Otters Swim Team Parents Board

Meeting Minutes

# September 5, 2018

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| Present: | Jenny Kyle,Christine Brown,Caryl Kinney, Renee' Williams, Joey Hunt, Denise Campbell |
| Next meeting: | 10/03/20218 from 5:30 – 6:30 during the practice. We are trying to leverage the Wednesday later practice and be done close to when the swimmers are read to go home.  |
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## Meeting Minutes

* Start earlier than what was in the Rec Center flyer
	+ Date Ideas:
		- Trail Week – Starting on 9/17/2018Tuesday and Thursday 3:30 – 5 and Wednesday 5 – 6:15. There is no need for our current Otters to attend this week. FAQ session with our new parents.
		- Fall Season to start on 9/24/2018. Jenny posted the flyer with the costs/days/times. We are hoping to reach other schools with the 2 later times. For any parent that might know of a potential swimmer, please pass the flyer along!
		- We discussed the idea of ‘officially’ break the season into Fall and Winter to better allow pricing for our Otters that start later (after volleyball for example). Jenny discussed this with Kim and Kim is ok with breaking the fee apart. We also discussed some sort of break in the cost if someone does Fall and Winter.
		- We discussed installment payments as well. Jenny followed up with Kim on this as well. While Kim doesn’t want to ‘advertise’ installments, if there is a parent that needs that option, Kim suggested just reaching out to her. We want the cost to be doable and the board feels the idea of installments needs to be a consideration.
			* 50% due up front
			* 11/1 – 25%
			* 12/1 – 25%
* Flyers: We discussed getting the Flyers out to other school districts as well as the CM Elementary School for the folders on 9/14/2018.
* Have the flyers available for the Middle School Curriculum evening – 09/13/2018. as well as provide them to the High School. We definitely want to reduce the paper on the flyers. There was a discussion that last year we emailed flyers.
	+ Role thought for the future: We would love for someone to volunteer for the yearly flyer distribution.
	+ Elementary Open House:
		- **Action Item:** Renee to email Mr. Wren to make sure we are ok with having a table for the Elementary Open House.
		- Caryl/Renee’ – hopefully can handle the Elementary Open House again… Caryl, would that work for you??????
* Coaches: Jada and Jessy were approved by the Rec Center Board. Next steps were determing if they need to register before they can start the required classes. We believe from when Olivia started, she registered herself (there would be personal information) and started the required classes. We need to document this better for the future.
* Completing the book purchases from the Father/Daughter banquet.
	+ We took the list that was provided, Denise went through all the books she purchased during the Scholastic Sale with Joey (thank you again ladies!!) and the board broke what was left apart with a budget of 90/list and went shopping. We got most of the books on the lists and they are all being shipped. Thank you Amazon and ladies!
	+ Picture with the books with the Otters for the Newsletter. We do NOT need all the books, we just need our Otters in their Otter shirts/sweatshirts, etc (not their team bathing suits) for a picture for the Newsletter. Date for picture TBD.
* Snacks:
	+ We had some problems at the end of the season last year with snacks being eaten in the locker room. **We cannot have the swimmers eating in the locker room period.**
	+ We absolutely know that many of the swimmers need a snack before practice.
	+ Kim said it is ok for the swimmers to eat in the lobby area AS LONG AS THEY CLEAN UP AFTER THEMSELVES. This goes without saying, but we will say it anyway.
	+ The board discussed the idea of reminders for any swimmer that does not eat their snack in the lobby or makes a mess.
		- Reminder 1 – extra laps of swimming. Having them ‘sit out’ is really not a ‘reminder’.
		- Reminder 2 – mopping the floor where the mess was made.
	+ Our Otters need to realize their behavior reflects on the entire team, let’s not lose the ability to have a snack before practice.
* Swim Meets. We discussed starting with some earlier fun meets this year.
	+ Mexico’s 1st feet – 10/20/2018 – Fall Mexico Meet;
	+ Skaneateles on 10/27
	+ Oswego 10/28/2018
	+ JD
	+ West Genesee – 11/11
	+ Liverpool 11/17 ad 11/18
* USA SWIMMING FEES:
	+ 72 is usa swimming fee now.
	+ New seasonal fee of $20 for those swimmers that want to just participate in 2 meets. Jenny posted more information on this on the Otters page.
* Swim practice notes:
	+ Monday/Wednesday 5-6:30 pm – when Jada could be a couple minutes late. We will have the warm up on the white board.
* Otter tab on CM Rec Center web site. We asked Kim if we would be able to have a tab on the new cm rec center page and she said yes! We want to have the below documents as a start. We want to improve our communication for this season.
	+ Agendas
	+ Meeting Minutes
	+ Team Calender – look to see what we can to leverage anything like the galaxy calender. One way or another, we will have a calender on this tab for the parents to have available.
	+ Link to our Otters non-private Facebook page.
	+ Link to our Otters private Facebook page.
	+ Any contact info has to be limited to names and e-mail addresses so we don’t have HIPAA violations.
	+ We talked about our desire to eliminate the paper registration forms and having the registration form/swim meet sign up on the tab somehow.
		- Jenny followed up with Kim on the registration form. Because of the payment that goes with the registration, she thinks registering online could be tricky, but she will look to see what can be done digitally. The board really wants to eliminate the paper if there is a way.
	+ Swim meet sign ups. Christine needs 1 FORMAT for the swim meets. She went crazy last year with all the different ways that folks gave her swim meet info and this needs to be streamlined greatly. We will look to see if our tab would be an option, but just a heads up, we will be steamlining this for this season in our efforts to improve things for the team.
	+ **Acton item: Caryl -** look at team unify to see what’s there for registering people . we want to mirror that for a form.
	+ Media release form – would be needed on the registration. We shouldn’t put pictures with other swimmers/people when there are other swimmers/people

* Father/Daughter Dance:
	+ Feb 2nd is the father/daughter dance.
	+ Larger company donations
		- 3 months – late October for bigger companies that need more lead time. Maybe a October 17th – with the focus of the meeting to be just donations. Shoot for 6:30 pm – less than 1 hr make the focus to make the heads of the committees. Prioritize the donators so we can get to certain donators sooner.
* Bylaws: Caryl indicated that she has the bylaws from when the team was created 25 years ago and can provide the paper copied we have so we can scan them and convert them to word as a starting place. We will be working on the bylaws in the 1 hour meetings as we have time at the end. There were several bumps in the road from last season that we are looking to improve upon with these bylaws.
	+ **Action item: Caryl** to provide the paper bylaws that she was given.
		- Update, Caryl has a 2008-2009 handbook. That can help us along with the by-law copies Jenny has gotten.
* We are going to check the length of the pool.
* The Fall conference is on September 23rd. We really need to see if anyone can attend that. It’s in Buffalo.

## We are going to be asking for help with small roles this year.