

GBY Parent Committee Meeting Minutes

Date: 07/10/23

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

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

AGENDA ITEM	DISCUSSION	ACTION/PLAN
Coach Kayla	- Meeting held via Google Meet - June's Meeting Minutes approved. - Old business - Welcome packets with training procedures for coaches. - NOT DISCUSSED - Coach contact info for parents. - Kayla will put all the coaches emails and	- Kayla will put all the coaches emails and numbers on TeamUnify tomorrow. - Kayla will get pictures and bios for herself and all coaches to add to TeamUnify.

	numbers on TeamUnify tomorrow. • Need head shots and bios of coaches to add to the TeamUnify. ■ Email parents to participate in Parent Sub-Committees. • Identify positions needed. Parent Committee can discuss among themselves to decide. • Kayla includes this in the weekly newsletter. • Need Financial Person. ○ Kayla wants someone to be in this position to watch the Parent Committee finances, audit, submit check requests, handle meet money, manage budget. ■ Contact and introduce self to area teams. • DONE at meets, emails, etc. Needs to still meet HSSB coaches. • Contact list for teams? Kayla can get all info from teams' sites and compile a master list. ■ Team banner. • DONE - located and being used. ■ Kayla introduce herself to other teams. • DONE • Also met UWGB and UW-Oshkosh coaches. Looking to connect with St. Norbert. ■ One meet per season in Illinois and/or Iowa? • Y teams can swim at any Y Meets. Not actually new news. ■ Kayla will bring the Gatorade coolers to meets. • Gatorade or Liquid IV mix • DONE - Swimmers like the powder more than the jug. Kayla will continue to bring powder to hand out at meets. ■ Who is responsible for reaching out to new parents. • Kayla is working on this - working with someone from the Parent Committee would be helpful. ○ Add position to the Parent Committee? ○ Tressa and Sara can help for now. • Is it part of the Parent Committee to do website design, etc. for TeamUnify? ○ Steve is willing to look to see how much can be done. Steve will meet with Kayla to determine what is wanted and how to build it.	• Parent Committee Sub-Committee members will determine how much help they need, and what help is needed, to then communicate to parents for volunteers. • Finance Sub-Committee will be added to the Parent Committee once someone is ready to fill it. • Tressa will contact Global Recognition to get pricing for t-shirts, sweatshirts and sweatpants. Use current design from Elsmore site. • Sara will work on getting refunds from Elsmore for defective caps. • Tressa will check with A3 and Swim Outlet about developing a team store. • Tressa and Sara will work with Kayla about connecting with new parents. • Steve and Kayla will work on meeting to look at TeamUnify and how to make improvements to our team page. • Steve will review the Welcome to GBY info page on TeamUnify to determine if more of a "road map" is needed. • Kayla will work on developing a Buddy System.
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	○ Steve suggested some info on the site to serve as a roadmap. ■ Start with Welcome to GBY. Print out for every new parent as part of Welcome packet.? ■ Steve can review this to determine if more is needed. ■ Buddy System ● Work in progress. Having older kids mentor the younger kids when possible. ○ New business ■ NOT DISCUSSED	
Financial	● Old business ○ Account balances ■ Senior fund = INFO INCORRECT ■ Parent account = INFO INCORRECT ○ Develop yearly budget? NOT DISCUSSED ● New business ○ NOT DISCUSSED	● Kayla will work with Dave to prepare an accurate financial report.
Meet	Meet Sub-Committee 1. Old business ■ Parents to become officials. 1. NOT DISCUSSED ■ Meet Sub-Committees positions. 1. Sub-Committee sign-ups? 2. Meet Expansion Sub-Committee? a. NOT DISCUSSED ■ Parent volunteer expectations - Fee a. NOT DISCUSSED ■ USA meet in coordination with ASC next summer/fall. a. NOT DISCUSSED ■ GBY Championship Meet 1. Try Buddy System then? 2. Computer, Timers, Officials, Runners needed 3. Parent Committee questioned if this is possible. Concerns about Parent Committee members and swimmers being available. 4. Does the timing system work? What will the turn out be? Summer numbers have been very low. 5. If objective is to see if timing system works at	● Kayla will prepare a financial report from the Friday Night 50's. ● Kayla will send out a communication regarding the cancellation of the GBY Championship meet.

	Ferguson, need to do it in a different way. 6. Brian suggested a Mock Meet in the fall during practice. Need time to locate all the parts and determine if works. 7. Kayla decided to cancel the meet. Wants to work on getting system running for value reasons. ○ New business ■ Financial Report from Friday Night 50's. 1. INACCURATE INFO. ■ GBY Summer Team Championships 1. Will be canceled.	
Food	● Old business ○ Welcome Jeff! ● New business ● Jeff will inventory what is left. ● Will follow what Mark Simonet did when he ran concessions in the past. ● Need to know how many to expect, then will use the Excel sheet and calculate easily. Simonet had years of success doing this.	● Jeff will inventory what is currently in stock.
Social/Apparel	● Old business ○ Movie and ice cream party. ■ NOT DISCUSSED ○ How start the process to request apparel. (Kayla) ■ NOT DISCUSSED ○ Team suits? Fittings? ■ Elsmore ■ A3 ■ NOT DISCUSSED ○ Maybe do something fun in place of the GBY Championship meet? ■ Fun games and pizza at the pool? ■ Ashwaubomay? ■ Kayla can ask swimmers what they would like the most. ■ Poor meet attendance this summer has been a problem. Concern that an event won't be well attended. ○ Need to identify why people are not signing up for meets. ■ Need to ask parents what is the reason. Financial barriers? Transportation? Need to find out the root cause or will just guess.	● Tressa will contact Global Recognition to get pricing on GBY Summer Team sweatshirts. ● Tressa and Sara will continue to work on putting together team gifts for fall. ● Kayla will ask swimmers if they would like an end of summer celebration. ● Kayla will think about how to address low meet attendance. ● Sara will continue to work on getting refunds for poor quality caps.

