

BHS Swim and Dive Booster Meeting 4/18/23 7 pm

In attendance: Michelle Dineen (president), Robert Dineen (treasurer), Ben Mauser (boys coach), Bridget Pritchard (volunteer coordinator), Sim Chhuoy and son Calvin, Coral Swanlund, Jenn Boyko, Tim Dunn, Christi Dawson, Michelle Bachmeier (secretary)

1. Minutes approved from 2/16/23 meeting.

2a. Board Business

-We are a formal non-profit organization and business. Moving to digitized model to keep info in central location. Separate from any 'personal accounts' so when new board member takes over can just hand off title and new person chooses new password. This a start over for booster club. Will also help with taxes. Taxes addressed in July (matches district's fiscal year).

-Status with Secretary of State-currently inactive. we were registered but it has expired. Michelle D. looking into how to renew and how much it is.

-Jill Tilbury resigned from treasurer position, Laura Buckner resigned from volunteer coordinator position.

-All financial expenditures need to be pre-approved. No set process before, need budgets for teams. Michelle and Robert will work on budgets and pre-approval for expenditures for next meeting. Hope to plan for upcoming events at booster meetings before events happen so can get approval.

-Board social media-currently have Facebook page that certain people can access (coaches and some parents). Boys and girls teams each have own Instagrams, girls have GroupMe account the Kim is on. Boys have similar but many smaller groups have started on their own from this. Need more posts on Facebook and Instagram for fundraisers. Also could put on 191 Proud Parents FB page. Bridget will put fundraisers on FB pages, etc.

-Need parents group chat. Team group chats for athletes can be tough if they don't have a cell phone. Boys team has had problems with having enough drivers since young team and chat would help with that. Bridget will send out invite for group chat one month before boys season. Girls will do one too. Not booster responsibility to figure out rides but could help facilitate chats.

-Team info should come thru coaches, other items thru booster club social media.

-Christy volunteered Cori to help drive the boys:)

2b. Board Documentation

-Looking for digital copy of bylaws, may need to recreate. Using original signed copy found in binder since no new amendments found. Need to digitize past board record like Articles of Incorporation, FormSS-4 EIN, IRS form 1023, Credit Union info etc.

-Ben is looking for older documents and will make them and items he has previously scanned into PDFs.

-Conflict of interest form signed by all board members.

-Working on transition documents (managing Google, TeamUnify, Techsoup, Trustone, Quickbooks, IRS etc.) and how to operate the non-profit by role/team/volunteer.

-Need update to coaches packets detailing how to handle expenses and booster fees. Need to define coaches' role and boosters' role and their access to Google. Maybe make an isd191.org account for coaches instead? Or coaches having their own access to Google? Maybe have coaches use email for what they need and they come to meetings but separate from booster?

3. Treasurer's Report -Rob Dineen

-Financial transition-Rob and Michelle D met with Jill to transition documentation, responsibilities, PO Box key.

-Rob has Trustone account, checkbook, new debit card, mobile app. Email is treasurer@blazeswim.org Bridget will be added to the account.

-Quickbooks online set up and configured. Paypal set up: treasurer@blazeswim.org Hoping to set up electronic payments in future. Want to use invoice system for reimbursement.

-We currently have about \$24,000+ in our account but have at least \$4000 in outstanding bills, and revenue from the district coming in (from timing, etc.) so sitting around \$20,000. We are in an okay position. We do not want to get over \$50,000.

-Ben to follow up with Jeanine Riggs about paying for their bus expenses from last travel trip and will give exact amount to Rob. . Not sure if AD received bill. Amount around \$1600-\$1700.

-Potentially spent \$1000/swimmer and diver last season (including all fees, expenses, transportation, etc). No historical numbers were available and no division between fund raisers and booster fees. Should we have fundraiser goals per swimmer/diver?

-We are using less of booster money since Ben has been asking district to fund more big ticket items for swimming. Need to figure out where future major expenditures fit in and have budget for each team.

-Potential expenses for 23-24 season: Apparel (suits, caps, fan tees for athletes), coaches apparel, Equipment (swim bags and towels for new members), travel (overnight trip is not covered-paid for by parents), events that are captain hosted (rookie party, pancake breakfast, pasta parties, section finals party), home meets (basic supplies, meals are provided by volunteers), team building (Pineapple, team building), senior night, end of season banquet and awards (swimmer and +1 covered, other attendees at cost), photos, trophies, misc (parade, board expenses etc).

-23-24 budget to be developed and approved 5/2023.

-See finances and taxes folder on Google Workspace for finance spreadsheets.

4. IT Business

-TeamUnify-Site upgrade by 6/15/23, renewal 12/23. Voted to zero out balances on account of about \$300. May change site to blazeswim.org vs. .com if we upgrade. Or do we want to look around at other site such as Active. Currently paying \$300/year for TeamUnify. Rob to look into and we will need to ask Kim her opinion. If we changed, we could start fresh and add blazeswim.org People are having issues finding things in TeamUnify.

