

# GBY Parent Committee Meeting Minutes

Date: 09/18/23

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

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

| AGENDA ITEM | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                | ACTION/PLAN                                                                                                                                                                                                                                              |
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| Coach Kayla | <ul style="list-style-type: none"> <li>Meeting held via Google Meet</li> <li>July's Meeting Minutes approved.</li> <li>Old business <ul style="list-style-type: none"> <li>Coaches pictures, bios, emails and numbers on TeamUnify. <ul style="list-style-type: none"> <li>New coaches and working on bios and info plus looking where Kayla can get a headshot.</li> <li>Will update by next weekend.</li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Kayla will update coaches info on TeamUnify with pics and bios by 09/25/23.</li> <li>Kayla will update the team roster in TeamUnify by 09/22/23.</li> <li>Kayla will clean-up inactive email accounts.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>■ Caryn will do it with the senior banner pics in the next few weeks so she can do coaches pics also.</li> <li>○ Finance Sub-Committee status <ul style="list-style-type: none"> <li>■ Still looking. Will ask at All Parent Meeting.</li> </ul> </li> <li>○ Connecting with new parents. <ul style="list-style-type: none"> <li>■ Kayla has connected with most new parents via try-outs.</li> <li>■ Kayla has a task list that she is completing to add everyone into TeamUnify.</li> <li>■ Auto-generate Welcome to the Team info to new families.</li> <li>■ Rosters in TeamUnify are not correct. <ul style="list-style-type: none"> <li>● Kayla needs to update as not everyone has signed up that need to. Kayla will resolve this by the end of this week.</li> <li>● Maybe use attendance record keeping to make sure all are accounted for and are being correctly charged.</li> <li>● Also needs to clean up inactive emails.</li> </ul> </li> </ul> </li> <li>○ Buddy System. <ul style="list-style-type: none"> <li>■ Not many Gold swimmers right now. Not enough to match to the growing Bronze group. Larger Silver group now also.</li> <li>■ A few seniors may become unofficial team captains.</li> </ul> </li> <li>○ Address low meet attendance. <ul style="list-style-type: none"> <li>■ Survey Monkey survey wasn't good option. Can re-do via Google forms if needed. <ul style="list-style-type: none"> <li>● Cost and distance identified as factors in surveys that could be viewed.</li> </ul> </li> <li>■ Trying new meets closer to home.</li> <li>■ Working on our own attendance.</li> <li>■ Maybe add more USA meets if there is interest.</li> <li>■ All assistant coaches want to participate in meets - just working on the certification process. <ul style="list-style-type: none"> <li>● Kayla and Karrina certified right now</li> </ul> </li> </ul> </li> <li>○ September All Parent/New Parent Meeting. <ul style="list-style-type: none"> <li>■ 10/03/23. Will keep practice schedule. <ul style="list-style-type: none"> <li>● Tressa made a Parent Committee slide show that will be available if needed for the meeting, and also posted for all parents afterwards.</li> <li>● Parent Committee members should talk about what to know as parents.</li> </ul> </li> </ul> </li> <li>○ Mock Meet needed for this Fall. Intro to meets, especially for new swimmers without pressure of real meet.</li> </ul> | <ul style="list-style-type: none"> <li>● Kayla will work with assistant coaches on getting certified to coach at meets.</li> <li>● Kayla will look into additional USA meets to possibly schedule.</li> <li>● Tressa will post the Parent Committee slide show on TeamUnify after the All Parent Meeting.</li> <li>● Kayla will determine when to hold a Mock Meet.</li> </ul> |
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| Financial | <ul style="list-style-type: none"> <li>• Old business <ul style="list-style-type: none"> <li>○ Accurate financial report. <ul style="list-style-type: none"> <li>■ Today's day through June. <ul style="list-style-type: none"> <li>• June - Sept = \$8725 in Parent Committee; \$13,421.94 Equipment.. <ul style="list-style-type: none"> <li>○ June expenses were meet start up and food expenses = \$554. Supplies - \$252. Team water bottles and stickers - \$89.67</li> </ul> </li> </ul> </li> </ul> </li> <li>○ Financial report from Friday Night 50's <ul style="list-style-type: none"> <li>■ \$250 Parent Committee; \$250 YMCA.</li> </ul> </li> <li>○ Yearly budget? <ul style="list-style-type: none"> <li>■ Kayla will be learning more about how the swim team budget works. Can work on planning for meets, etc.</li> </ul> </li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Kayla will continue to learn how the swim team budget works and share information with the Parent Committee.</li> </ul>                                        |
| Meet      | <p>Meet Sub-Committee</p> <ul style="list-style-type: none"> <li>• Old business <ul style="list-style-type: none"> <li>○ Parents to become officials.</li> <li>○ Meet Sub-Committees positions. <ul style="list-style-type: none"> <li>■ Will have Parent Committee Sub-Committee sign up list at meeting. If don't sign up, will be assigned.</li> <li>■ Meet Expansion Sub-Committee? <ul style="list-style-type: none"> <li>• NOT DISCUSSED.</li> </ul> </li> </ul> </li> <li>○ Parent volunteer expectations - Fee? <ul style="list-style-type: none"> <li>■ NOT DISCUSSED.</li> </ul> </li> <li>○ USA meet in coordination with ASC next summer/fall. <ul style="list-style-type: none"> <li>■ NOT DISCUSSED.</li> </ul> </li> </ul> </li> <li>• New business <ul style="list-style-type: none"> <li>○ Meet dates booked <ul style="list-style-type: none"> <li>■ Titledown Freeze booked for January 19-21, 2024.</li> <li>■ Last Chance booked for March 9, 2024.</li> <li>■ Friday Night 50s <ul style="list-style-type: none"> <li>• June 7th? When do schools get out? (De Pere is done May 31st, GB is done June 7, Ashwaubenon is done June 5)</li> <li>• Nicole will look into possible conflicts to determine the best date.</li> </ul> </li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Nicole will look into possible conflicts to determine the best date for the Friday Night 50s.</li> </ul>                                                       |
| Food      | <ul style="list-style-type: none"> <li>• Old business <ul style="list-style-type: none"> <li>○ Jeff will inventory what is currently in stock. <ul style="list-style-type: none"> <li>■ NO UPDATE.</li> <li>■ Losing storage room downstairs. Wait until all moved up to the office storage room.</li> </ul> </li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Jeff will complete an inventory of supplies, etc. after supplies are moved upstairs.</li> <li>• Jeff will contact Kathleen to get supplies she has.</li> </ul> |

