

GBY Parent Committee Meeting Minutes

Date: 05/05/25

Member	Role	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Nicole Querio Chelsea Place	Meet Director	X	X X	N N	N/A	X X							
Dan Hatch (as of March)	Officials			X	N/A	X							
Tressa Weber (Jan-March) Jenn Schinker (social-as of May) Brenda Carter (apparel-as May)	Social Apparel	X X X	X N X	X X	N/A N/A N/A	 X N							
Steve Querio (Jan-May) Stephanie Williams (as of May)	Marketing	X X	X X	X X	N/A	 X							
Brenda Carter (finance) Jenn Schinker (fundraising)	Finance/ Fundraising	X X	X N	X X	N/A N/A	N X							
Jenn Schinker (banquet) Tressa Weber (awards)	Banquet Awards	X X	N X	X X	N/A N/A	X X							
Steve Querio Brian Zimmerman	Equipment	X N	X N	X X	N/A N/A	X N							
Jeff Hermsen (Jan-March) Gretchen Jahnke (as of March)	Food	X	X X	X X	 N/A	 X							
Kayla Wiltzius	Head Coach	X	X	X	N/A	X							

X = Present N = Not Present

Deadlines & Assignments by Person

Kayla

- Update roster and groups – ☒ Completed

- Roster updated, includes 6 new Bronze swimmers
- Focus now shifts to *Silver 1 retention*
- **USA Swimming Application for Titledown Freeze** –  *Completed*
 - We are on schedule for desired weekend
 - Two other meets south of us that weekend
 - Nicole contacting Ashwaubenon to get creative with space
 - Push with local USA clubs begins in July
- **Add Kristin, Austin, Courtney to Sports Engine** –  *New deadline: 6/1/25*
 - Kristin & Austin to be added in May
 - Courtney will be added in Fall if she returns
- **Parent Communication on Volunteer Charges** –  *Missed 5/1/25 – new target: 5/31/25*
 - Group email sent today
 - Handbook update by end of May
 - Will send to Jenn for New Parent Folder
- **Learn and Start Using GoPros** –  *Adjusted deadline: 5/15/25*
 - All equipment acquired, SD card purchased
 - Testing planned at practice
 - Underwater window video suggested by Dan
 - Need longer selfie stick
- **Starting Block Purchase Research & Contact Providers** –  *Due 9/1/25*
 - Will contact Keifer about visiting

- Dan to coordinate with Craig from Broadview for measurements
 - **Summer Schedule** – ⌚ *To be finalized by 5/6/25*
 - Needs IT support to adjust Team Unify
 - Schedule additions expected by 11am on 5/6
 - **Send New Parent Info to Jenn** – ➡️ *Due 5/6/25*
 - **Webmaster Access for Chelsea** – ➡️ *Will assign on 5/6/25*
 - **Inform Tressa of Award Quantities (Sprint or Treat)** – ➡️ *Due 6/1/25*
 - **Process 2026 Banquet Deposit (\$250)** – ➡️ *Will request payment on 5/6/25*
-

Steve

- **Email Financial Breakdown from Titledown Freeze to Parent Committee** – ❌ *Missed 2/14/25 – New due: 5/10/25*
-

Tressa

- **Order Banquet Trophies & Senior Plaques** – ✅ *Completed*
-

Gretchen

- **Inventory Leftover Concession Supplies** – ✅ *Completed*
- **Create Sign-Up Genius to Sell Leftover Concessions** – ✅ *Completed*

- **Send Updated Concession Info to Group** –  Due 5/6/25
-

Stephanie

- **Work with Chris & Kayla to Announce Tryouts** –  *Still in progress*
 - Chris unresponsive, cancelled meetings
 - Steph will pursue in-person contact - will contact Tim to move forward if needed
 - Fall tryouts = 1st week of August
 - Kayla will loop Steph into Marketing
 - **Set Up Instagram Account** –  *Status unclear*
 - Chris likely to be highly involved
-

Chelsea

- **Complete Safe Sport Training & Background Check** –  Due 9/1/25
 - Required for Meet Director role
 - **Get Webmaster Access** –  Kayla to do this on 5/6/25
 - **Connect with Nicole in July (Meet Planning)** –  Meeting to be scheduled
 - **Reach out to St. Norbert (future meet option)** –  For pricing & details
-

