

## **Wahoo Parent Advisory Committee Meeting Minutes September 11th, 2018**

**\*\*\*PENDING APPROVAL AT THE NEXT WPAC MEETING\*\*\***

**WPAC Attending:** Randy Erlenbach, Bernadette Hess, Kara Babashak, Erin Adams, Amy Nonnenmacher, Tammy Winslow, Kristen Bishop, Kelly Dupont, Kim Hastings, Suma Iyer, Kristie Donovan, Maha Mostofi, Lori Skiddell, Laurie Jandura

**Absent:** Margaret Daniel

Meeting called to order at 6:30 p.m. by President Bernadette Hess

**Approval of Minutes:** July 2018 minutes were approved.

### **Old Business:**

- Nothing to report.

### **Director of Competitive Aquatics Report**

**Randy Erlenbach**

- Financials have been prepared by JoAnn and are in good shape. Our meets are smaller next year secondary to confusion over pending construction. We will not host Y States in January, we can still bid for Regionals in January.
- Budget goals include new lane lines and power rack.
- Bubble Up scheduled for September 29, 2018 @ 7:30 a.m.
- Need to explore ways to increase fundraising, emphasize educating parents to go above and beyond minimum goals.
- Budget for 2018-2019 has been passed with proposed minor changes.
- Regarding any future construction plans, the Wahoos will proceed indifferent to potential plans as they have been unclear and inconsistent. There is no Wahoo presence at YMCA Board meetings.

### **President's Report**

**Bernadette Hess**

- Met with Squad VP. Goals include increased fun with swimmers, communication with coaches and parents. Stressed work policy to encourage maximum participation and minimal conflict. Brainstormed ways to increase parent involvement.
- Plan to increase National Squad visibility to younger swimmers and parents.

**Vice President Report****Kara Babashak**

- 5 Meets planned for this season, just one less than last year.

**Secretary Report****Erin Adams**

- Nothing to report.

**COMMITTEE BUSINESS****Fundraising/ Team Development****Kristen Bishop & Suma Iyer**

- All fundraising efforts have assigned organizers.
- Plan to make fundraising more accessible.

**Meet Staffing Coordinator****Amy Nonnenmacher**

- Nothing to report.

**Meet Coordinator Report****Tammy Winslow**

- Importance of identifiers for meet workers.

**Membership Coordinator****Margaret Daniel & Kelly Dupont**

- Thoughts for increasing Wahoo parent community include, more parent meetings, parent coffees, happy hours and possible parent mentors for new swim families.

**Squad VP Report****Kristie Donovan & Maha Mostofi**

- Still working on securing second Super Squad VP

**New Business**

- Possible Fall social for parents
- Next meeting – Wed. October 3, 2018 at 6:30 p.m.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Erin Adams

## Wahoo Parent Advisory Committee Meeting Minutes October 3rd, 2018

### \*\*\*PENDING APPROVAL AT THE NEXT WPAC MEETING\*\*\*

**WPAC Attending:** Randy Erlenbach, Bernadette Hess, Kara Babashak, Erin Adams, Amy Nonnenmacher, Tammy Winslow, Kristen Bishop, Kelly Dupont, Kim Hastings, Suma Iyer, Kristie Donovan, Maha Mostofi, Margaret Daniel

**Additional attendees:** Greg Pinchbeck, Board member YMCA and WYW parent.

Meeting called to order at 6:30 p.m. by President Bernadette Hess

**Approval of Minutes:** September 2018 minutes were approved.

### Old Business:

- Nothing to report.

### Director of Competitive Aquatics Report

Randy Erlenbach

- Frustrated with missed workouts following Bubble Up as a filter was broken during process and there has been difficulty getting the chlorine balanced.
- New Speedo contract includes discounts for Nationals.
- Bubble Up scheduled for September 29, 2018 @ 7:30 a.m.
- Upcoming Long Course meet has 4 other teams attending with a total of approximately 110 – 115 swimmers. Anticipate a manageable meet with each session about 2-3 hours.
- Anticipate 1 other team attending the 10/27/18 12/U meet.
- JoAnn has provided a current budget for WYW.
- Introduction of Gregory Pinchbeck, fellow WYW parent and board member of YMCA.
  - WPAC is developing a prioritized list of necessities to relay to the YMCA board.
  - WPAC needs a voice on the YMCA board to convey our needs in light of limited financial resources.

### President's Report

Bernadette Hess

- Thank you to all for assisting with Bubble Up.
- All volunteers need to complete sexual abuse prevention training.

- 3 documents are needed for sign off from all swimmers: code of conduct – both parents and swimmers and work policy.

#### Vice President Report

Kara Babashak

- Nothing to report.

#### Secretary Report

Erin Adams

- Nothing to report.

#### COMMITTEE BUSINESS

##### Fundraising/ Team Development

Kristen Bishop & Suma Iyer

- Team development is in full swing. As discussed as last WPAC meeting, we have set an increased budget goal of \$45,000 and Randy's letter introducing this initiative was sent to the team last week.
- Any families that have been fundraising since the April 1 start will be credited starting this month. We were waiting for an updated spreadsheet of families after late registration.
- We have discussed additional fundraising (and fun) ideas with Randy to help us reach the \$45,000 goal that include:
- **Wahoo Night Out** with coaches guest bartending: looking into Black Cat Grill in Georgetown as possible venue as the brother of a Wahoo family is the owner. Targeting an early November date. Fun night out with a jar for donation tips. Possible inclusion of bingo.
- **Pura Vida bracelets:** Joanne Hasko to spearhead this. We will purchase bracelets in team colors at \$3 per and sell at meets for \$8 (minimum order of 50).
- **Super Bowl pool:** Something similar that has been done for squad parties but open to entire team.
- **Swim-a-thon:** Kids get sponsorship from family members/local businesses ahead of the day. Randy would need Bob McDowell's approval on this. Per Randy – not a viable option as it would interfere with YMCA Capital Campaign
- **Wahoo Blanket:** Resurrecting this for a holiday gift item.

#### Meet Staffing Coordinator

Amy Nonnenmacher

- Nothing to report.

#### Meet Coordinator Report

Tammy Winslow

- Nothing to report.

#### Membership Coordinator

Margaret Daniel & Kelly Dupont

- Continued discussions for parent night out.