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|                | <ul style="list-style-type: none"> <li>■ Inventory information was not received from Kathleen. She reportedly has some food boats - Jeff will connect with her to get these.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Social/Apparel | <ul style="list-style-type: none"> <li>● Old business             <ul style="list-style-type: none"> <li>○ Team gifts for fall.                 <ul style="list-style-type: none"> <li>■ Water bottles with GBY stickers                     <ul style="list-style-type: none"> <li>● Stickers = \$45.35</li> <li>● Water bottles - \$44.32</li> </ul> </li> <li>■ GBY Caps - Elsmore                     <ul style="list-style-type: none"> <li>● \$13.50 each = \$945 for 70</li> <li>● Parent Committee or Swim Team purchase?                         <ul style="list-style-type: none"> <li>○ Direct swimmers to Team Store to purchase on their own.</li> </ul> </li> </ul> </li> <li>■ Cotton t-shirt - Global Recognition                     <ul style="list-style-type: none"> <li>● Must be done through Marketing</li> <li>● Kayla has not submitted for this.</li> <li>● \$13 each = \$910 for 70</li> <li>● 58 responses to sizing survey</li> <li>● Will have parents provide sizes at All Parent Meeting if they haven't completed the survey.</li> </ul> </li> </ul> </li> <li>○ Refunds from Elsmore for defective caps                 <ul style="list-style-type: none"> <li>■ Sara hasn't gotten responses regarding refund. She will keep trying.</li> </ul> </li> <li>○ A3 and Swim Outlet - new team store?                 <ul style="list-style-type: none"> <li>■ For Kayla to decide in future - Provided all information from both companies.</li> <li>■ Seems easiest to stay with Elsmore. They have more available on an ongoing basis.</li> <li>■ Will table the topic.</li> </ul> </li> <li>○ Team suit fitting?                 <ul style="list-style-type: none"> <li>■ Benefit to help kids get good fit, especially new swimmers.</li> <li>■ Tressa will contact Elsmore to schedule during a night of practice.</li> </ul> </li> <li>○ GBY Summer Team sweatshirts - Global Recognition                 <ul style="list-style-type: none"> <li>■ Must be done through Marketing                     <ul style="list-style-type: none"> <li>● Kayla submitted request and it is approved.</li> <li>● \$25 = \$750 for 30</li> <li>● Who included in this? 23-30 attended summer meets.                         <ul style="list-style-type: none"> <li>○ Kayla will think about this. Likely</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>● Kayla will submit a request to Marketing for t-shirts asap.</li> <li>● Tressa will provide t-shirt and sweatshirt sizing information to Kayla. Kayla will then work with Marketing to get both ordered.</li> <li>● Tressa will contact Elsmore to schedule a suit fitting night.</li> <li>● Kayla will submit a request to Marketing for car decals by 09/12/23.</li> <li>● Tressa will forward photos of seniors to Kayla once all obtained.</li> <li>● Kayla will submit a request to Marketing for Senior Banners once the photos are received.</li> <li>● Tressa will get clarification regarding payment for individual photos.</li> </ul> |