-Changing to admin access to @blazeswim.org accounts

-Checking on who needs access to admin besides the board since many people are still on there from previous years. Also, many previous families still get emails. Maybe create an alumni grouping?

-Now have new Google Workspace (free since we are now TechSoup.org Non Profit Registered). Also gave us QuickBooks for decreased rate.

-Account created for each board member, coaches, girls team volunteers (if needed) and boys team volunteers (if needed).

-Domains transferred to Google Offerings and owned by administrator@blazeswim.org going forward-\$12/yearly renewal cost for both blazeswim.org and blazeswim.com

-Content moved from shared Gmail account into Google Workspace-archived content needs to be distributed into new structure, shared drive for board, shared drive for girls team, shared drive for boys team.

-Currently don't have access for non-board members for items such as minutes and budgets. Will probably add them to blazeswim.org under a tab.

-old bhsswimdiverboosters21@gmail.com account -Rob will change password soon and it will be decommissioned within 18 months. **Please do not use it anymore.**

-Rob doesn't need help with IT at this time.

5. Girls Team Report

-Report from Kim: **Apparel:** Captains met with Kim, they are going to Elsmore next week to sort apparel for fall to get site going by early June. Want to order fan shirts from there too. Are assuming that Boosters will cover suits and team fan shirts covered by parent booster fees-this will be talked about at May meeting. **Firemuster parade:** Kim submitted application and paid fee (\$51.50), she will sent invoice to treasurer, Black dog included on application and supports team effort. **Recruiting:** Amanda revamping recruitment flyer-Kim will make copies, girls visiting middles schools during lunch 5/17 and 5/22, Ben/Eric running summer camp thru athletic department, participating in 9th grade open house 5/24 6:30-7:30. **Fundraisers:** ones that the girls want to do next season are Droolin Moose, restaurant nights (Davannis's for parent meeting-maybe at Eagan location, Chipotle??, Jersey Mike's??, Nautical Bowls??, Cub bagging, Fan shirts (still a fundraiser if we use Elsmore?). **Towels:** Need to order more towels but Kim doesn't care if old or new design, okay with what Ben decides. If new towels do we give them to everyone? Or buy old design and just give to new kids? **Banquet:** Needs to be reserved early and big enough. Also could use school cafeteria. **Overnight trip:** Girls want to do this. Maybe dual meet with Moorhead. Captains to look into activities for way home. We need to talk about the budget for this. Captains and their parents to meet in early June. **Pictures:** If budget allows would like to the Imagery for pano and sr. banners, Kemmetmeuler for required yearbook photos.

We talked more about pictures at meeting. Many of us didn't like the Kemmetmeuler pictures but know that district requires them for yearbook because of contract. The Imagery did very nice work but are more expensive. Michelle D will look into other options. Ben arranged all the photo stuff for boys team and prefers Imagery but thinks is too expensive. Also, questions about meets being streamed either by our parents thru facebook live, BCTV or would our AV club be interested?

6. **Boys Team Report**

-Postponed until 6/23.

7. **Fund Raising**

-Do we need a committee?

-Heart of the City Cub only let us do bagging one time this year. Very easy and lucrative fund raiser and we should ask for more dates there or also do at other Cubs. Need to do early to get good days. Needs to be looked into.

-Homecoming game ticket scanners and security-we want to do this again. Easy fund raiser (need at least 10 adults). Christy will help Bridget set up.

-Can tie fund raisers to kids in NHS for hours.

8. **Other**

-Should volunteer coordinator be 2 people-one for boys one for girls? Or maybe make Bridget Communications Director and have 2 volunteer coordinators all working together. Or social media person for each team? Bridget could do this.

-We can have up to 7 board positions and it would be nice to have more girls parents on board and more parents at meetings (we have 3 named positions-president, treasure and secretary and have added volunteer coordinator). Could possible stream meetings if people are interested. Would like to see more cohesiveness between teams. And more communication between parents. Mentor program for new families?

-New suits are needed every year. The AD department buys our caps. Should we buy some with names on them? More expensive and could result in DQ if someone uses cap that isn't theirs. Christy is looking into other places to buy suits, caps, bags and towels to compare prices with Elsmore.

-Christy will help Bridget as VC without having title.

-Would like to have one athlete from each team on board (not included in seven potential board members). Is Calvin interested?

-Meetings are required at least every quarter. Currently will plan on meeting the 3rd week of each month. Ben will book room for next meeting and teach everyone how to do it at the next meeting. Must mention that you are booking for Booster Club so we get room for free. Book rooms, cafeteria quickly since they fill up fast.

-Next meeting May 16, 2023.

Meeting adjourned at 9 pm.