

GBY Parent Committee Meeting Minutes

Date: 12/04/23

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

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

AGENDA ITEM	DISCUSSION	ACTION/PLAN
Coach Kayla	Coach Report - Sub-Committees - All parents are now assigned and the Google Sheet shared so all are aware. - Coaches pics and bios on TeamUnify - Kayla has Olivia's and Joel's information and will reach out to other coaches. Use Facebook profile for Kayla's photo. - Still waiting on other coaches info and pictures.. Kayla will work on project for the new year.	Kayla

	iii. Assistant coaches hired? 1. May have 2 new coaches starting. Kayla will get the bios done after our new coaches started. Kayla (new coach) - lots of experience, is a school counselor, coached at Woodson Y previously. New coach will be a lead in Bronze. Current coach Kayla wants to focus on everyone as an individual. Austyn is the other potential coach Kayla is working with. Waiting on Kayla to reach back out, will follow up tomorrow. Another women reached out and Kayla will schedule interview asap. iv. During Kayla's leave of absence in 12/20/23-01/02/24,, she will not be available as she will be with family. 1. Coaching is covered - Kayla is working on a finalized schedule with the coaches. Coach Dave will be working with Gold and Silver. 12/20, 12/21, and 12/28 need to be filled. Trying to onboard Kalya before the holidays so we have another coach. 2. New business a. Parents need Kayla cell to communicate as needed. i. On the fence about giving out personal cell phone. Kayla checks email during meets, prefers to be contacted by email during meets. Tim and Kayla will work together to find a good solution.	
Financial	Financial & Fundraising 1. Old business a. Correct Financial report i. Roll-over of accounts completed? 1. Financial statements are all figured out. Transfers were made, Dave went through and got everything where it needed to be. 12/31 will be the date transfers are made. 2. Parent fund: \$874 (current balance) a. Rollover \$9100 - with the rollover we'll be a little over \$10,048.13 3. Equipment fund: \$11,500 (as of 10/31) a. Do we have a list of acceptable expenses that can come out of the equipment fund? Tim said this should be revisited so a list can be developed. 4. Moving forward Kayla will send Jenn and Brenda an update for the parent account. ii. Year end financial report. iii. Steve and Brenda will meet with Tim to get a full understanding of the team finances and how the process works. iv. Jenn will contact Emily Smith to learn more about our	Kayla & Brenda & Jenn & Tim

	fundraising abilities. v. Kayla will talk to Dave more to find out more about what Brenda's role should be. 1. Make the processes more efficient to reduce Kayla's role as middle person if at all possible. 2. New business a. Jenn meeting with Emily on the 12/12/23. b. Jenn has been looking at different fun things to "sell" for activities for fundraising c. Going forward, receipts for reimbursement will still need to go to Kayla. d. Planning concessions - can we ask for money up front? Can the financial team gather all of the receipts and request them from Kayla? Tim will do some research and get back to us.	
Meet	Meet Sub-Committee 1. Old business a. Titledown Freeze - January 19-21, 2024 i. Officials update - 1. Starter commitment from officials outreach. Additional volunteer that may be willing to Ref if his daughter participates in the meet. All other official slots are open. Additional outreach was made since the last meeting that included other officials that weren't on our list previously. ii. Volunteer updates/needs. 1. 51 volunteer spots have been filled - 32% of the volunteer needs have been met. b. Last Chance - March 9, 2024 i. Officials update - No update c. Friday Night 50s - June 7, 2024 i. Officials update - No update d. Charge admission to pool? i. Allowed by the Y due to our home pool not being appropriate for home meets, thus forcing us to pay to rent a pool? 1. Table this idea for now. e. Need for officials and timing system volunteers. f. Pursue USA approval for meets? 25% fee to USA out of profit. <i>Who is the task owner of this??</i> i. Kayla talked with Dave about this and the reason we haven't done this in the past is b/c we have to pay 25% to swim USA. 1. Table this idea for now. g. Kira will work on a team suit check out/lending closet. She will message parents for donations. 2. New business a. Volunteer application b. Kaya will be sending out a volunteer application. Everyone 14 plus needs to fill out the application (will start with parent	Kira & Nicole

	committee).	
Food	Food Sub-Committee 1. Old business 2. New business a. Titledown Freeze Concessions - Nicole offered to help Jeff get a sign up for food/drink donations set up. b. <u>Menu Prices</u> c. <u>\$1.00</u> d. Chips, Pretzels, Goldfish, Popcorn e. Fresh Fruit f. Fruit Snacks g. Go Go Squeeze Yogurt / Applesauce packets h. Granola Bars i. String Cheese j. Trail Mix, Puppy Chow Mix k. Coffee, Hot Chocolate, Water, Soda l. Veggies w/ Ranch m. Baked Goods n. Candy o. <u>\$2.00</u> p. Muffins q. Chocolate Milk, Sports Drink (Gatorade, Vitamin Water), Bubblers r. Hot Dog s. Uncrustable t. Bagel & Cream Cheese u. <u>\$3.00</u> v. Cup of Ramen Noodles, Bowl of Buttered Noodles w. Grilled Cheese x. <u>\$4.00</u> y. Subs (Ham / Turkey)	Jeff
Social/Apparel	Social/Apparel Sub-Committee 1. Old business a. GBY team shirt ■ \$13 each = \$910 for 70 ■ Design completed. ■ If accurate financial report, approve purchase? ■ Tressa will work with Global when/if design approved by Marketing. ■ Mock up is made - Kayla and Tim met with Marketing last week and to come up with a new process. They are making a	Tressa & Sara

