

GBY Parent Committee Meeting Minutes

Date: 06/02/25

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	X X						
Dan Hatch (as of March)	Officials			X	N/A	X	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	X X X						
Steve Querio (Jan-May) Stephanie Williams (as of May)	Marketing	X X	X X	X X	N/A	 X	N N						
Brenda Carter (finance) Jenn Schinker (fundraising)	Finance/ Fundraising	X X	X N	X X	N/A N/A	N X	X X						
Jenn Schinker (banquet) Tressa Weber (awards)	Banquet Awards	X X	N X	X X	N/A N/A	X X	X X						
Steve Querio Brian Zimmerman	Equipment	X N	X N	X X	N/A N/A	X N	N N						
Jeff Hermsen (Jan-March) Gretchen Jahnke (as of March)	Food	X	X X	X X	N/A	X	X						
Kayla Wiltzius	Head Coach	X	X	X	N/A	X	X						

X = Present N = Not Present

Deadlines & Assignments by Person

Kayla

- **Push with local clubs for Titledown Freeze** – ⌚ Start pushing in July
- **Add Kristin, Austin, Courtney to Sports Engine** – ⌚ **New deadline: 6/1/25**
 - ✓ Kristin & Austin added
 - ⌚ Courtney to be added in Fall if she returns
 - Ivana & Nate onboarding – won't add (leaving for college in Fall)
- **Parent Communication on Volunteer Charges** – ❌ **Missed 5/1/25 – new target: 5/31/25**
 - ✓ Group email sent
- **Handbook update** – ⌚ **New deadline: end of next week**
 - ➡️ Will send to Jenn for New Parent Folder
 - ➡️ Kayla will update Jenn on new parents who need folders
 - ✓ Jenn will get more folders
- **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 – will try next week
- **Starting Block Purchase Research & Contact Providers** – ⌚ **Due 9/1/25**
 - ✓ Contacted Keifer and discussed block options with Maureen (6/2/25)
 - ⌚ Proposal with specs coming – Kayla approved permanent blocks with covers
 - ⌚ Dan to coordinate measurements with Craig after proposal received
 - ⌚ Order not likely for at least a month (8–10 week lead time)

- ⌚ Can save shipping by picking up in Illinois
- **Summer Schedule – ✓ Finalized by 5/6/25**
 - ✓ IT support resolved
 - ✓ Schedule additions posted by 11am on 5/6/25
 - ✓ Saturday practices: Kristin, Austin, Stephanie on rotation
 - ⌚ Noah to onboard, coach Saturdays after Summer Classic
- **Send New Parent Info to Jenn – ➡️ Due 5/6/25**
 - ⌚ In progress – Jenn needs updated roster by 6/3/25
 - ✓ Jenn will get new folders
- **Webmaster Access for Chelsea – ✓ Assigned on 5/6/25**
- **Inform Tressa of Award Quantities (Sprint or Treat) – ➡️ Due 6/1/25**
 - ⌚ Kayla will get the numbers on 6/3/25
- **Process 2026 Banquet Deposit (\$250) – ✓ Completed**
- **Money Deposit from Concessions – ➡️ Due 6/6/25**
 - ⌚ Kayla to deposit \$95
 - ⌚ Gretchen to inventory and send updated list
- **Make Deck Banners More Visible – ⌚**
 - ✓ Kayla brought this up at Aquatic meeting
 - ⌚ Advocating for visibility at centers
- **Trophy Case – 🔧 In Progress**
 - Craig to install new shelves (several glass shelves broke recently)

- **Team Parade Participation – ?**
 - Chelsea suggested, Y has entries but not swim-related
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Steve

- **Email Financial Breakdown (Titledown Freeze) – ❌ Missed 2/14/25 – new due: 5/10/25**
 - ⌚ Pending
 - **Team Unify Posting Help – ⌚**
 - 🟡 Zoom training with Dan needs scheduling
 - ✅ Kayla emailed instructions
 - ✅ Dan has Webmaster access
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Gretchen

- **Send Updated Concessions Info to Group – ➡️ Due 5/6/25**
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Stephanie

- **Announce Tryouts (w/ Chris & Kayla) – 🟡 In progress**
 - ❌ Chris unresponsive, meetings canceled
 - ⌚ Steph pursuing in-person contact, will reach out to Tim
 - ✅ Kayla spoke to Tim

-  Tryouts = 1st week of August
 -  Kayla will loop Steph into Marketing
 - **Set Up Instagram Account – ? Status unclear**
 -  Chris may be involved
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Chelsea