New Items & Discussion Points

Finance & Communication

- **Parent Accounts & Financial Report (Kayla & Brenda):**
 - **Parent Fund:** \$10,963 (not incl. banquet)
 - **Equipment Fund:** \$11,856
 - **Banquet Costs:**
 - Trophies & Plaques: \$205.26
 - Meals & Soda: \$2,370.89 (less than quoted)
 - Coaches Gifts: \$300
 - Kayla to send breakdown for clarity
 - Total: \$2370.89
 - Escrow charges: \$1,497
 - Parent Account: \$873.89
-

Coach Updates (Kayla)

- **Summer Schedule:**
 - Final edits pending, will be completed by 5/6/25
 - Team Unify updates pending IT access
-

Fundraising (Jenn)

- **Ideas:**

- Seroogy's
 - Chick-Fil-A
 - Brat Sale (Festival) – will call
 - 50/50 Raffle (all home meets)
 - Raffle Baskets (Tittletown & possibly expanded)
 - *Off-season fundraising focus*
-

Meet Director (Nicole & Chelsea)

- **Upcoming Meets:**

- *Sprint or Treat* – 10/18/25
- *Tittletown Freeze* – 1/17–1/18/26

*Emphasize themes with decorations and photo spots

Location Options:

- Ashwaubenon – limited space
 - UWGB – consider for future (Wausau-style concessions)
 - St. Norbert – possibly cheaper (Chelsea to explore)
-

Food (Gretchen)

- **Concession Inventory** –  Completed

- **Money Deposit:** Kayla to count and deposit money from sale of left over items
 - **Updated Concession info will be emailed:** Gretchen to send by 5/6/25
-

Officials (Dan)

- **Team Unify Posting Help:** Steve will do Zoom training with Dan
 - **1 Observation Remaining:** will do at a summer meet
 - **Training & Recruitment:**
 - Post upcoming training invites
 - Coordinate with other officials for the fall season - goal is to fully staff our meets
 - Nicole to share Linda Klope's contact for in-person training
-

Social/Apparel (Tressa, Jenn, Brenda)

- **2026 Y State Dinner at Bavarian Bierhaus** – Tressa will book
- **Nearby Hotel Options:** Jenn will check pricing
- **Summer Apparel:**
 - Crewneck sweatshirts confirmed
 - Brenda to request new design & coordinate order by 6/1/25 - estimated cost of about \$1000
- **End-of-Summer Party:**
 - Ashwaubomay booked for August 5th – \$275 paid

New Parent/Welcome Committee (Jenn)

- **Folder Updates & Outreach:** Ongoing
- **Kayla to send new parent info by 5/6/25**

Banquet & Awards (Jenn & Tressa)

- **2026 Banquet:**  Booked for 4/24/26
 - DJ and photo booth secured
 - Deposit processing on 5/6/25
- **No-Show RSVP Charges:**
 - Clarify policy for next year
 - Consider using Daxko to charge ahead with a refund policy
 - Make expectations clear to families
- **Update Trophy Case:** Planned
- **Sprint or Treat Awards:**
 - Themed medals
 - Kayla to inform Tressa of quantities by 6/1/25

Marketing (Stephanie)

- **Social Media Access:** Needs confirmation
 - **Outreach Efforts:** Ongoing
 - **Banner Suggestions:**
 - Track rail banner at Broadview
 - Make deck banners more visible - Kayla will contact Aquatic Directors about this
 - Connect with swim lessons graduates - have swimmers talk at the end of lessons?
-

Equipment (Steve & Brian)

- **Starting Blocks:** In progress
 - Keifer visit pending
 - Dan to measure, coordinate with Craig
-

Volunteer Opportunities / Parking Lot Items

Jess interested in coordinating:

- Paul's Pantry
 - Community Dinner
 - Bell Ringing
 - DPCO Application
-

Next Meeting - 06/02/25 at 5:30 p.m. via Teams

Minutes recorded by: Tressa Weber

Please email corrections to: tressa222@gmail.com