#### Squad VP Report

Kristie Donovan & Maha Mostofi

- The 12&U VPs are off to a **fantastic** start!!! Two squads, gold and maroon, have joined forces to put together and decorate their scarecrow for the annual scarecrow fest. The gold and maroon VPs meet in the conference room to discuss the design and prepare to build the scarecrow with the children. The two squads will be building their scarecrow on 10/9 in the pavilion from 4:45-6:15. On 10/4 Kristie Donovan will pick up and deliver the scarecrow for **the squads Thank you to Jennifer Basanese, Beth Dilullo, Misty Rivera, Lindsay Fontana, Joanne Hasko, and Sujata Vemuri. Lori Skidell designed the scarecrow and was a blessing to all.**

Our awesome VPs have been busy introducing themselves to their squads, meeting with their coaches to discuss plans for the year, and distributing t-shirts.

An email was sent by me explaining expectations of the squad VPs . The email included each squads budget.

**All team merchandise ordered from Metro will be in around October 18th.**

--An order form and campaign to sell our Breast Cancer fundraiser t-shirts and caps for the Thanksgiving meet will go out this week...tell everyone to purchase and support a good cause! Coach Joe will be collecting order forms and checks/cash.

- The 13&Over VPs are off to a **SPOOKTACULAR** start!!! Two squads, Junior and Varsity, have joined forces to put together what sounds like an amazing Halloween party with a Ghost Hunter/Story Teller who will be speaking with the kids on Friday, October 19th, after practice with

some snacks. **CREEEEEEEP** -  

Our awesome VPs have been busy introducing themselves to their squads, meeting with their coaches to discuss plans for the year, and distributing t-shirts.

- Will meet with National VPS, all else is up and running.

#### New Business

- Amy Nonnenmacher brought up a potential outreach project connecting WYW to a team in Bridgeport.
- Possibility of Christine Friedman, a YMCA employee, to write up articles post meets.
- Next meeting – Wed. November 7, 2018 at 6:30 p.m in rear activity center

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Erin Adams

#### Wahoo Parent Advisory Committee Meeting Minutes November 7, 2018

**\*\*\*PENDING APPROVAL AT THE NEXT WPAC MEETING\*\*\***

**WPAC Attending:** Randy Erlenbach, Bernadette Hess, Kara Babashak, Erin Adams, Amy Nonnenmacher, Tammy Winslow, Kristen Bishop, Kim Hastings, Suma Iyer, Kristie Donovan, Maha Mostofi, Margaret Daniel

**Additional attendees:** Bob McDowell, CEO Riverbrook YMCA & Greg Pinchbeck, Board member YMCA and WYW parent.

**Absent:** Kelly Dupont

Meeting called to order at 6:30 p.m. by President Bernadette Hess

**Approval of Minutes:** October 2018 minutes were approved.

#### Old Business:

- Nothing to report.

## **CEO of Riverbrook YMCA**

**Bob McDowell**

- Present to communicate YMCA initiatives and goals to WPAC board.
- His time spent with WPAC is best reflected in an email exchange prior to meeting in which President Bernadette Hess had given him questions posed by the WPAC as seen here:

### **Questions from WPAC**

#### **1. Relationship between Riverbrook YMCA and Wilton Wahoos**

Wahoo parents are very grateful for the dedication and care our coaches give to our swimmers every day. Can we briefly explain the relationship between the Y and the Wahoos? - common goals, boundaries, communication, finances, budget, swim meet support shared etc...Is there anything we can do to strengthen the relationship between the Wahoos and the Y?

The Wilton Y Wahoo Competitive Swim Team Program is a YMCA Program. All participants in the program are members of the YMCA. The Coaches are employees of the YMCA.

**Common Goals:** Youth Development, Healthy Living and Social Responsibility are the overarching goals of our YMCA and are baked into the program. We want to provide a healthy, safe and effective competitive swim program where children can thrive in a competitive environment socially, emotionally and physically. Our organization is large, serving nearly 8,000 different people each year. We are Cause driven nonprofit 501C3 organization and look to enhance the quality of life for all that are involved. People are not denied access to our programs based on their ability to pay. Annually, we collectively raise more dollars than any other no-profit in Wilton to support our many programs and other specialty programs that are completely subsidized such as Race4Chase and Swim Access which serve nearly 600 different children. Many of our special need's programs are subsidized as we serve nearly 150 different children and adults with a variety of special needs.

**Boundaries:** Not sure exactly how to answer this one?

**Communication:** I believe that all the squads have communication via email on a regular basis specific to the program from their Coaches. Each registered Y member also receives updates regarding the overall YMCA updates. We also, have a social media presence.

**Finances:** At this point the finances for the program are ok although we are spending more than we are bringing in. Wahoo enrollment has declined over the past several years. The market as far as competitive swim teams with 50-meter pools to train in has changed in the past 8 years [Greenwich, Chelsea Piers, Velo-CT [Swim Seventy], and the Regional Y of Western CT along with the Westport Weston Y moving to within 4.5 miles of us]. We now enroll 275 versus 330 5 years ago. Although the enrollment has declined, we have been able to maintain our FT Coaching structure. We are a program that has always prided itself in having the best coaches and parental support.

**Budget:** The calendar year budget for the program is analyzed on a monthly basis by the management staff which includes our CFO, CEO and Randy. The budget is formulated on an annual basis. The revenue to



support the overall program budget is secured from program fees, meet revenue and other registration fees. Overhead [indirect] and membership allocations are also set within the budget. Pricing for the ensuing years is analyzed from a market standpoint and the overall needs of the program.

**Swim Meet Support:** As we all know meets require a lot of coordination as the Y is open for programs and services thus the needs for parking attendants, increased cleaning services, front desk staffing, etc. If more help is needed please let Randy know.

Is there anything that we can do to strengthen the relationship between the participants/parents and the Y? Adding Greg to attend WPAC meetings will give everyone a better understanding of the overall Y and the Capital Campaign/Funding/Needs. We recognize that operating a large youth sports program is dependent on volunteer time and we could do a much better job of recognizing the efforts of the volunteers. There can be an opportunity to have the WPAC coordinate with our Development Director in terms of helping with the next phase of the Capital Campaign. A specific need would be to help raise funds for a new bulkhead. Tax deductible Contributions can be spread over a 5-year period. A new bulkhead is estimated to cost \$200k.