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|  | <p>anyone registered and coming to practices. 23-30 attended summer meets.</p> <ul style="list-style-type: none"> <li>○ Need sizing information to proceed. Tressa will get sizing information to Kayla.</li> <li>○ Will cross check responses with roster and make sure all accounted for an appropriate sizes.</li> <li>○ Will have parents provide sizes at All Parent Meeting if they haven't completed the survey.</li> <li>○ Nicole motioned to approve purchasing the sweatshirts and Kira/Steve seconded it.</li> </ul> <ul style="list-style-type: none"> <li>○ New Parent packets <ul style="list-style-type: none"> <li>■ QR code linking to TeamUnify and highlight parent info tab.</li> <li>■ Car decals <ul style="list-style-type: none"> <li>● Must be done through Marketing</li> <li>● Kayla has not requested but will tomorrow.</li> </ul> </li> </ul> </li> <li>● New business <ul style="list-style-type: none"> <li>○ Freeze and Y State shirts <ul style="list-style-type: none"> <li>■ Kayla actually requested today</li> </ul> </li> <li>○ T-shirt sizing survey - worked great!</li> <li>○ Senior banners - 7 seniors <ul style="list-style-type: none"> <li>■ Must be done through Marketing</li> <li>■ A. Goebel, N. Oleniczak, C. Ullman, C. DePas, N. Gehm, G. Daanen, A. McRoberts</li> <li>■ 2 photos so far, 1 pending</li> <li>■ Caryn Gehm is scheduled to come to two practices to take photos. Tressa informed families. Jess Arraga will have some GBY fleeces available to wear if needed.</li> </ul> </li> <li>○ Team photos and Holiday Relays <ul style="list-style-type: none"> <li>■ 12/20/23 - Paul Manke</li> <li>■ Individual option - 5x7 <ul style="list-style-type: none"> <li>● \$10 each = \$700 for 70</li> <li>● Easiest for Parent Committee to pay for those interested - survey sent to gauge interest</li> <li>● 15 yes; 14 no</li> <li>● Unclear if Parent Committee pays for all upfront or not. Tressa will get clarification.</li> </ul> </li> </ul> </li> </ul> </li> </ul> |  |
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|           | <ul style="list-style-type: none"> <li>○ Personalized cap order <ul style="list-style-type: none"> <li>■ Open until 9/21/23</li> </ul> </li> <li>○ Grab bag sale for extra suits at All Parent Meeting? <ul style="list-style-type: none"> <li>■ Money goes to Parent Committee. Do at same time as suit fitting. Lending closet option too for meets.</li> </ul> </li> <li>○ Stocking caps, clips, swim along caps - prizes or spares?</li> <li>○ Hotel Block for Y Finalist <ul style="list-style-type: none"> <li>■ \$104 each</li> <li>■ 1 used last year. Can do block of 10.</li> <li>■ Will try again this year to see how it goes.</li> <li>■ Push attendance and hotel block</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Marketing | <ul style="list-style-type: none"> <li>● . Old Business <ul style="list-style-type: none"> <li>○ TeamUnify - Improvements to our team page. <ul style="list-style-type: none"> <li>■ Steve updated the information regarding Bronze, Silver and Gold.</li> <li>■ Updated Concussion, Safe Sport, and Sudden Cardiac Arrest protocols. Really have to teach kids, especially new kids, to understand concussions and staying in their own lane.</li> <li>■ Steve requested Volunteer and Officiating tab on website - Kayla approved.</li> </ul> </li> <li>○ QR codes at end of swimming lessons.</li> <li>○ Welcome to GBY info page on TeamUnify - need more of a "road map"? <ul style="list-style-type: none"> <li>■ NOT DISCUSSED</li> </ul> </li> <li>○ Share team info/pamphlet with Green Bay and DePere Schools Districts for newsletters</li> <li>○ Pamphlets - get printed and ready to distribute. <ul style="list-style-type: none"> <li>■ NOT DISCUSSED</li> </ul> </li> <li>○ Kayla will set up a meeting with Marketing and will include Steve.</li> <li>○ Swimmers assist at Pre-Team and/or swim lessons? <ul style="list-style-type: none"> <li>■ NOT DISCUSSED</li> </ul> </li> </ul> </li> <li>● New business <ul style="list-style-type: none"> <li>○ Website (Volunteer and Officiating pages)</li> <li>○ Flyer for Schools <ul style="list-style-type: none"> <li>■ Kayla send flyer out with QR code so can be sent to all schools as well.</li> </ul> </li> <li>○ Banners for pool decks <ul style="list-style-type: none"> <li>■ NOT DISCUSSED</li> </ul> </li> <li>○ Updated bulletin boards on the deck - Thanks Sharon!</li> <li>○ Update trophy case</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>● Steve will share the QR code/team pamphlet with local school districts to include in their newsletter.</li> <li>● Kayla will get the team pamphlets printed to be distributed.</li> <li>● Kayla will schedule a meeting with Marketing and include Steve.</li> <li>● Steve will add a Volunteer and Officiating page to TeamUnify.</li> <li>● Tressa will get updated trophy information for the trophy case.</li> <li>● Sharon Froseth will update the trophy case when able.</li> </ul> |

