

GBY Parent Committee Meeting Minutes

Date: 11/13/23

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	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	x E	
Steve Querio	Marketing	n/a	x	x	x	E - ill	Steve Querio (temporary)	Marketing	x	NA	x	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	E 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	x x	
Kathleen Pazdera	Food	x	x	x	A	x	Jeff Hermesen	Food	x	NA	x	x	E	
Wiltzius, Kayla	Head Coach	n.a	n/a	n/a	x	x	Wiltzius, Kayla	Head Coach	x	NA	x	x	x	
Korst, Dave	Y rep	x	x	x	E-vac	x	Korst, Dave	Y rep	x	NA	E	x	NA	

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

AGENDA ITEM	DISCUSSION	ACTION/PLAN
Coach Kayla	- Meeting held via Google Meet - October Meeting Minutes approved. - Old business - Vacant Sub-Committee positions - now filled! - Welcome Brenda Carter as lead for the Financial Sub-Committee! - Welcome Jenn Schinker as lead for Fundraising, which will be added to the Financial Sub-Committee!	- Tressa will complete the sub-committee assignments and send communication to all parents. - Kayla will get pictures and bios of all coaches to be added to TeamUnify. - Kayla will work on hiring another assistant coach.

	○ Sub-Committees ■ Tressa will add parents to Sub-Committees at random and send out a communication to all parents. ■ Google sheet located in GBY Google Drive. ○ Coaches pics and bios on TeamUnify? ■ Not completed. ■ Kayla has Olivia's and Joel's information and will reach out to other coaches. Use Facebook profile for Kayla's photo. ● New business ○ Move all GBY supplies to the 5th floor? ■ Basement supplies, wagon and pavilion moved to 5th floor. Timing system to be moved to 5th floor. Will be moved by 11/17/23. ■ Meet supplies and other items will remain in the back office. ■ Kayla will have a leave of absence at end of December from about 12/20-12/26/23.. Dave will help lead while out. Kayla will be available if needed by phone, email, text. ■ Kayla coaching alot alone right now. Limited availability of assistant coaches. Job posting wasn't out there but it is now. Very promising applicant will be interviewed very soon. Certified and ready to coach.	
Financial	Financial & Fundraising ● Old business a. Correct Financial report i. Roll-over of accounts never happened. Currently \$1057.57 in PC account. Kayla is still working with Financial and Dave to complete this. ii. \$9861.43 = Needs to get put back into PC account. iii. Equipment fund? Kayla doesn't have access to it due to the type of account it is. iv. Group discussed increased frustration with this situation. Can't approve any large purchases until money is where it's supposed to be and balances are confirmed. 1. HOME MEETS ARE COMING UP - finances needs to be in order. v. Steve and Brenda will meet with Tim to get the details regarding accounts and to get a full understanding. vi. Need year end close-out report from the Y. Develop budget based on that. vii. Would like Tim to attend meeting quarterly. Want him to attend the December PC meeting to provide close of fiscal year info. b. Kayla will continue to learn how the swim team budget works and share information with the Parent Committee. i. Should work with Brenda on this as well. c. Coach G ordered Swim Along caps and winter beanies without Parent	Kayla & Brenda & Jenn ● Kayla will work with Financial to get the roll-over completed. ● Kayla will include Brenda in the learning process regarding finances and budgeting for the team. ● Kayla will ask Tim to attend the next PC Meeting. Will have a completed year end financial report ready. ● Steve and Brenda will meet with Tim to get a full understanding of the team finances and how the process works. ● Jenn will contact Emily Smith to learn more about our fundraising abilities.

	Committee authorization. Just discovered over the past few weeks. i. About 130 Swim Along left over caps were recently found, which raised concerns about how they were purchased and how much the cost was to the Parent Committee. ii. Emailed Tim about this. He originally thought it totaled \$1300, but later realized that was for an approved purchase for Freeze caps. Swim Along caps total cost was \$315, which was not approved by the Parent Committee although it would have been agreed upon. We have so many extra because there was a printing error on the original caps and they were re-done. • New business a. Brenda Carter is now the Financial Sub-Committee lead. i. Discussed Brenda's duties. Kayla will talk to Dave more to find out more about what Brenda's role should be. ii. Some duties discussed include working with Kayla to make certain that PC accounts are in order; make reimbursement requests; make check requests, etc. iii. Discussed making the processes more efficient to reduce Kayla's role as middle person if at all possible. b. PC agreed to add Fundraising to Financial Sub-Committee. c. Jenn Schinder is now the Fundraising Sub-Committee lead. i. Jenn shared ideas she has for fundraising this season. ii. Emily Smith (GBY mom) is Y liaison for fundraising as she is Executive Director of Fundraising at the Y. Jenn will consult with Emily about if we need a license for fundraising d. Venmo and/or Apple Pay? i. With that involving personal accounts, Kayla does not believe we will be able to use Venmo or Apple Pay unless it is through a YMCA account. e. Swim a long - March 20th 2024 i. Emily Smith is our Director for that here.	
Meet	• Old business ○ Titledown Freeze - January 19-21, 2024 ■ Kira posted job sign-ups on TeamUnify today. ■ Gym is not an option due to a basketball tournament. Will always be in use in January-February. ■ Kira has team suit borrowing set up ready to use. ■ If sell Freeze t-shirts already made, we don't need a permit. • Will likely need another table by awards to pick up shirts that are ordered by other teams. ○ Last Chance - March 9, 2024 ○ Friday Night 50s - June 7, 2024 ■ Do a theme for this meet? ○ Save the Dates official sign-ups have been sent out for all home meets. ■ Elizabeth signed up so far. Will send out another reminder to	Kira & Nicole • Kira and Nicole will continue to work on getting officials signed up for our meets. • Kira will continue to work on a suit borrowing set-up for home meets. • PC as a whole needs to decide how many Freeze shirts to have on hand to sell.