## 2. Capital Expenditures

What is the timeline and budget for pool maintenance/repairs and equipment replacement? Specifically,

- **Bulk head** Currently being considered for repair/replacement by August 2019 [Cost estimate is in the range \$200k range for replacement] [\$75k for repair]
- **Bubble** New Bubble will be installed by October 2019 [Cost estimate is \$300k includes new lighting and air handling system] [Will use \$150k that is in the bubble fund]
- **Blowers and Air Heater** New Air Handling System will be installed by October 2019
- **New Pool Filtration System and Pool Water Heat Exchanger will be installed by September of 2019 [Cost of \$100k]**
- Please note that other facility enhancements will include a safer parking lot, new fitness room, an additional fitness program studio a new 25 yard locker room and an enlarged lobby space

along with many infra-structure replacements and upgrades.

### 3. Health & Safety

What is the Y doing to ensure air-quality under the bubble is at acceptable levels? Are there studies being done regularly? Is there some kind of alarming system that alerts the staff that levels in the pool (chemical/temperature) are not acceptable?

Air quality is an issue especially when we go through an adjustment period after we go from outdoor swimming to indoor swimming and sometimes after we host high volume swim meets. The chemical balance of the water is monitored at least 2 times daily along with water temperature. If a system fails ...water, air, or chemicals staff is immediately authorized to contact the maintenance team who will then assess the situation and make the appropriate decisions to adjust the system or contact our Pool Contractor for repair of the system.

Air testing was completed with results showing that the air inside the bubble is normal when compared to the Control Area which is the Outside. There are some areas that were swabbed on the surface of the bubble and are in the process of being cleaned/removed but none of these areas are affecting the air quality. Further testing will be done following the cleaning. Randy has reported to me that the air quality has been fantastic.

### 4. Wahoo Coaches Responsibilities

Can you outline the expectations for our coaches?

Coaches are employees of the YMCA. Currently we employ 5 full time staff that work within this program with Randy being the overall Senior Director of all Aquatic Programming and staff for OUR YMCA. Randy has the 4 other FT Coaches and Samantha Lusher our Aquatic Director as direct reports along with Jo Ann. He is responsible for ensuring that each of his direct reports adhere to their agreed to job descriptions and that their performance is measured on a regular basis. Randy ultimately has the responsibility for the overall pool schedules and works with our Maintenance Staff to insure the cleanliness and overall safety of the Aquatic Areas and other adjacent areas that Aquatic Programming participants use [i.e. locker rooms].

Coach Todd: equipment purchases for dryland and meets; meet set up of facility; organization of team meet travel. Coach Alex manages Caitlin and entire age group program. Interfaces with Samantha regarding schedules in both pools. Finance Committee. Meet set up of timing and computer system. Coach Joe: organization of Breast Cancer fundraiser; team meet travel as directed by me; Masters; Safety Committee. Assists with all groups as needed. Coach Caitlin responsible for Super Bronze and Super Squad; assists Alex with Maroon and Gold; additional administrative duties as deemed by Alex and Randy. Does computer meet set up. Coach Joann is primarily Office Manager but also currently assists Caitlin and as needed in emergencies for all other groups. Samantha, oversees and teaches Aquatics, manages lifeguards puts up pool schedules for both 25 and 50 pools.

**Specifically, we are wondering why the Wahoo coaches are lifeguarding during our practice times? We have had on few occasions over the past month had a situation where several of our coaches have rotated into a guard position during a practice session. We have been forced to do this due to a shortage of lifeguard personnel. This shortage of qualified personnel is something that I as a 40-year Y director have never experienced. We have been promoting into the marketplace that we have Lifeguard positions available since late August and we do have several qualified applicants in the pipeline which will help close the gap of the shortage. I have been assured that our YMCA Wahoo Swimmers are being trained appropriately and guarded. Randy has reported to me that when coaches have been in the stand , they were not slated to be coaching at that time : the swimmers still had the usual coaching coverage.**

How long will this continue? Hopefully, we have reached a point that we have secured enough guards that this will not occur in the future. Is there a plan to communicate this to parents? Randy reported to me that he has answered questions after parents observed us in guarding. We also sent out an email to members about the situation.

Why aren't the Wahoos responsible for the pre-competitive team? Would

this be a change to consider in the future? Randy is ultimately responsible for the Bronze Program and has been since its inception about 8 years ago. Randy is working to better connect the group with the overall competitive side of the program.

## 5. Renovation

When will the renovation begin and what impact will it have on the Wahoos? What is the long-term plan especially regarding (both Y and Wahoos)?

Renovation of the Building at this point is scheduled to begin in March of 2019 and conclude by the end of September 2019. The Bubble will need to come off by mid-April in order to have the new bubble and mechanical blower system installed by early Oct of 2019. The late spring and summer home meets can be conducted. The Timing Display Board for the North Pool will be permanently moved from North Wall [that wall will be rebuilt with new windows] to the East Wall. The Olympic Trial Plaques and Team Record Boards will be shifted on the same wall. At this point during a portion of the construction period [Mid-April to Late Sept] part of the pool deck [partial west and south edges] will be used as a pathway to a temporary entrance/exit to the building that will be located in the rear of the building but will not disrupt the use of the 50-meter pool for training or meets.

At this point the 25-yard pool will be closed from March through mid- summer. During the March through May period the Bronze Program will be modified and will need to be scheduled into the 50-meter pool. The schedules will be determined.

## Director of Competitive Aquatics Report

**Randy Erlenbach**

- Lane lines have been donated to the WYW team by 3 different families, to be in place by spring.
- Hope to fundraise ~\$3,000 to resurface maroon blocks this year.
- Sunday November 11, 2018 Coach bartending fundraiser. All coaches to be present.

**President's Report****Bernadette Hess**

- Great team spirit noted: the Wahoo scarecrow in town was a big hit, at recent LC meet, WYW were complimented by other teams for cheering on their teammates.
- Dr. Hilary Berger & Coach Randy to host a presentation on college recruiting process 12/15/18 from 9 – 10:30 a.m.
- Regarding gift ideas for 13/O swimmers – not typically organized by WPAC as it detracts from their budget.

