



## **Terre Haute Torpedoes**

### **Meeting of the Board of Directors**

Meeting Minutes

November 10, 2014

#### **I. Call to order**

President Valerie Kimble called to order the Board of Directors meeting of the Terre Haute Torpedoes at 6:45 pm on November 10, 2014 at Terre Haute South High School.

#### **II. Member Introductions**

The following persons were present: Executive Members; President Valerie Kimble, Vice President Joel Lauritzen, Treasurer Jerrilynn Bayless. Members at Large: Ross Elliott, Lori Larsen, Lisa Moore, Bridget Roberts-Pittman, Carlene Sakbun. Interim Head Coach Randy Jensen and Head Age Group Coach John Newhouse. Member at Large David Breitweiser was absent.

#### **III. Approval of minutes from last meeting**

The Terre Haute Torpedoes October 2014 Meeting Minutes were presented. Elliott made a motion to accept the October 2014 Meeting Minutes. Lauritzen seconded the motion. A voice vote was taken and the Terre Haute Torpedoes October 2014 Meeting Minutes were approved. (Attachment)

#### **IV. President Report- Valerie Kimble**

No Report

#### **V. Treasurer Report- Jerrilynn Bayless**

##### **A. Treasurer Report**

Treasurer Bayless presented Financial Report for September 1, 2014 through November 10, 2014.

- Income: \$79,857.82
- Expenses: \$54,237.36
- Balance: \$25,620.46

Elliott made a motion to accept the Financial Report. Roberts-Pittman seconded the motion. A voice vote was taken and the Financial Report was accepted.

## **B. Halloween Splash Report**

Bayless presented a Financial Report for the Halloween Splash swim meet that took place October 24-26, 2014.

- Income: \$11,742.36
- Expenses: \$ 4,661.59
- Balance: \$ 7,080.59

## **C. Transfer of Funds to Money Market Account**

Jensen reported that the club the Terre Haute Torpedoes swim club is ready to move the emergency fund to a money market account.

A motion was made by Lauritzen for the Executive Board to make a \$50,000 deposit into a local money market account based on the best at the time of the deposit. Elliott seconded the motion. A voice vote was taken and the motion passed.

## **VI. Head Coach Report- Randy Jensen**

### **A. 100 Men that Give**

Jensen reported that he will be submitting a proposal to the organization 100 Men that Give. The possible donation would help fund swim lessons and scholarship program for at risk swimmers.

### **B. Halloween Splash Achievements**

Jensen was excited to tell the board that over 600 personal best times were achieved at the Halloween Splash. Seven-teen swimmers moved up to a new level after the swim meet.

### **C. South Vermillion County**

Jensen reported that he is working on a possible partnership with South Vermillion High School to provide age level practice. Many of our current members are from the Vermillion County area. Jensen will continue to follow up on this idea.

### **D. Ipad Purchase**

Jensen request that ipads be purchased for Coaches to use on deck. Uses for the ipad would include videoing swimmers to improve swim technique, taking attendance, sale of concessions and t-shirts at swim meets.

Elliott made a motion for Jensen to purchase two ipads and cases by spending no more than \$1,200. Moore seconded the motion. A voice vote was taken and the motion passed.

#### **E. Schedule for Terre Haute Torpedoes Policy Review**

Jensen shared a proposed monthly schedule to look at the different policies of the swim club. He asked board members to provide input as he continues to finalize this work plan.

#### **F. Changes in Coaching Schedule**

Jensen has changed the coaching staff schedules to provide more coaches on deck at practices. He is beginning to think about the future and what the needs of the club may be. Jensen feels the club may need to prepare for an influx of swimmers. The excitement of a new facility and Olympic year may increase the number of swimmers. If we see a surge in swimmers then more coaches will need to be hired.

#### **G. Background Checks**

Jensen will start implementing limited background checks with a service recommended by USA Swimming. The cost is \$14.95 per check. All swimming instructors will have background checks by this service.

### **VII. Head Age Group Coach Report- John Newhouse**

Newhouse reported the current Terre Haute Torpedoes Membership stands at:

Orange-	27	Senior North-	In season
Blue-	50	Senior South-	In season
Bronze-	36	Master Swimmers-	19
Silver-	37	Swim Lessons-	8
Gold-	38		

### **VIII. Sponsorship Report- Carlene Sakbun**

Sakbun reported that we received sponsorships from Sakbun Family Gold Sponsor, First Financial Bank Bronze Sponsor, Terre Haute Savings Bank Bronze Sponsor, and Ultimate Health and Fitness Blue Sponsor. Griener Funeral Home, IMP, Friday's, and Advanced Intel have made pledges. The Board of Directors thanked Sakbun for her hard work.