	■ Send a survey? Kayla ask parents? Require a reason to be entered in declaring no? ○ Team gifts for the fall. ■ Water bottles with stickers, car decals, swim cap, t-shirt/sweatshirt/ sweatpants. Need to figure out sizing. ■ If design already approved, just go through Global for shirts. No need to go through Marketing. ● Tressa will contact Global to work on this pricing of t-shirts, sweatshirts, and sweatpants. ■ Issues regarding Elsmore caps and poor quality for last personalized order. ● Sara working on getting a refund. ○ GBY Summer Team 2023 sweatshirt? ■ Reward for summer swimmers ● New business ○ Team suit fitting and order date? ■ Change vendor? ● Check with A3 and Swim Outlet about team stores. Kayla likes Swim Outlet. ● Tressa will do this ● No decision made regarding team suits or order date. ○ Team apparel and merch ■ Change vendor? ● Check with A3 and Swim Outlet about team stores. Kayla likes Swim Outlet. ● Tressa will do this	● Tressa will contact A3 and Swim Outlet for team store information.
Marketing	● . Old Business ○ Press release regarding Kayla. ○ Swimmers assist at Pre-Team and/or swim lessons? (Kayla) ■ NOT DISCUSSED ○ Update trophy cases and bulletin boards. ■ NOT DISCUSSED ○ Pool deck banners. ■ NOT DISCUSSED ○ Recruitment and retention needs to be a priority. ■ Kayla has talked to Aquatic Directors. ■ What can be done outside of the Y? ■ Why are we losing swimmers to other teams? ■ Need a pipeline through swim lessons and moving up. ■ Need to go after schools and get into school newsletters.	● Steve will work on sharing team info/pamphlet with Green Bay and DePere School Districts for newsletters. ● Steve/Kayla will work with the Y to get the pamphlets printed and ready to distribute. ● Kayla will set up a meeting with Marketing and will include Steve.

	■ Parades. ■ Visual indicators at the Y's, on the pool decks. ■ Communicate consistently and effectively with parents. Need to build connection. ■ Buy apparel to give to swimmers so they can represent in the community. ■ Everything has to go through Marketing for all printed materials. ● Online request form now available to get things done quicker - need time to process. ○ DETAILS UNKNOWN ● Hand out only at Y or distribute around town. ● Posting on Facebook is a lengthy process and can take time to post. ● Steve shared a pamphlet he made working with Marketing. ○ Can be shared immediately. ○ Can we get them printed from the Y? ● Swim calls should go straight to Kayla - Discussed information and links listed on pamphlets. ■ Kayla will set up a meeting with Marketing. Steve is invited. ● New business ○ Steve moving to Equipment. Will remain as Marketing for now too..	
Banquet/Awards	● Old business ○ Sub-Committee needs ○ NOT DISCUSSED ● New business ○ NOT DISCUSSED	●
Equipment	○ Old business ■ Locate or order Ipad. (Kayla) ● GoPro preferred ■ Order white boards. (Kayla) ● NOT DISCUSSED ■ Timing System help. ● Darren Olson, Patrick Casey, Kayla's dad ● NOT DISCUSSED ● Ferguson Timing System	● Brian and/or Steve will work with Ashwaubenon on purchasing a new starter. ● Brian and Steve will work on getting the Ferguson timing system equipment together. Plan with Kayla to test it out.

	- Does it work? • Brian suggested a Mock Meet in the fall during practice. Need time to locate all the parts and determine if works. • Kayla wants to work on getting the system running for value reasons. ○ New business ■ Canopy and wagon purchase - NOT DISCUSSED ■ Ashwaubenon needs a new starter. Can split the cost.	• Kayla will research GoPros and will order one if she wants. • Kayla will order white boards if she wants new them. • Kayla will order an ipad if she wants.
Other topics	Additional Discussion Items 1. Old business a. Add Financial position back - Brent Blahnik? i. Kayla wants someone to be in this position to watch the Parent Committee finances, audit, submit check requests, handle meet money, manage budget. Kayla will email Brent also. b. New Parent Welcome packets i. Kayla has a mock draft from last Parent Meeting for summer. ii. New parents meeting for Sept? 1. Make packets nicer. 2. Include Parent Committee members - present on Parent Committee and encourage sign up - sign up during the meeting? 3. Kayla is open to all ideas for this. c. Virtual option via Teams i. DONE - Tried today. ii. Teams works better than Zoom. d. Correct or delete the team record info on TeamUnify. i. NOT DISCUSSED e. Safety protocols i. NOT DISCUSSED 2. New business	• Kayla will email Brent Blahnik about possible interest in the Financial position. • Kayla and the Parent Committee needs to prepare for a September All Parent/New Parent Meeting. • Sara and Tressa will work on putting New Parent packets together with input as needed.
Next Meeting	• Schedule Next Meeting - 9/11/23 at 5:30pm at Ferguson or Teams	
Agenda items for next meeting	• Action items listed above. • Items listed as NOT DISCUSSED. • Meet schedule - Should be put together.	

Minutes recorded by: Tressa Weber
Please email corrections to: tressa222@gmail.com