**Vice President Report****Kara Babashak**

- Nothing to report.

**Secretary Report****Erin Adams**

- Nothing to report.

**COMMITTEE BUSINESS****Fundraising/ Team Development****Kristen Bishop & Suma Iyer**

- All fundraising activities spreadhseets have been updated.
- Sunday November 11, 2018 Wahoo-Night Out fundraiser at Craft 14 in Wilton. WYW Coaches as guest bartenders. 5 – 8 p.m.

**Meet Staffing Coordinator****Amy Nonnenmacher**

- Compiling spreadsheet of families' compliance with swim and work policy, code of conduct.
- Regarding upcoming Thanksgiving meet, there are still some jobs to fill but will all work out. The 12/U have more families than jobs required.

**Meet Coordinator Report****Tammy Winslow**

- All set for Thanksgiving meet regarding budget and food orders.
- Combining pools for afternoon sessions. Friday warm up at 3:30, plan to finish by 8:15 p.m.

**Membership Coordinator****Margaret Daniel & Kelly Dupont**

- Continued discussions for parent night out.

## Squad VP Report

Kristie Donovan & Maha Mostofi

### 12/U

- Super Bronze had their Halloween party on Monday October 29th after practice with pizza and Halloween themed desserts.
- Super Squad had their first pizza Halloween themed party on 10/19 with a fun craft and lots of team bonding.
- Both bronze and maroon held their parties while building the scarecrow for Main Street.
- Kristie has ordered 200 water bottles with the wahoo name in yellow for the 12 U swimmers to be given to the swimmers as a gift in December.

### 13/O

- All is well with our 13&over VPs. They are busy planning holiday parties. Please see their reports below. Some of the VPs have asked about giving a small gift to the kids around Christmas. They can use their budgets but want to double check with the WPAC first.

**Varsity** had a Halloween Party combined with the Junior squad. They split the bills between Varsity and Junior. Junior's VPs paid all bills. Paulina is planning a Thanksgiving Party at the end of the month .

**Junior Squad** will have a Thanksgiving Breakfast/Brunch after practice on Saturday, November 24th. Details to go out soon.

A small holiday gift for the kids this year is being discussed amongst the squad VPs.

A few Junior Squad girls will be distributing the WYW Breast Cancer shirts and caps next week in the lobby before practice. The VPs will take over for them when they go to practice so we can make sure everything gets distributed before the meet. They will let me know when everything arrives.

We anticipate the Wahoo pop up shop to be out soon for holiday orders. Items are being finalized by Laurie and Tiger Sports.

**Senior Squad** is having a Thanksgiving dinner for the kids this coming Friday.

- **National** team had a last minute pumpkin carving/pizza-pasta night at the

Hastings home. Kim and Julie are planning Thanksgiving dinner in the paddle hut November 9th.

Our awesome VPs have been busy introducing themselves to their squads, meeting with their coaches to discuss plans for the year, and distributing t-shirts.

- Will meet with National VPS, all else is up and running.

### **New Business**

- Kim Hastings is reserving hotel rooms for upcoming championship meets
- Tammy Winslow brought up concern about Super Bronze and Super Squad coaches getting in water to facilitate teaching during practice. Has yet to occur given Coach Cait's injury. Will explore ways to provide instruction to swimmers in those groups.
- Next meeting – Wed. December 12, 2018 at 6:00 p.m., off site – location TBD.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Erin Adams

Wahoo Parent Advisory Committee Meeting Minutes December 12, 2018

**\*\*\*PENDING APPROVAL AT THE NEXT WPAC MEETING\*\*\***

**WPAC Attending:** Randy Erlenbach, Bernadette Hess, Kara Babashak, Erin Adams, Amy Nonnenmacher, Tammy Winslow, Kristen Bishop, Suma Iyer, Kristie Donovan, Maha Mostofi, Margaret Daniel

**Absent:** Kelly Dupont

**Additional attendees:** Kerri Mims, Lori Skiddell

Meeting called to order at 6:30 p.m. by President Bernadette Hess

**Approval of Minutes:** November 2018 minutes were approved.

Old Business:

- Nothing to report.

#### Director of Competitive Aquatics Report

Randy Erlenbach

- No specific financials yet but appears the November home meet made ~15 K more than anticipated.
- January Meet is coming together, the 12/U will be particularly competitive as Red Bank is bring their 12/U, not 13/O.
- WYW will not be attending Y states due to schedule conflict.
- Discussion of Coach Alex Baxter's departure and robust discussion with all present for future coach development and retention.

#### President's Report

Bernadette Hess

- Nothing specific to report.

#### Vice President Report

Kara Babashak

- Nothing to report.

#### Secretary Report

Erin Adams

- Nothing to report.

#### COMMITTEE BUSINESS



## Fundraising/ Team Development

Kristen Bishop & Suma Iyer

- Nothing specific to report

Meet Staffing Coordinator

Amy Nonnenmacher

- Nothing specific to report

Meet Coordinator Report

Tammy Winslow

- Nothing specific to report

Membership Coordinator

Margaret Daniel & Kelly Dupont

- Continued discussions for parent night out.

Squad VP Report

Kristie Donovan & Maha Mostofi

## 12/U

- All squads have their winter parties in December. Super squad is doing a breakfast on Saturday. Super bronze is having their party this Friday after practice. Gold squad is having their party on the 18th after practice.
- The gift for the 12U swimmers is the wahoo water bottle filled with candy and decorated. The bottles are being passed out at the parties.

## 13/O

- **National** team enjoyed their traditional Thanksgiving dinner on November 9 in the paddle hut. Only glitch was the front desk was confused about set up due to two squad parties the same night in different locations so the hut wasn't set up for us. We need to make sure when signing up that we name the squad or some how clarify this when reserving spaces. We are set for holiday party at the Stevenson's home on December 20. We will be sending out information about this to National team. We are planning out breakfast sign up for holiday week/double training days.
- **Varsity** team is having hot cocoa and cookies party with presents exchange . Monday or Wednesday (December 17 or 19 ) after practice.
- **Senior** team plans to do a team breakfast/holiday event on December

22nd. Our Thanksgiving dinner was a success with a full turkey meal and fixings. We had the event in the Activity center which worked out well.