	special request form for the swim team. ■ Sara and Tressa will be on point to approve the designs by marketing. b. GBY Summer Team sweatshirts ■ \$25 = \$750 for 30 ■ Design completed? ■ If accurate financial report, approve purchase? ■ Tressa will work with Global when/if design approved by Marketing. ■ Need summer swim team roster. Kayla will send us the roster. c. Freeze shirts ■ Design approved. ■ Tressa working with Global to get the order link and to set price for a profit. Will post on TeamUnify as soon as info received. ■ Kayla or Kira/Nicole will email the link to all teams to order also. ■ Need to get order link and create event in TeamUnify asap. ■ Need shirt sizes for officials to order as gift. ■ What should be ordered to have as extra on hand to sell? Order 10 extra S, 20 M, 20L, 20XL ■ Have an order form available d. Y State shirts requested? ■ If not, Tressa will. Not yet. Wait until new form is ready. e. Car decals requested? ■ If not, Tressa will. Not yet - wait until new form is ready. f. Christmas grab bag suit sale? ■ Table for now. g. Bowling Party ■ 12/27/23 6-8pm (Kayla not be at the bowling party) 1. Gift baskets? Swimmers get raffle ticket when they come? Donated by parents? Other ideas to make it extra fun? Parent committee purchase. We'll go to swim outlet and get raffle items. (Sara) \$100 2. 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. a. Table for now. h. New Business ■ Tressa/Sara can now work directly with Marketing to make requests. Will then work directly with Global on merchandise. 1. Request process needed - Marketing is developing form. Once form is done, will meet to go through and make sure all are on the same page/answer questions. ■ Holiday Relays and Team Photo changed to 12/18/23.	
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	■ Add GBY Swim apparel to new Y online store for purchase? Marketing asked if we could add some swim team items. YES! Tim will have them start working on this.	
Marketing	Marketing Sub-Committee 1. Old Business a. Team pamphlet printed? i. Did Kayla request 100? b. Is Kayla bringing the GBY flag to meets? c. Meeting with Marketing including Steve? i. Can Steve design things to provide to Marketing for approval versus having to wait for Marketing to approve? 1. Steve can work directly with Marketing to make requests. Market is developing form. Once form is done, will meet to go through and make sure all are on the same page/answer questions. d. Volunteer and Officiating page added to TeamUnify? e. Policy and Procedure for Marketing created by Steve? f. Senior banners - 7 seniors i. Design approved. ii. Ordered. \$34/each = \$204 total. Should be in this week or early next. 2. New business a. Pull up stands for all 4 pools to market Swim Team: \$139/each = \$556 total. Previously approved per Dave but wanted to get approval from this group. Parent group approved on 12/4.	Steve
Banquet/Awards	Banquet/Awards Sub-Committee 1. Old business 2. New business a. Tressa saw a fun idea at Manitowoc for personal awards. i. Medals with each stroke. Metal keychain with beads for best times and fish for state cuts made. ii. Can put an example on the bulletin board for kids to see. iii. Stephanie Williams agreed to work on this and present the information for possible approval and purchase in the near future. b. Is Kayla putting black stars up around USA and Y state time posters for kids to see who makes cut times? i. Yes, Kayla will do this. c. Will need Freeze numbers, or at least estimates, to order awards. i. Kayla will ask to see if she could get this info from meet manager.	Sara & Tressa
Equipment	Equipment Sub-Committee 1. Old business a. Purchase of a connector and new starter with Ashwaubenon?	Brian & Steve

	i. Steve is in the process of searching for the piece of equipment. Should have more within the week and will also speak with Melody. 1. NOT DONE. b. Did Brian finish Safe Sport? c. Any interest in others becoming AOs? d. Colorado Timing Training Manuel i. Steve finished? e. Live streaming allowed? i. Did Kayla order a GoPro? ii. Kayla/Tim to talk with Ryan R. prior to doing this 2. New business a. Secure storage of swim team supplies on deck needed. i. Tressa saw what Manitowoc uses. Large outdoor storage shed with padlock option. Found one for \$464 on Amazon. ii. PC approve purchase? What is the size of this storage?	
Other topics	Additional Discussion Items 1. Old business a. Times need to be updated in Team Unify before each meet. Some times were not updated from the last meet before the Y Finalist meet. - could be an issue with timing b. Concerns regarding bugs at Schroeder last weekend.	
Next Meeting	• Schedule Next Meeting - 01/08/23 at 530pm at Ferguson	

Minutes recorded by: Sara Hermesen

Please email corrections to: tressa222@gmail.com