### **IX. Meet Director- Ross Elliott**

Elliott attended two workshops at the House of Delegates meeting in Indianapolis.

Newhouse suggested that we borrow equipment from North High School for the Arctic Blast. Some of South equipment is failing.

Jensen has a few ideas on concessions for the Arctic Blast.

## **X. Old Business**

### **A. Swimming Saves Lives**

No Report

### **B. Team Vision**

No Report

### **C. Consistency of language across Terre Haute Torpedoes documents**

Roberts-Pittman has been looking over the documents posted on the website. Many changes will need to be made. She requested Newhouse remove the second copy of the refund policy as it is redundant and out of date.

### **D. Cleanup website and storage room**

Storage cleanup has been completed. The website is a work in progress. Newhouse is having trouble with the photos on the website and will get them fixed.

## **XI. New Business**

### **A. Away Meets/Participation- Bridget Roberts-Pittman**

Roberts-Pittman would like to see a way to encourage families to participate in away swim meets. Lauritzen agreed to work on the Facebook page.

### **B. Use of Rose-Hulman Facilities-Joel Lauritzen**

Lauritzen would like to see a partnership with Rose-Hulman to use their facilities on days when the Vigo County School Corporation is closed. Rose-Hulman has not been receptive to the Terre Haute Torpedoes in the past. Jensen said he would reach out to them to see if they would be interested in a new partnership

### **C. Bullying Policy**

Kimble asked if we have a policy of bullying. Roberts-Pittman cited the USA swimming policy on bullying. The policy does not address consequences of bullying. The Board of Directors may need to look into writing a policy.

#### **D. Holiday Party**

Newhouse announced that the Holiday Party will be December 18, 2014 at Terre Haute North. Jensen said that we will have pizza from 6:00- 6:30 and a family swim from 6:30 -7:30.

#### **XII. Adjournment**

The next meeting of the Terre Haute Torpedoes Board of Directors will be on December 8<sup>th</sup> at Terre Haute North High School.

With no further business President Kimble adjourned the meeting at 8:15 pm.

Respectfully submitted by Lori Correll Larsen, Secretary Terre Haute Torpedoes

(Attachment) Terre Haute Torpedoes Board of Directors Meeting Minuets October 2014.



## **Terre Haute Torpedoes**

### **Meeting of the Board of Directors**

Meeting Minutes

October 6, 2014

#### **XIII. Call to order**

President Valerie Kimble called to order the Board of Directors meeting of the Terre Haute Torpedoes at 6:34 pm on October 6, 2014 at Terre Haute North High School.

#### **XIV. Member Introductions**

The following persons were present: Executive Members; President Valerie Kimble, Vice President Joel Lauritzen, Treasurer Jerrilynn Bayless. Members at Large: Ross Elliott, Lori Larsen, Bridget Roberts-Pittman, Carlene Sakbun. Interim Head Coach Randy Jensen, Head Age Group Coach John Newhouse, and guest Lisa Moore. Member at Large David Breitweiser was absent.

#### **XV. Approval of minutes from last meeting**

The Terre Haute Torpedoes September 2014 Meeting Minutes were presented. Lauritzen made a motion to accept the September 2014 Meeting Minutes. Roberts-Pittman seconded the motion. A voice vote was taken and the Terre Haute Torpedoes September 2014 Meeting Minutes were approved. (Attachment 1.)

#### **XVI. President Report- Valerie Kimble**

##### **A. Addition of New Board Member**

President Kimble introduced Guest Lisa Moore. Moore has expressed interest in becoming a member of the Board of Directors. Kimble made a motion to accept Lisa Moore as a Member at Large to the Terre Haute Torpedoes Board of Directors. Lauritzen seconded the motion. A voice vote was taken and the motion passed.

##### **B. Assignment of Board Members**

Larsen has agreed to be the Secretary, Elliott has agreed to be the Meet Director, and Sakbun has agreed to be the Fundraising Chair.

Kimble then requested that Board Member volunteer to be swim group representatives. The following will be group representatives:

Orange-	Roberts-Pittman	Silver-	Lauritzen
Blue-	Moore	Gold-	Kimble
Bronze-	Bayless	Senior-	Jensen

## **XVII. Treasurer Report- Jerrilynn Bayless**

Treasurer Bayless presented Financial Report for August 15 through September 30, 2014.

- Income: \$60,865.41
- Expenses: \$29,165.40
- Balance: \$31,700.01

Lauritzen made a motion to accept the Financial Report. Roberts-Pittman seconded the motion. A voice vote was taken and the Financial Report was accepted.