	- get officials signed up ■ Carrie Meyer from FCYST to apprentice stroke/turn at Freeze meet. Signed up for all three meets. ○ Continuing need for officials and timing system volunteers. ● New business ○ Charge admission to help recoup cost to rent pool? ■ Kayla will ask if this is possible as we rent the pool. Most Y teams have their own pools so they don't have that expense. ■ Charged more for entries last year but did turn one team off. ● Kayla said she and Dave talked about the entry fees last year and will reduce them this year. ○ Kayla will send mass email to all WI Y teams for our home meets. ○ Discussed adding USA approved to get more teams here for Freeze. ■ 25% fee to USA out of profit.	
Food	● Old business ○ We have two rooms on the 5 floor to use for storage. (per Kayla) ■ All supplies from basement except for popcorn machine has been moved to the 5th floor. ● New business ○ None	Jeff
Social/Apparel	● Old business ○ GBY team shirt requested ■ \$13 each = \$910 for 70 ■ Design not provided by Marketing yet. ■ Discussed just ordering regular GBY shirts from Elsmore and not doing a special 23-24 season design. ○ GBY Summer Team sweatshirts ■ \$25 = \$750 for 30 ■ Waiting on sizes to order - Tressa has information ■ Who is included? ● All kids who swam will be included. Kayla can get swim rosters from summer. Will not send to those who are no longer on the team. ○ WILL NOT AUTHORIZE PURCHASE OF ANY APPAREL UNTIL FINANCES ARE HANDLED AND MONEY IS PUT BACK INTO THE PC ACCOUNT. ○ PC can order GBY caps to give to kids in the future. ○ Suit fitting and grab bag suit sale - Success! ■ \$120 made for PC. ■ Do another grab bag suit sale before Christmas? ○ Can take donations of suits and equipment to give to kids who need it. ○ Car decals requested? ■ Kayla has not requested. She will request tomorrow. ■ Families are very interested.	Tressa & Sara ● Tressa and Sara will coordinate a Christmas grab bag suit sale if possible. ● Kayla will follow up with Marketing regarding- ○ Team t-shirts. ● Kayla will request the following from Marketing- ○ Order link for Freeze shirts. ○ Car decals ○ Y State shirts ● Tressa will contact Paul Manke to try to reschedule the team photos. ● Once received, Kira and Nicole will share the Freeze shirt order link with the teams. Tressa will post an ordering event on TeamUnify also.

- Sell?
- Freeze shirts
 - Need to get order link and create event in TeamUnify asap.
 - All teams need order link sent to them.
 - Need shirt sizes for officials to order as gift.
 - What should be ordered to have as extra on hand to sell?
- Y State shirts requested?
 - Kayla has not requested. Will request tomorrow.
- Kayla talking to Tim about allowing Tressa to make requests direct to Marketing for items instead of the go-between.
 - Very inefficient process right now that can be too much for Kayla to keep up with
- Bowling Party - 12/27/23 6-8pm
 - Kayla may not be back in time.
 - Event details added to TeamUnify
 - Deadline to register 12/18/23.
 - 2 hrs of bowling, shoe rental, unlimited pizza and soda = \$18.88/person (gratuity included)
 - Pizza and soda only = \$11.80/person (gratuity included)
 - \$2 increase from last year.
 - Tax exempt
 - Will send invoice after.
 - Deduct from escrow.
 - Gift baskets? Swimmers get raffle ticket when they come? Donated by parents? Other ideas to make it extra fun?
- Individual photos - 12/20/23
 - Same night as HOLIDAY RELAYS.
 - Cupcakes will be needed this night.
 - Bowling lane sign up will be needed this night.
 - Kayla has to leave early this night. Will see if it can be rescheduled for a day earlier that week.
 - Will do all digital to dramatically reduce cost.
 - Individuals, groups, whole team
 - \$1/person for team photo = about \$65
 - \$3/person for individual photos = estimated \$75 for 25 kids who expressed interest
 - Recommends 8x12 of the groups and 16x24 of the team Use on bulletin boards.
 - 8x12 = \$5 each
 - 16x24 = \$20 each
 - Have check ready for the day of?
 - Eliminate purchasing team pics for all swimmers at the banquet as all have option to order what they want.
 - Total cost to PC = about \$175
- Delivered digitally on Paul's gallery for the

