.	● Kayla and Dave will meet with Financial to get accurate account information. ● Kayla will provide an updated financial report at the next meeting.
Meet	● Old business	● Kira/Nicole will send Save the

	○ Friday Night 50s date? ■ June 7, 2024 - confirmed w/Melody from Ashwaubenon pool - Last Chance - March 9, 2024 - Titledown Freeze - January 19-21, 2024 - Save The Dates will be sent to officials with plenty of notice. Can commit asap if interested. ■ ● New business ○ Kira found numbers from Last Chance. ■ \$842.60 = total spent ■ \$14578 = total profit ○ Kira will contact Ashwaubenon to reserve gym for families during Titledown Freeze. ○ Officials sign-up will be available asap. ○ Kira will work on a team suit check out/lending closet. She will message parents for donations. ○ Officials previously commented on wanting Freeze t-shirts at gifts.	Date notices to all officials regarding our upcoming meets. Encourage sign-up right away. ● Kayla will add Friday Night 50s date to TeamUnify. ● Kira will contact Melody to ask about reserving the gym for Titledown Freeze. ● Kira will work on a team suit check-out/lending closet for meets, including asking for donations. ● Officials will get free Freeze t-shirts.
Food	● Old business ○ Inventory of supplies? ■ Not yet. ○ Supplies from Kathleen? ■ Done ● New business ○ We have two rooms on the 5th floor to use for storage. ■ Could use racks for the room. Will the Y provide them? If not, can use the Equipment fund. ■ Kayla will let Jeff know when the space is ready and he will inventory.	● Kayla will inform Jeff when 5th floor storage space is available. ● Kayla will talk to the Y about adding shelves to the storage rooms. ● Jeff will complete full inventory when the space is available.
Social/Apparel	● Old business ○ GBY team shirt requested? ■ \$13 each = \$910 for 70 ■ Kayla requested by will follow-up. ○ GBY Summer Team sweatshirts ■ \$25 = \$750 for 30 ■ Design not yet approved. ■ Who is included? ● All kids who swam will be included. Kayla will get list asap. Will not send to those who are no longer on the team. ○ Sizing information. ■ Sheet at All Parents Meeting also. ○ Suit fitting ■ Fit Kit - Need few volunteers to help.	● Kayla will provide a list of all swimmers from the summer season. ● Tressa will provide shirt sizing information for swimmers from the summer season. ● Kayla will work with Marketing to get summer season sweatshirts ordered. ● Tressa will bring a roster to the All Parent Meeting to get additional shirt sizes. ● Kayla will get details regarding how to do the suit fitting in

	• Kayla needs details about how to do this for safety. ■ Suits, parkas, and warm-ups. ■ Need to schedule - 10/17 or 10/18? Kayla will ask HR. ■ Include grab bag suit sale. • Sell for low price and profit the PC. • \$10 max. ○ Car decals requested? ■ Kayla needs to see if she requested or not. ○ Individual photos - 12/20/23 ■ \$10 each - 5x7 and digital image ■ Easiest to cut a check for total then take out of escrow? Otherwise payment in full before session if all pay separately. • PC wil pay upfront and then reimburse through escrow. ■ 24 responded yes to survey. ○ Freeze and Y State shirts requested? ■ Freeze design completed. • Share order link with other teams. ■ Will do orders ahead of time and add names to the back. ■ Order more to have extras on hand to sell? Kira will check with Melody to ensure it's okay . ■ Shirts to officials as gift. Kira will ask officials for shirt info. ■ Kayla will request Y State design. ○ Senior banners - 7 seniors ■ Pending photos - Caryn will do this week. ■ Kayla requested design but needs update. ○ Schedule Bowling Party - 12/28. ■ If people sign up, they will be charged. ■ Extra friends brought will need to be paid for as well. • New business	- accordance with safety. • Kayla and Tressa/Sara will confirm a suit fitting date. • Tressa/Sara will request some volunteer assistance for suit fitting. • Tressa/Sara will coordinate getting the grab bag suits ready for sale at the suit fitting. • Tressa will inform the photographer of the payment plan for individual photos. Will figure out how to make payment that day. • Kayla will work with Marketing to get an order set up for the Freeze shirts. • Kira/Nicole will share the Freeze shirt order link to all teams attending. • Kira will check with Melody about selling additional shirts during the meet. • Kira will ask officials for their shirt sizes to get them free shirts. • Kayla will request the Y State shirt design. • Kayla will follow up with Marketing about the senior banner design. • Tressa will forward Caryn's photos to Kayla to be forwarded to Marketing. Kayla will then work with Marketing to get senior banners ordered. • Tressa/Sara will schedule the Bowling Party and post on TeamUnify.
Marketing	• Old Business ○ QR code/team pamphlet with local school districts to include in	• .Kayla will request 100 copies of the GBY team pamphlet.

	their newsletter? ■ Steve sent flyer to GB, DePere, Luxemburg. Will follow up to ensure it will be included. ○ Team pamphlets printed? ■ Kayla will request 100 to be printed. ○ Meeting with Marketing including Steve? ■ Still needs to be scheduled to find out how to streamline. Kayla will schedule. ○ Volunteer and Officiating page added to TeamUnify? ■ Steve is in the process. ○ Updated trophy information for the trophy case? (Tressa) ■ Not yet. ■ Dave will think about past recipients. ■ If can't get info, will move forward with what we know. ● New business ○ New pool deck banners have been ordered. Will be at all Y pools! ○ Steve will create a Policy and Procedure.	● Kayla will have the team pamphlet available for parents to take and share around town. ● Kayla will schedule a meeting with Marketing to include Steve. ● Tressa will contact Weber Bowling about adding additional award winner names to the big trophies in the trophy case. ● Steve will create a Marketing Policy and Procedure.
Banquet/Awards	● Old business ● New business	●
Equipment	● Old business ○ Purchase of a connector and new starter with Ashwaubenon? ■ Steve is in the process of searching for the piece of equipment. Should have more within the week and will also speak with Melody. ○ Step 3 link for AO training? ■ Steve completed it! ■ Hopefully Brian will finish soon. A few steps to complete still. ■ Goal of 3 AOs for our team. ■ Only specific training dates for AO training, which makes the process longer. Paid for/reimbursed by the Y. Could take a month to complete if the timing all works out. Can be an AO anywhere. ● Go through training. ● Pass the test. ● Concussion Training ● Safe Sport Training ● Shadowing 2-3 different events ● Link submitted to Kayla. ○ Timing Training Manual ■ Steve will finish in about one week. ● New business ○ New lane lines are ordered and should be here within 1-2 months.	● Steve will continue to work with Melody to purchase the connector. ● Brian will complete his AO training. ● Steve will complete the Timing Training Manual.

Other topics	Additional Discussion Items • Old business • New business	•
Next Meeting	• Schedule Next Meeting - 11/06/23 at 5:30pm at Ferguson	

Minutes recorded by: Tressa Weber

Please email corrections to: tressa222@gmail.com