Jensen reported that the club currently is holding a six month reserve in a savings account. The account is making very little income. Jensen and Newhouse are researching with local banks and credit unions the best way to invest the funds. The options are savings, certificates of deposit, or a money market account. More research will be needed. Jensen will report back his findings.

## **XVIII. Head Coach Report- Randy Jensen**

### **H. Brownsburg Meet**

Jensen reported that the 2014 BBSC Tri Meet held on September 2, 2014 was a great success. The club had three times more swimmers than last year. The Brownsburg meet director was pleased and suggested that Terre Haute Torpedoes host the meet next year in September 2015.

### **I. Goals for Meets**

Jensen reported that the swim coaches are stressing that swimmer participate in swim meets. Participation goals have been set: THT Halloween Splash 175 swimmers and SCSC Pumpkin Paddle 50 swimmers. Coaches will explain to parents the importance of participating in swim meets.

Jensen will be holding age group parent meetings. The agenda will include construction and programming update on the Vigo County School Corporation Aquatics Center, pre-competition meals, and volunteering at home swim meets. The meetings will be held on:

- October 17, 2014 North 6:45 pm for Blue, Orange and Bronze Group.
- October 20, 2014 North 6:45 pm for Silver and Gold Group.
- October 20, 2014 South 6:45 pm for Silver and Gold Group.

Jensen continued that a Start and Turn clinic will be held on October 18<sup>th</sup> from 1:00 pm to 4:00 pm at Terre Haute North. The clinic sold out on the first day.

**J. Swimming Saves Lives Foundation**

Jensen spoke about the Masters Swimmers program called Swimming Saves Lives Foundation. The foundation provides grants to clubs to teach adults to swim. The Terre Haute Torpedoes will apply for a grant and hope to use the funds to teach adults to swim in the month of April. April is USA Swimming's learn to swim month.

**K. Team Vision and Mission**

Jensen would like to have a committee that will look at the Mission and Vision for the club. Jensen will chair the committee. Lauritzen, Larsen, Moore, and Roberts-Pittman volunteered to serve.

**L. Reimbursement for Coaches**

Jensen brought to the attention of the Board of Directors that the way coaching staff turn in receipts to the Treasurer makes the reporting complicated. A discussion was held concerning receipts. Jensen presented a form and instructions he will be asking the coaching staff to use.

**XIX. Head Age Group Coach Report- John Newhouse**

Newhouse reported the current Terre Haute Torpedoes Membership stands at:

Orange-	33	Senior North-	24
Blue-	41	Senior South-	40
Bronze-	34	Master Swimmers-	14
Silver-	37	Swim Lessons-	20
Gold-	34		

**XX. Fundraising Report- Carlene Sakbun**

Sakbun reported that sponsorship letters have been sent. Sakbun and Newhouse will make follow up calls. Fundraising was discussed including the possibility of printing up a large sponsorship banner. More information will be needed. Jensen will ask about what types of promotions will be allowed at the VCSC Aquatics Center.

**XXI. Meet Director- Valerie Kimble**

**A. Volunteer Coordinator**

Kimble stated that the Halloween Splash will be held on October 24-26, 2014 at Terre Haute South High School. Kimble is in need of a volunteer for each session to work with the volunteers. These volunteers will check

to be sure volunteers are filling their commitment, handle money, and run emergency errands. Kimble was given a few names to contact.

**B. Purchase Lap Bells**

Kimble requested that lap bells be purchased to replace the one cow bell. Newhouse found a bell company that sells the bells for \$19.95. Elliott made a motion to purchase 10 bells at a price of \$19.95 each. Bayless seconded the motion. A voice vote was taken and the motion passed. Newhouse will order the bells right away.

**C. Heat Winner Ribbons**

Kimble requested that small ribbons be given to each heat winner. In the past we have given a popsicle. The Board of Directors agreed this would be a nice change.

**D. Concessions and Hospitality**

Kimble reported that Terre Haute North Dance Team Parents will be providing the concessions and food for the hospitality room. Kimble has approved the menu.

**XXII. Miscellaneous Discussion**

**E. Discounts for Multiple Children**

Roberts-Pittman asked if there could be a discount for families that have multiple swimmers. Bayless referred to Terre Haute Torpedoes standard of giving \$10.00 off for each child after the 2<sup>nd</sup> swimmer. The \$10.00 monthly discount applies to the 3<sup>rd</sup>, 4<sup>th</sup> 5<sup>th</sup> and additional children.

Kimble also pointed out that there is a new incentive for parent that volunteer as an official/referee. Volunteering with the officials program will help parents reduce home meet fees. This new policy has resulted in 14 new volunteers have attended the officials training. It was suggested that a white official's shirt be awarded to the first two volunteers that complete their training. The Board of Directors liked the idea and Kimble will promote it to the volunteers that took the Officials Training.