- **Junior Squad will be having a holiday party Wednesday, December 19th after practice.**

We'll have a small gift exchange game, dinner and dessert.

The Frosty Bear catered our Thanksgiving brunch, it was great, very reasonably priced and so convenient. I mentioned I would let our squad VPs know for future events.

We will likely use them again for the holiday dinner.

#### New Business

- Next meeting – Wed. January 2, 2019 at 6:30 p.m., in the Studio outside of Bubble.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Erin Adams

#### **Wahoo Parent Advisory Committee Meeting Minutes January 6<sup>th</sup>, 2019**

**\*\*\*PENDING APPROVAL AT THE NEXT WPAC MEETING\*\*\***

**WPAC Attending:** Randy Erlenbach, Bernadette Hess, Kara Babashak, Erin Adams, Amy Nonnenmacher, Tammy Winslow, Kristen Bishop, Suma Iyer, Kristie Donovan, Maha Mostofi, Margaret Daniel

**Absent:** Kelly Dupont

**Additional attendees:** Kerri Mims, Lori Skiddell

Meeting called to order at 6:30 p.m. by President Bernadette Hess

**Approval of Minutes:** December 2018 minutes were approved.

**Old Business:**

- Meeting with Bob McDowell planned for Friday January 4<sup>th</sup> to discuss organization of a Wahoo Booster club to meet swimmer and coach needs.

### **Director of Competitive Aquatics Report**

**Randy Erlenbach**

- No specific financials yet but appear to remain above what was expected, approximately 9K above budget.
- January Meet is coming together, anticipate using 2 pools and ~ 600 swimmers. Long Course pool for finals.
- New assistant coach Clare has been hired and expected to start next week with 12/U.
- By end of month, National practice will go from 2.5 to 2.25 hours, other squads may move earlier as well.

### **President's Report**

**Bernadette Hess**

- “old is new” – idea of bringing back team spirit initiatives from years ago; i.e. attendance caps for SB/SS, swimmer of the week, etc. Per Randy, it's ok to purchase necessary items from our current budget. He will check with coaches to ensure their engagement with said initiatives.
- Championship meet shirts, another team spirit initiative, to be organized by VPS and possibly absorbed by meet fees.
- Brainstorming on ways to capture additional fundraising, i.e village market receipt jar in lobby, families sponsoring specific events, heat sheets.

- Bulkhead update – 2<sup>nd</sup> bid at ~215K vs 250K. Bulkhead is an imminent need, in addition to new water heater and bubble.
- YMCA board deciding on January 13, 2019 if they will proceed with construction.
- Booster club meeting this Friday January 4 with Randy and Bob

#### **Vice President Report**

**Kara Babashak**

- Good feedback from parents/swimmers about Coach Cait's performance over holiday week training.
- Swimmers have voiced concern that Coach Megan needs to be more engaged/vocal. The swimmers have a hard time hearing her at practice.

#### **Secretary Report**

**Erin Adams**

- Nothing to report.

#### **COMMITTEE BUSINESS**

##### **Fundraising/ Team Development**

**Kristen Bishop & Suma Iyer**

- Parent questions about company matches to fundraising – can they be earmarked specifically for national team?
- Pura Vida bracelet sales totaled ~\$350.

##### **Meet Staffing Coordinator**

**Amy Nonnenmacher**

- Need to know how many pools to staff for upcoming Winter Invitational.
- Job Sign up going live this Sunday

##### **Meet Coordinator Report**

**Tammy Winslow**

- Who will help set up for meet in Alex's absence? Randy will be available Friday to assist.
- Arranging DAK set up trainees for continuity going forward.

##### **Membership Coordinator**

**Margaret Daniel & Kelly Dupont**

- Continued discussions for parent night out.

##### **Squad VP Report**

**Kristie Donovan & Maha Mostofi**

##### **12/U**

- Holiday water bottles were provided for out of squad budgets.

13/O

- Holiday parties went well, breakfast were great.
- Encourage VPS to turn in receipts to bring finances up to date.

### **New Business**

- Next meeting – Wed. February 6, 2019 at 6:30 p.m., in the Studio outside pool.
- Address Club Excellence concerns and plan to restore Wahoos to previous levels.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Erin Adams

### **Wahoo Parent Advisory Committee Meeting Minutes February 6, 2019**

**\*\*\*PENDING APPROVAL AT THE NEXT WPAC MEETING\*\*\***

**WPAC Attending:** Randy Erlenbach, Bernadette Hess, Kara Babashak, Erin Adams, Amy Nonnenmacher, Tammy Winslow, Kristen Bishop, Suma Iyer, Kristie Donovan,

**Absent:** Maha Mostofi, Margaret Daniel

**Additional attendees:** Kerri Mims, Lori Skiddell, Kim Hastings, Jill Lillis, Jen Walt, Greg Pinchbeck

Meeting called to order at 6:30 p.m. by President Bernadette Hess

**Approval of Minutes:** January 2019 minutes were approved.

## **Old Business:**

- Nothing to report.

## **Director of Competitive Aquatics Report**

**Randy Erlenbach**

- Not all specific financial, including refunds for Sunday, are in yet from Winter invite. It looks like WYW will net ~8 K.
- Planning ahead, WYW hopes to host Regionals for long course 12/U, probably in the morning session, WYW has also offered to host 13/O for Regionals. Plans for LC Regionals are not finalized yet as CT swim still awaiting additional bids. Tentatively, Regionals will be the weekend of July 12, 2019.
- WYW Awards banquet is planned for April 30, 2019.
- A generous donor has been identified who is planning on paying for the balance of new blocks, to date ~\$1800 has been raised through t-shirt sales.
- Regarding organization of swimmers who are bridging to Nationals, we will not have a specific pre National group. Rather, the goal is to have additional practices for both those swimmers in juniors and seniors together or in conjunction with the national squad. Plan to start these additional practices in spring. Recognizing the concern that this group will need to be identified for communication and social purposes as well.
- Upcoming YMCA renovations: The town is to finalize plan tomorrow; the bulkhead is on order already. WYW must remain flexible on start dates, reminder that construction will be temporarily disruptive to WYW however the planned 9 month course of construction is preferable to organization than the alternative 2 year construction plan.