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|                | <ul style="list-style-type: none"> <li>■ Tressa working on info for past years for trophies. Sharon will work on updating the cases.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                        |
| Banquet/Awards | <ul style="list-style-type: none"> <li>● Old business</li> <li>● New business</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>●</li> </ul>                                                                                                                                                                    |
| Equipment      | <ul style="list-style-type: none"> <li>○ Old business <ul style="list-style-type: none"> <li>■ Work with Ashwaubenon on purchasing a new starter.</li> <li>■ Get the Ferguson timing system equipment together. Plan with Kayla to test it out. <ul style="list-style-type: none"> <li>● NOT DONE. Will likely look to sell or dispose of the timing system. Keep the scoreboard.</li> </ul> </li> <li>■ GoPros? NOT DISCUSSED</li> <li>■ White boards? NOT DISCUSSED</li> <li>■ Ipad? NOT DISCUSSED</li> <li>■ Timing system help NOT DISCUSSED</li> <li>■ New equipment ideas <ul style="list-style-type: none"> <li>● Kayla is interested in a power tower. Will email the Parent Committee if she has ideas to purchase.</li> <li>● Steve will contact Ashwaubenon about sharing the purchase costs of a connector to send timing information into the Colorado. Fair is to go 50/50 on this purchase.</li> </ul> </li> </ul> </li> <li>○ New business <ul style="list-style-type: none"> <li>■ Canopy and wagon purchase - \$252.01</li> <li>■ Timing Training Manual NOT DISCUSSED</li> <li>■ Concussion and Sudden Cardiac Arrest (updates) - Steve added info to TeamUnify.</li> <li>■ Steve completed AO. Just need Step 3, which is a link that Kayla needs to send.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>● Steve will contact Ashwaubenon about sharing the purchase of a connector and new starter.</li> <li>● Kayla will send Steve the link for Step 3 of the AO training.</li> </ul> |
| Other topics   | <p>Additional Discussion Items</p> <ul style="list-style-type: none"> <li>● Old business</li> <li>● New business</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>●</li> </ul>                                                                                                                                                                    |
| Next Meeting   | <ul style="list-style-type: none"> <li>● Schedule Next Meeting - 10/02./23 at 5:30pm at Ferguson</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                        |

Minutes recorded by: Tressa Weber

Please email corrections to: tressa222@gmail.com