**F. Consistency of language across Terre Haute Torpedoes documents**

Roberts-Pittman recommended that a committee be formed to look at the documents of the Terre Haute Torpedoes to be sure our message is consistent. Roberts-Pittman agreed to chair the committee. Bayless and Larsen volunteered to serve.

**G. Cleanup website and storage room**

Kimble has begun to clean up the website and to add current information. All the members of the Board of Directors names and email address may be found under the coaches section. Kimble, Newhouse and others will continue this cleaning process of the website.

Kimble and Jensen will take some time and clean the swim storage room and check supplies.

#### **H. Volunteers**

Kimble inquired about removing the online accounts of swimmers that are no longer participating. A discussion was held. Bayless will investigate the process for suspending the accounts.

Then next Board of Directors meeting will be held on November 10, 2014 at 6:35 pm. The location of the meeting is at Terre Haute South.

The meeting was adjourned by President Kimble at 8:16 pm.

Respectfully submitted by Lori Correll Larsen, Secretary Terre Haute  
Torpedoes

(Attachment) THT Board of Directors Meeting September 3, 2014

### **THT Board of Directors Meeting September 3, 2014**

Members in Attendance – John Newhouse, Lori Larsen, Jerrilynn Bayless, Joel Lauritzen, Valerie Kimble, Randy Jensen.

1. The August minutes of the board meeting were approved. J. Bayless made a motion to accept the changes recommended and there was a 2<sup>nd</sup> . A vote was called and the motion was approved 6-0.
2. Lori discussed the highlights of the recommendations for by-laws changes. A committee was formed by the board and meet at TH South High School. Those included adding Master's swimmers as voting members of THT, allowing for interested parties to become board members without having a swimmer involved in the program, Creation of executive officers and how they qualify for the board, removal of the coaching staff as voting board members, reducing the number of board members, and allowing the board to change by-laws with notice to when the meeting will occur. V. Kimble made a motion to approve the committee recommendations, and there was a 2<sup>nd</sup> changes 6-0 and forwarded the recs to annual meeting.
3. Jerrilynn presented the budget for approval. Joel asked if the coaching staff had been given a raise. Neither Jeff nor Randy recommended a salary increase for the 2014-15 year. Joel questioned why? Randy explained that in this transition period that salaries remain at their current levels. Joel thought based on years of service and responsibility that John and Dani should be considered. Dave will receive an extra coaching stipend for seniors. The numbers were adjusted for John with an increase of 2000.00 and Dani will be paid for 12 months but only work 10. Joel moved to approve the budget and a second came from Valerie. The board voted to approve the budget 6-0.
4. Annual Meeting is scheduled for September 15<sup>th</sup>. A team photo and t-shirts will be distributed. The kids will have a fun swim while the parents meet in the cafeteria.
5. September 22 is training for officials in the North library.

(Attachment 2)

	<u>Aug 15 - Sep 30, 14</u>	
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Team apparel	312.16	Square
Membership Dues	59,298.25	
Sales income	<u>1,255.00</u>	Caps/Towels
<b>Total</b>		
<b>Income</b>	<u>60,865.41</u>	
 <b>Gross Profit</b>	 60,865.41	
 <b>Expense</b>		
Paid to IN Swimming	340.00	
<b>Operating Expenses</b>		
Away Meet expenses		
Coaches Travel		
Meals	228.90	
Hotel	1,101.44	
Mileage	<u>79.10</u>	
<b>Total Coaches Travel</b>	<u>1,409.44</u>	
 <b>Total Away Meet expenses</b>	 1,409.44	
 Call-out expenses	 600.00	
<b>Payroll Expenses</b>		
Coaches Health		
Insurance	1,400.00	August/September
Coaches Salaries	17,289.99	
Bonuses	312.50	
Payroll taxes	1,658.71	
Payroll Expenses - Other	<u>1,341.30</u>	
<b>Total Payroll Expenses</b>	<u>22,002.50</u>	
 Postage and Delivery	 1.40	
Supplies	275.46	
<b>Swimmer Benefit</b>		
State team	224.00	
swimmer rewards	16.05	
SC banquet and plaques	251.42	
Swimmer Benefit - Other	<u>2,060.13</u>	\$1605 Caps
<b>Total Swimmer Benefit</b>	<u>2,551.60</u>	

Operating Expenses - Other	<u>1,255.09</u>	\$1099 Teamunify
Total Operating Expenses	28,095.49	
Uncategorized Expenses	<u>729.91</u>	CC fees
Total Expense	<u>29,165.40</u>	
Net Ordinary Income	<u>31,700.01</u>	
Net Income	<u><u>31,700.01</u></u>	