- Coaching staff development: all new staff have a set of tangible objectives to be met by the end of the season, performance improvement plans have been sent to the YMCA human resources department. Plans include weekly coach meetings with Randy.
- New practice schedule planned for March after the 25 Y pool is closed.

### **President's Report**

**Bernadette Hess**

- Review Parent code of conduct.

### **Vice President Report**

**Kara Babashak**

- Nothing to report.

### **Secretary Report**

**Erin Adams**

- Nothing to report.

## **COMMITTEE BUSINESS**

### **Fundraising/ Team Development**

**Kristen Bishop & Suma Iyer**

- Comparison of January '18 – '19
- Possible new initiatives include:
  - Color Run
  - Swimming Rocks – along the lines of school fundraisers 'Reading Rocks' where community would pledge towards swimmer goals such as making best times at championship meets.
  - Ad Sales on heat sheets at home meets
  - T shirt sales for at least one home meet per season
  - Coach bartending night
  - Adding fundraiser component to Awards Banquet

### **Meet Staffing Coordinator**

**Amy Nonnenmacher**

- Closely working with WPAC parent & official Kerri Mims to streamline incentives for officials training. Since last year's initiative to incentive Wahoo parents we have had increased participation, however at the December WYW home meet it was noted that none of our 10/U swimmers entered had an "official" parent.

- Need to streamline incentive of splash fee removal for home meets as we're unable to separate out splash fees per session worked vs for entire meet.
- WPAC needs to come to consensus on officiating guidelines and incentives and then send to officials and trainees only.
- Amy & Kerri will re group and provide new outline for WPAC to edit. The goal is to have new policy in place for fall 2019.

#### **Meet Coordinator Report**

**Tammy Winslow**

- Dates for upcoming Long Course home meets are tentatively May 17-19 and May 30 – June 2
- Summer meets to be determined.

#### **Membership Coordinator**

**Margaret Daniel**

- Nothing relayed to report.

#### **Squad VP Report**

**Kristie Donovan & Maha Mostofi**

##### **12/U**

- **Maroon** will be having a squad party on February 12th at 5:30 in the lobby
- **Super bronze** will be having their squad party on February 15th at 6:00 pm
- **Gold** will be having their squad party on February 21st at 7 in the lobby.
- **Super squad** had their party on February 1st after practice in the lobby

##### **13/O**

- **Varsity Squad** - Varsity Squad is having Valentine's Party Monday, February 11th after practice. Valentine's games and Mexican food
- **Junior Squad** - Juniors had hot chocolate after practice on Saturday, January 26th.

We are planning to pick Secret Psych names next Tuesday, February 12th before and after practice.

We have a Pasta Dinner planned for Wednesday, February 28th after practice and before Regionals.



We tried to plan another dinner for Wednesday, March 13th after practice but there was uncertainty about the availability of the lobby because of the renovations.

- **Senior Squad** - We had a fun post midterms pizza night with the Senior Group last week. We are planning a pre Regionals pasta dinner and not sure yet what we will do for before Seniors but hopefully something!
- **National Squad** - We've booked room for Senior Champions Dinner- Saturday night of Seniors. JoAnn sent out a sign up. Please encourage people to sign up sooner rather than later to help with planning. We are in the process of booking YNat breakfast for March 23rd.

### **New Business**

- Jill Lillis raised concern that Bubble down is scheduled for Saturday April 13 – during Wilton spring break and we may not potentially have enough volunteers.
- Next meeting – Wed. March 6, 2019 at 6:30 p.m., in the Studio outside of Bubble.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Erin Adams

### **Wahoo Parent Advisory Committee Meeting Minutes March 6, 2019**

**\*\*\*PENDING APPROVAL AT THE NEXT WPAC MEETING\*\*\***

**WPAC Attending:** Randy Erlenbach, Todd Stevens, Bernadette Hess, Kara Babashak, Erin Adams, Amy Nonnenmacher, Tammy Winslow, Suma Iyer, Kristie Donovan

**Absent:** Maha Mostofi, Margaret Daniel, Kristen Bishop

**Additional attendees:** Kerri Mims, Lori Skiddell, Kim Hastings, Jill Lillis, Greg Pinchbeck

Meeting called to order at 6:30 p.m. by President Bernadette Hess

**Approval of Minutes:** February 2019 minutes were approved.

**Old Business:**

- Nothing to report.

**Coach Todd Stevens**

- Presented changes to 13/Over groups: 2 new groups identified “Challenge Silver” and “Performance Black. Descriptions of each and planned schedule changes presented to WPAC. Changes plan to go in effect after April break.

**Director of Competitive Aquatics Report**

**Randy Erlenbach**

- Regarding financials, we are slightly behind on Short Course season meets however plans to host upcoming Long Course 12/U Regionals may boost finances.
- Construction plans are underway, asbestos abatement of building is planned.

**Wilton YMCA Board Member**

**Greg Pinchbeck**

- Construction Update: Board approved August delivery of bulkhead. Will confirm construction company will take bubble down vs need for volunteer help. Wahoo staff will update Wahoo website with construction time frame.

**President's Report****Bernadette Hess**

- Thank you to Lori Skiddell for championship t shirts – Kara Babashak recommended Joanne bill swimmers for the shirts
- Thank you to Kim Hastings for managing Senior Dinner

**Vice President Report****Kara Babashak**

- Summer Downey and Maureen McGrath are planning Wahoo Banquet
- Additional adult raffles are planned as additional fundraisers.
- Concerns about 12/U age grouper structure and movement between squads.

**Secretary Report****Erin Adams**

- Nothing to report.

**COMMITTEE BUSINESS****Fundraising/ Team Development****Kristen Bishop & Suma Iyer**

- March Madness Fundraising in place

**Meet Staffing Coordinator****Amy Nonnenmacher**

- Meets are 2 weeks apart from each other in May: May 17-19 and May 31 – June 2
- Official incentives – discussed ways to incentive Wahoo parents to train as officials.
- WPAC Slate needs nominations to be voted on at next WPAC meeting.

**Meet Coordinator Report****Tammy Winslow**

- Concerns for Regional Meet hospitality given construction concerns.

**Membership Coordinator****Margaret Daniel**

- Nothing relayed to report.