- **Complete Safe Sport Training & Background Check –  Due 9/1/25**
 - **Get Webmaster Access –  Completed**
 - **Connect with Nicole (Meet Planning) –  Meeting to be scheduled**
 - **St. Norbert Visit –  Meeting on 6/10/25**
 -  Meeting with coach to assess space
 -  Review pricing, viewing area, gym usage, timing system
 -  Nicole will invite Steve
 -  Chelsea will prepare question list
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Nicole

- **Contact Ashwaubenon (space options) –  Emailed 6/2/25**
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Dan

- **Complete Safe Sport Training & Background Check –  Due 9/1/25**
- **1 Observation Remaining –  Due 9/1/25**
 - Target: Pirate Plunge
- **Training & Recruitment – **
 -  Post training invites
 -  Coordinate officials for Fall meets
 -  Emailed Linda (6/2/25):
 -  No pool needed
 -  Video-based classroom training
 -  Kayla can reserve rooms
 -  Looking at Sept. Saturdays
 -  Dan will post info & contact interested parents
 -  CC GBY Committee email or use shared gmail? – Both okay

Jenn

- **Nearby Hotel Options for Y State –  Due date pending**
 -  Will push Thursday or Friday

Brenda

- **Summer Apparel – ⌚ Due 6/1/25**
 -  Will submit request on 6/3/25
 -  Needs updated shirt sizes – will send new survey
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New Items & Discussion Points

Finance & Communication (Brenda & Kayla)

- 💰 **Parent Fund:** \$9528.94
 - 💰 **Equipment Fund:** \$11,000
 - 🏆 Memorial trophies updated
 - 💵 \$37.50 submitted for payment
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Coach Updates (Kayla)

- ❌ Summer Classic – GBY waitlisted (file submitted 6/2)
 - ✅ Bird Bath reservation confirmed
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Fundraising (Jenn)

- 💡 Ongoing Ideas:

- Seroogy's
 - Chick-Fil-A
 - Brat Sale at Festival (Jenn will call)
 - 50/50 Raffle (home meets)
 - Raffle Baskets (Tittletown & possibly more)
 - Off-season fundraising planning
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Meet Directors (Nicole & Chelsea)

- 📅 *Sprint or Treat – 10/18/25*
 - 📅 *Tittletown Freeze – 1/17–1/18/26*
 - 🎉 Emphasize themes, decorations, photo areas
 - 🌈 Location options:
 - Ashwaubenon – limited
 - UWGB – higher cost, gym concessions
 - St. Norbert – cheaper; being assessed
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Food (Gretchen)

- 🍿 Concession inventory update – pending
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Officials (Dan)

- 🌐 Website access/training
 - 📣 Recruit parents
 - 📅 Early Fall training session with Linda
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Social/Apparel (Jenn & Brenda)

- 🎉 2026 Y State Dinner: Bavarian Bierhaus – ✅ Booked for 4/24/26
 - ☀️ End-of-Summer Party: Ashwaubomay – 📅 08/05/25
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New Parent/Welcome Committee (Jenn)

- 📁 Folder updates & outreach – 🔄 ongoing
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Banquet & Awards (Jenn & Tressa)

- ✅ 2026 Banquet: Booked
- ⚠️ No-show RSVP Charges:
 - 🔄 Clarify policy
 - 💳 Consider Daxko charges with refund option
 - 🗣️ Improve communication to families
- 🏆 Trophy case update – in progress (\$37.50)

- 🏆 Sprint or Treat awards – Tressa to order
 - 📷 Senior Banners: Parent photos pending – target Sept.
 - 📷 Team/Individual Photos:
 - ✅ Paul Manke contacted
 - 📅 Schedule for week before Christmas
 - ✅ Lights fixed
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Marketing (Stephanie)

- ❓ Confirm Social Media Access
 - 🗣️ Outreach – ongoing
 - 🖼️ Banner ideas:
 - Track rail at Broadview
 - Connect with swim lesson families
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Equipment (Steve & Brian)

- 🏗️ Starting Blocks – in progress
 - ⌚ Keifer visit pending
 - ⌚ Dan to measure and coordinate with Craig
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Volunteer Opportunities / Parking Lot

-  Jess interested in coordinating:
 -  Paul's Pantry
 -  Community Dinner
 -  Bell Ringing
 -  DPCO Application

Next Meeting - 07/07/25 at 5:30 p.m. - Virtual

Minutes recorded by: Tressa Weber

Please email corrections to: tressa222@gmail.com