

October 2017

PCST Board Meeting Minutes

Date: 10/16/2017
 Time: 6:00 PM
 Location: Pebble Creek Clubhouse

Roll Call:

Attended?	Board Position	Member	Email
<input checked="" type="checkbox"/>	President	Jen Colley	jen_colley82@yahoo.com
<input checked="" type="checkbox"/>	Vice President	Shad Gilley	shadonline@gmail.com
<input checked="" type="checkbox"/>	Treasurer	Mark DeBruhl	citadel83@comcast.net
<input checked="" type="checkbox"/>	Secretary	Mike Hill	mike.stone.hill@gmail.com
<input checked="" type="checkbox"/>	Parent Rep	Laura Cooper	lilcoop4@gmail.com
<input checked="" type="checkbox"/>	Meet Manager	Ryan Hunt	ryanlhunt4@gmail.com
<input checked="" type="checkbox"/>	Member At Large	Hollie Cammarasana	hollieann144@hotmail.com
<input checked="" type="checkbox"/>	Member At Large	Jill Henderson	jilliebean1973@gmail.com
<input checked="" type="checkbox"/>	Member At Large	Emily Huelette	ehulette75@gmail.com
<input type="checkbox"/>	Team Manager *	Christy Evanko	
<input checked="" type="checkbox"/>	Concession Manager *	Brian Cooper	chefbcoop@gmail.com

Agenda Topics:

1 Wrap up 2017 Season

Presenter: Jen Colley

1. Thank you letters are out
2. Last checks are going out
3. Treasury has been transferred to Mark
4. Budget is all done

Action Items:

Item #	Description	Responsible	Date
1	Get notes out to board	Mike	10/17

2 Meeting Minutes

Presenter: Mike Hill

1. 9/2017 & 10/2017 Meeting Minutes to be approved next month
2. Action Items added to each Agenda topic

Action Items:

Item #	Description	Responsible	Date
1	Get 9/2017 & 10/2017 Minutes out to board	Mike	10/17

3 GRAL – Meeting Notes

Presenter: Jen Colley

1. David attended the GRAL meeting
2. There was talk about Division changes for next year
3. Emily will find out more in January

Action Items:

Item #	Description	Responsible	Date
1	Jenn to email GRAL notes to Emily	Jenn	

4 Swim Manager Software

Presenter: Jen Colley

1. Jenn had a conversation with Christy about this, will get notes from Jenn
2. Should cover the following:
 - o Benefits
 - o System will manage volunteers
 - o Streamline comm.
 - o Simplifies registrations
 - o Parent portal
 - o Sell suits and merchandise
 - o sign up
3. Questions:
 - o Lower fees?
 - o Risk?
 - o Cost?
4. Need to vote on this in November

Action Items:

Item #	Description	Responsible	Date
1	Jen to send notes from discussion with Christy to Board	Jen	
2	We need to vote on whether or not to use software	Board	

5 Santa's Breakfast

Presenter: Jen Colley

1. Santa
 - The Santa that was used in the past is sick and cannot do it this year
 - o Cost for last Santa: \$100
 - We need to schedule a Santa
2. Suit
 - We also need a suit
 - Might be able to use old Santa's suit
 - Emily working on this
3. Date & Time
 - 12/2/2017
 - 8:00 – 10:30
 - Pictures start at 8:00
 - Breakfast at 8:30
4. Photographer
 - Hollie will do the photography
5. Food
 - Brian:
 - Brian to send out menu
 - Smaller portions
 - Budget for food
 - Proposed budget: \$250
 - Questions:
 - Donations possible?
 - Coffee:
 - i. Starbucks
 - Fruit:
 - i. Chick-fil-a
 - Donuts:
 - i. Sugar shack
 - ii. 220 people worth of donuts
 - iii. 400 donuts holes maybe
6. Auction Items:

The ask is 2 donations per board member

 - Jenn
 - Donuts
 - Papa Inns worked well last year
 - Emily
 - Several items
 - Mark
 -
 - Shad
 - Christmas tree
 - Hollie