## **Squad VP Report**

**Kristie Donovan & Maha Mostofi**

### **12/Under**

- Super Bronze had a party on Friday, February 15. The theme was donuts and bagels.
- Super squad had a tailgate party on 2/1
- Maroon had a pizza and wings party in February
- Gold squad had a party on 2/21 after practice--pizza and make your own sundaes

### **13/Over**

- The National group is preparing for YNATS. Chaperones are busy making lists and getting organized for a smooth trip. Wahoo Christmas is scheduled for Saturday, March 23 after practice. Apparel has been ordered and swimmers are preparing. We are currently working on goodie bags.
- Seniors had a great dinner party last week with baked ziti, chicken parm, rolls and fruit. We used Wilton Deli and they were great. We are considering our next options!
- Varsity Squad had Valentine's Party. I ordered Mexican food from Qdoba and the kids loved it. The kids also play guessing game, they could win big bag of chocolate hearts. :-)
- Juniors had a Pasta Dinner and Secret Psych the night before Regionals last week. We're having another Pasta Dinner next Tuesday (3/12) before Age Groups.

## **New Business**

- No April meeting. Next meeting –Tuesday May 7th, 2019 at 6:30 p.m., location TBD.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Erin Adams

## **Wahoo Parent Advisory Committee Meeting Minutes May 7<sup>th</sup>, 2019**

**\*\*\*PENDING APPROVAL AT THE NEXT WPAC MEETING\*\*\***

**WPAC Attending:** Randy Erlenbach, Bernadette Hess, Erin Adams, Amy Nonnenmacher, Tammy Winslow,

**Absent:** Kristen Bishop, Suma Iyer, Kristie Donovan

**Additional attendees:** Kerri Mims, Lori Skiddell, Kim Hastings, Jill Lillis

Meeting called to order at 6:30 p.m. by President Bernadette Hess

**Approval of Minutes:** March 2019 minutes were approved.

### **Old Business:**

- Nothing to report.

### **Director of Competitive Aquatics Report**

**Randy Erlenbach**

- Team Unify costs will increase slightly next year
- Regarding financials, we are about where we expected to be this time of year
- Y Nationals this year will hopefully include swimmers who are late qualifiers at either Age Groups Championships or Senior Championships, both ending July 28<sup>th</sup>. Bus leaves for Y Nationals on July 29<sup>th</sup>.
- Renovation updates: we are ready for the May meet; scoreboard works. Plans include painting a temporary mural wall as a team building activity.
- Plans for Wilton Home meet 5/17-19 are for approximately 150 people on deck, half of the gym is reserved in case of bad weather. Hospitality will be set up in the preK room; there are no finals. National parents will help with meet breakdown on Sunday.
- Coach hiring update: there will be phone interviews with 4 people for head Age Group Coach followed by in person interviews 1-2 weeks later, with assistance of 1 or 2 parents.

### **President's Report**

**Bernadette Hess**

- Wahoo Banquet a huge success – thank you to all for organizing – it was enjoyed by all.

- Reminder to squad VPS to submit expenses to JoAnn so all squad financials are accounted.
- Nominating Committee needs help identifying additional people for open Board positions, streamline positions with new hospitality coordinators and meet coordinators for both 12/U and 13/O.

### **Secretary Report**

**Erin Adams**

- Nothing to report.

### **COMMITTEE BUSINESS**

#### **Fundraising/ Team Development**

**Kristen Bishop & Suma Iyer**

- Provided a summary of team development fees to date

#### **Meet Staffing Coordinator**

**Amy Nonnenmacher**

- Official incentives – approved by WPAC
- Work policy – plan to make sign offs digital, adjust work policy document so that it is more aligned with Wahoo language.
- Empower Squad VPS to serve as parent liaisons.
- Plan for a WPAC information meeting to address questions regarding meet work policy

#### **Meet Coordinator Report**

**Tammy Winslow**

- Emphasized need to identify multiple meet coordinators for both 12/U and 13/O

#### **Squad VP Report**

**Kristie Donovan**

##### **12/Under**

- Gold squad had a cupcake farewell for Coach Caitlyn.
- Super bronze did not have a social event
- Maroon did not have a social event
- Super bronze did not have any social events planned.
- The squads are planning to have parties in May with the nice weather

### **13/Over**

- Senior Squad had a pre-WHAT meet dinner on March 14 (pasta, meatballs, fruit & dessert) to gear up for their last meet and celebrate the short course season. The swimmers made secret psych posters as well.
- Varsity Squad is waiting to plan a party for nicer weather, likely after the first home meet
- Juniors is waiting for nicer weather to plan a party –likely after the second home meet but before school ends.

### **New Business**

- No April meeting. Next meeting –Wednesday June 5<sup>th</sup>, 2019 at 6:30 p.m., location TBD.

Meeting adjourned at 7:20 p.m.

Respectfully submitted,

Erin Adams

### **Wahoo Parent Advisory Committee Meeting Minutes June 5<sup>th</sup>, 2019**

**\*\*\*PENDING APPROVAL AT THE NEXT WPAC MEETING\*\*\***

**WPAC Attending:** Randy Erlenbach, Bernadette Hess, Erin Adams, Amy Nonnenmacher, Tammy Winslow, Kristen Bishop

**Absent:** Suma Iyer, Kristie Donovan

**Additional attendees:** Kerri Mims, Lori Skiddell, Kim Hastings, Jill Lillis, Greg Pinchbeck, Beth DiLullo

Meeting called to order at 6:30 p.m. by President Bernadette Hess

**Approval of Minutes:** May 2019 minutes were approved.

### **Old Business:**

- Nothing to report.