	team to download what they want. ■ Option to order photos at the Y discount. ■ Option to share on social media. ■ Access to use for promotion. • Possible theme night and prizes. For example, gold team all dress up in "80's gear", as old people, something fun. Teams compete for "best dressed" prizes. Have them enter before hand so we have counts of who will participate and can be ready with rewards. • New business ○ Need order link for Freeze shirts asap. Marketing is supposed to be working with Global Recognition to set this all up. ■ Link needs to be shared with all teams attending as well. ■ Another source of profit for the PC, so as many shirts should be sold as possible.	
Marketing	• Old Business ○ Team pamphlet printed? ■ Kayla will request 100 to be printed. ■ Still no flyer provided by Marketing with updated QR code. ■ Steve expressed concerns about the challenges of working with Marketing as a whole. Questioned why the PC can't develop things to then have approved by Marketing to expedite the process. Schools are asking for the info. • Steve likely to send out the flyer as is now just to get the information out. ○ Meeting with Marketing including Steve? ■ Still needs to be scheduled to find out how to streamline. ■ Kayla will suggest it be done virtually to increase flexibility in scheduling. ○ Steve will create a Policy and Procedure for Marketing Sub-Committee. ■ Not done. • New business ○ New pool deck banners have been ordered. ○ Bulletin boards and trophy cases are work in progress - Sharon Froseth ○ Parades? Christmas parade coming up. ■ Not discussed. ○ GBY Banner must be present at each meet marking the team area. HSSB had no signage for GBY. Others had signage for their teams. Oshy would be the next event to have the banner at. ■ Discussed Kayla bringing it to all meets and bringing Command Hooks to use to hang it with ■ Steve needs a list of the people that volunteered to help with	Steve • Steve will follow up with Marketing about the flyer. • Steve will send out the flyers he has to all local schools. • Steve and Kayla will schedule a meeting with Marketing to figure out how to streamline this process. • Steve will ask Tim or Marketing about designing things to provide to Marketing for approval. • Steve will create a Policy and Procedure document for the Marketing Sub-Committee. • Kayla will bring the GBY banner to all meets with supplies to hang it.

	equipment so outreach can be made. Available in the GBY Google drive.	
Banquet/Awards	- Old business - Updated trophy information for the trophy case? - Done. Brand new name plates made and look great! - Senior banners - 7 seniors - Photos provided to Kayla. - Kayla requested design but needs update. - Should this be part of Marketing moving forward? - Agreed yes. - New business	Sara & Tressa Kayla will follow up with Marketing regarding- Senior banners
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. - NOT DONE. - Step 3 link for AO training? - Did Brian finish? - YES! - Needs to complete Safe Sport. - Brian also taking Stroke and Turn, so he will eventually be a Stroke and Turn Official also. - Goal of 3 AOs for our team. - Colorado Timing Training Manuel - Steve will finish in about one week. - Getting the manual and building off of it for GBY.. - New business - Not too much work for parents to become Stroke and Turn Officials. Make sure to get this out to parents often when information is out. - Develop Officials under Equipment. - Need to build this part of our team to be more self-sufficient for home meets. - Develop into its own Sub-Committee down the line. - There are Officials teams that often travel together to meets. Mark Wong seems to be more of the lead to get these teams together for meets. - Storage chest for the deck - \$79.99 - Not ordered. - Cubbies and hooks to cover black board - get clutter/trip hazards off deck during practice.- status? - Decided against this.	Brian & Steve - Steve and Brian will continue to work with Melody to purchase the connector. - Steve will complete the Timing Training Manual. - Kayla will order a GoPro. - Steve and Brian will work on information parents about becoming officials. - Work towards creating Officials group under the Equipment Sub-Committee. - Kayla will determine if storage unit will be purchased for the deck. - Kayla will order a GoPro. - Brian (and Garrett as needed) will work on streaming options.

	e. Cameras for meets to live stream. i. Brian and Garrett Weber are working on this. ii. Brian has some connections that can help him with the process. 1. Stream the feed that is already at the pool? 2. Kayla will check with the Y to make sure streaming would be approved. 3. Stream on YouTube even if not perfect to start. Will take notes at Oshy this weekend. 4. Looking at a possible GoPro option for about \$300. a. Kayla already looking to get one, so maybe use this. Have a parent "man" the GoPro. b. Kayla can ask for GoPro to be approved and purchased on Thursday. Brian will email Kayla the info. Use for practice and live streaming. c. May need to pay for GoPro subscription. Can look at other options if needed. d. Kayla already wants a GoPro. Will order one. f. Tech for concessions? i. HSSB meet - 1. Used ipads, apple pay, cards. 3% added to cards 2. Track inventory 3. Track what sells and adjust later 4. NOT DIRECTLY DISCUSSED BUT UNLIKELY TO BE AN OPTION.	
Other topics	Additional Discussion Items • Old business • New business	•
Next Meeting	• Schedule Next Meeting - 12/04/23 at 5:30pm at Ferguson	

Minutes recorded by: Tressa Weber

Please email corrections to: tressa222@gmail.com