-
- Photo session
 - Essential oils Goodie bag
 - Brian
 - Restaurant can donate gift cards
 - Mike
7. Neighborhood Flyer
- Hollie is working on Flyer
 - Design by 10/30
 - Printing – Jenn can coordinate the printing of these
 - Second, “Save the Date” flyer proposed
 - o Hollie will work on this
 - Questions:
 - o Quality options? More colors, better quality, maybe like save the date cards?
8. Auction sheets
- need auctions sheets
 - Laura volunteered
 - Jen said there is a template on google drive
9. Decorations
- Get the place the night before for decorations
 - Jenn will ask other Emily about decorations
10. Volunteers
- 3 adults in kitchen (7:30 – 10:30)
 - 3-4 kid servers (7:30 – 10:30)
 - Board Members need to be there to assist
 - o Assignment of slots by next meeting
11. Promotions
- Flyers:
 - o Need to get on this early
 - o Multiple runs of flyers
 - o Go out week before thanksgiving
 - o 11/13 is flyer week
 - o Who is going to deliver them?
 - Divide neighborhood into sections and board members deliver
 - Social Media
 - o Hollie working social media post
 - Signs
 - o Laura will make new entrance signs to fit over “home meet” signs
12. Other Santa items

Action Items:

Item #	Description	Responsible	Date
1	Look into getting a Santa and/or Santa Suit	Emily	
2	Send proposed breakfast menu out to the board	Brian	
3	Reach out to Chick-Fil-A, Starbucks and Papa Inns for donations	Jen	
4	Check with Sugar Shack for donations for Breakfast	Emily	
5	Assignments of board volunteer positions for Santa Breakfast	?	
6	Make neighborhood entrance signs	Laura	
7	Ask "other Emily" about decorations	Jen	
8	Flyer design and "save the date"	Hollie	
9	Auction sheets	Laura	
10	Social media posts	Hollie	

6 Trophy Case / Shelf

Presenter: Jen Colley

1. Location options:
 - A. By pool:
 - Not by pool if there is glass
 - Plexi-glass?
 - B. Wall in office
 - Pro:
 - Cheaper
 - Con:
 - Kids can't really see it there
 - C. Back hallway by bathroom
 - Pro:
 - Public area, kids and parents can see it
 - Out of the way of wedding and other events that may want to move the display
 - Con:
 - Might be an accessibility issue (ADA)

Action Items:

Item #	Description	Responsible	Date
1	Look into bathroom hallway for trophy case	Jen	
2	Pictures of awards on website	Hollie	

7 Parking Lot Items

Presenter: Open

1. Website Security
 - Our site has been hacked 1 time
 - Need to do something about this
2. Other ways to display swim team trophies and awards
 - Slideshow of awards at meets
 - Equipment needed for this?

Action Items:

Item #	Description	Responsible	Date

8 Equipment Requests

Presenter: Open

1. Canopies for the pool
 - Grill
 - Shading on hot days
 - Score sheet issues
 - Need 6 of them
2. Swim Caps:
 - Silicon Caps
 - Option for parents to buy
3. Clipboards with lights
4. Champs caps / regular caps

Action Items:

Item #	Description	Responsible	Date

7 Questions from Board Members

Presenter: Open

Mark:

- Are the coaches coming back? Not sure

Lauren:

- Can we bring coaching positions earlier this year? Yes

Brian:

- Protocols for emergencies for life guards? Jen has discussed and will discuss again with guards
- Require swim caps for swimmers? Everyone seems on board
- Mark/Jenn send out a sponsor list to the board

Emily:

- Buffalo Wild Wings as a potential sponsor
- No longer with Dynamo, might be open to sponsoring us

Jen:

- Lane lines are not covered
 - We need someone to cover them
 - Jenn to get pool key to Brian

Action Items:

Item #	Description	Responsible	Date
1	Send out a sponsor list to board	Jen	
2	Brian to cover pool lane lines	Brian	
3	Look into digital picture frame cost	Laura	