## **Director of Competitive Aquatics Report**

**Randy Erlenbach**

- Meeting tomorrow regarding implementation of new Safe Sports rules by June 23 deadline – Athlete (18/O) and Parent sign off required for athlete protection program, team will have to navigate the implications of the new rules
- Next year's meets: we did not get Y states again, will run January invite as normal – President's weekend as a short course prelims/long course finals meet.
- Meet last weekend was great – team received a lot of compliments from refs/parents
- Financials: 200 more swimmers at this meet than last year, even with increased expenses we netted more than anticipated.
- Thank you Lori Skiddell for the wall mural.
- Winter meets: likely taking older swimmers to NC weekend of Dec.5, 2019, younger swimmers to LI in December.
- In person interviews for new coach hire are planned for next week with assistance of 2 parents – likely Kerri Mims and Amy Nonnenmacher

## **President's Report**

**Bernadette Hess**



- Thank you to Lori and Kerri for tickets and visit from college creamery ice cream truck.
- The team received so much positive feedback from meet. Especially outstanding given construction at YMCA.
- Meet coordinator position: will try to divide responsibilities of new meet coordinators with JoAnn. JoAnn Hasko has agreed to help with 12/U, still seeking volunteer for 13/O.
- 2 people: Julia LaBant and Summer Downey have been identified to serve as hospitality coordinators.
- Possibly create role of relief worker for meets to assist parent workers.
- Was vs. Hoos will take place in September, likely at Merwin Meadows again due to construction.
- Bubble Up is tentatively Oct. 1 – Construction will likely do it, not parents.
- Thank you to Mr. Hu for beautiful photographs of swimmers at recent meet.
- Metro Swim fitting will need more metro staff to appropriately help size swimmers.

#### **Secretary Report**

**Erin Adams**

- Nothing to report.

#### **COMMITTEE BUSINESS**

##### **Fundraising/ Team Development**

**Kristen Bishop**

- We have reached our goal of \$45,000 – particularly with help of banquet raffle, bartending and meet shirts which were all great initiatives that did not require much work.

##### **Meet Staffing Coordinator**

**Amy Nonnenmacher**

- Survey Monkey to approve new WPAC Slate
- Regionals 12/U meet at home – other teams will be assigned timers.

##### **Meet Coordinator Report**

**Tammy Winslow**

- Thank you to all who helped open and close last weekend's meet.
- Collaborated with Julia and Summer for hospitality.
- Regionals: T shirt vendor will be on paddle deck; hospitality on the grassy knoll behind the paddle deck.

## Squad VP Report

Kristie Donovan

### 12/Under

- Super Squad has a party planned for June 14<sup>th</sup>.
- All other squads are in process of planning events.

## New Business

- JoAnn McCaffrey: Safe Sport Athlete – grace period 6/23-7/23/2019; to facilitate staffing finals with parent volunteers – the AOs will make a list of how many workers are needed from each team.
- Greg Pinchbeck – YMCA Board member: construction is 25% completed, there will be no lobby access until project is complete.
- Beth DiLullo – WYW parent – provided feedback and ideas for WYW presence at Memorial Day Parade and ways to increase community outreach with swimmers.
- Next meeting –Wednesday July 10<sup>th</sup>, 2019 at 6:30 p.m., at the Pavilion.

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Erin Adams

## Wahoo Parent Advisory Committee Meeting Minutes July 10<sup>th</sup>, 2019

**\*\*\*PENDING APPROVAL AT THE NEXT WPAC MEETING\*\*\***

**WPAC Attending:** Randy Erlenbach, Bernadette Hess, Erin Adams, Amy Nonnenmacher, Tammy Winslow, Suma Iyer

**Absent:**, Kristie Donovan, Kristen Bishop

**Additional attendees:** Kerri Mims, Lori Skiddell, Kim Hastings, Jill Lillis, Greg Pinchbeck, JoAnn McCaffrey

Meeting called to order at 6:30 p.m. by President Bernadette Hess

**Approval of Minutes:** May 2019 minutes were approved.

**Old Business:**

- Nothing to report.

**Director of Competitive Aquatics Report**

**Randy Erlenbach**

- Coach Clare out on medical leave.
- The last 2 weeks of August, our pool will not be available – will plan to have late August practice elsewhere. Our pool will be available after Labor Day.
- 12/U Regionals will take place this weekend at the WYW – will need hands on deck for both set up and take down following the meet.
- Regarding search for new Head Age group coach – the new coach bio and information will be available on Monday and will begin work with WYW on August 26, 2019.
- Evaluations/try outs will take place on Wednesday September 4, 2019.
- Wa's vs Hoo's will take place September 28<sup>th</sup> at Merwin Meadows.
- Bubble UP will take place Saturday October 5<sup>th</sup> – parent volunteers are required, however Bob will find out cost to outsource labor.

**President's Report**

**Bernadette Hess**

- There has been a lot of positive feedback from the Jersey meet – the older kids mentored the younger kids a lot.
- Regarding squad budgets, less money has been spent this season

because of decreased space due to construction.

- We have met the team fundraising goal of \$45,000 for 2018-2019. Need to plan ahead for fundraising goals for 2019-2020. The t shirts and raffles at banquet have both been huge success with minimal efforts. Consider “giving tree” for coaches/team.

### **Secretary Report**

**Erin Adams**

- Nothing to report.

### **COMMITTEE BUSINESS**

#### **Fundraising/ Team Development**

**Suma Iyer**

- We have had a successful year and met all goals.

#### **Meet Staffing Coordinator**

**Amy Nonnenmacher**

- Offered proposed slate for WPAC 2019-2020.
- Meet assignments – no one is signing up for Marshal positions.

#### **Meet Coordinator Report**

**Tammy Winslow**

- All set for this weekend’s Regionals 12/U. Meet managers are to report at 7 a.m. both mornings.

#### **Squad VP Report**

**Kristie Donovan**

##### **12/Under**

- Super Bronze and Super Squad had their end of season party in the pavilion on Monday.

#### **New Business**

- JoAnn McCaffrey: There will be wristbands available for spectators again this coming weekend. As far as volunteers are concerned, our biggest concern will be staffing 3 female and 3 male marshalls as at least 2 are needed for locker room checks to stay in compliance with Safe Sport. Also, the T shirt vendor will be on the porch – he may want to change his location.
- Greg Pinchbeck – Suggested maybe the lifeguards can check the locker rooms. Regarding fundraising for renovation plans for the 50 M pool. There is a plan to close the gap on needed funds through a public campaign, however what can be done from a Wahoo perspective to help meet these needs in a short time? There is a potential alumni donor who is willing to match raised Wahoo funds within a specific time period.
- Next meeting –Wednesday September 11<sup>th</sup>, 2019 at 6:30 p.m., at the Pavilion.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Erin Adams