



Terre Haute Torpedoes

Board of Directors Meeting Minutes

September 14, 2023

I. Call to Order

The September board meeting was called to order at 6:04 pm by Ross Elliott

II. Member Introductions

The following board members were in attendance:

Megan Watson (Secretary)
Jessica Halleck (At-Large / Safe Sport)
Mike Williams (At-Large)
Whitney Whistler (Meet Director)
Emily Crapo (Sponsorship / Fundraising)
Sam Stewart (Head Coach)
Ross Elliott (President)

The following members were absent:

Blake Reed (Vice President)
Allison O'Rourke (Treasurer)

III. Consent Agenda

Emily motioned to accept consent agenda (July & August BOD minutes + July Treasurer's Dashboard) Jessica seconded the motion. The motion passed 5-0-0.

IV. Board Reports:

President Report:

- New Guidelines
- Season information email was sent out.
- Membership store and team store will be up and running.

Finance Committee report:

- See attached.

Meet Director Report

- Sent out Save the Dates last week.

- There are maybe two volunteer organizations willing to volunteer for meet. Nothing is solidified.
- Whitney counted awards; no awards for Halloween Splash, Whitney will order

Safe Sport report

- Megan is nearly done with her credentials, Blake has not started, this needs to be priority
- Parents going to watch video at THT cookout to get compliance for this season for safe sport.

Sponsorship report

- Swim-a-thon will be held 10/07
- Emily is working on getting things done with that and sponsorships.

Head Coach report

- Chin up bars arrived, not installed yet
- Everything in report
- We have had one update to our numbers.
- Scholarships need to get approved.

V. New Business

- House of Delegates meeting at Center Grove September 30, 2023
- Lyric, Sam and Ross are attending but others are welcome.
- Lyric needs to ask her parents and Jessica looked not safe sport violation to carpool with Ross and Sam.
- Sam would like to add incentives to the swim a thon.
- Group pictures are at the end of the month – date to be determined.
- Board Elections coming email will be sent about interest from others.
- Kick off season party September 25, 2023- email will be sent out.
Topics to be discussed.
 - Safe sport video
 - Introduce board
 - Job requirements
- Sam, Emily, and Ross working on membership email to send to the club about important dates and other information regarding this season.

VI. Old Business

- Bylaws- Whitney motioned to approve previously proposed bylaws updates. Mike seconded. Motion passed 6-0-0.
- USA swimming- Blake not done, Megan almost done (just needs to take the athlete protection training)

VII. Next Meeting: October 9, 2023 at 6:00pm at the AC

VIII. Meeting adjourned at 6:58 PM



Outstanding expenses as of 7/31/2023:		Payable to:
Indiana Swimming Charges	0	Vigo County School Corp -Rent for August
		Rose Hulman Rent for pool usage for last week of season
		Indiana Swimming- Champ meet entries
Summer Steam surcharges	420.00	
Summer Steam Ancillary Fee	84.00	
Summer Steam 8% entry fees	465.92	
cc transaction fees	30.17	
	-	
	-	
	-	
	-	LC Season April 3rd - July 31st
Due July 1st	<u>1,000.09</u>	

Upcoming financial activity in short term (< 3 months):

Income		Expenses	
Source	Estimated Amount	Payable to:	Estimated Expense
		Sports Engine-TU	\$ -
total Next Invoice Income Team Unify	\$ -	Payroll for June	\$ 6,333.53
no income for month of August - at this time		Federal 941/944/943 - due 9/13	\$ 1,830.12
		IN Withholding - due 8/30	\$ 412.90
		Unemployment Insurance Q3- due 10/31/2023	\$ 333.81
		Facebook Ad?	
		Indiana Swimming	

July Credit Card Charges		
Alyson:		
Indiana Swimming (Summer Steam Charges)	\$	1,000.09
Simply Swim Caps- Championship Swim Caps	\$	376.00
Sam's Club - canopy for Noblesville meet	\$	106.98 (destroyed need to buy new one next season)
Baymont Inn - Cat and Albany room- Noblesville Meet	\$	284.48
Amtrust North America	\$	961.00
Fazolis- Championship dinner	\$	341.60
Staples-Flash drive to take backup of Quickbooks to accountant to file our returns	\$	26.14
Hampton Inn (female coaches room - Seymour	\$	337.20
Embroidery Express- 3-Towel embroidery for individual state cuts	\$	48.15
Network for Good	\$	3,600.00
Graphic FX (total charge 512.55-249.00 (family shirts orders)	\$	263.55 I charged accounts on 7/29
Coach Sam:		
Walmart (Sams Coaches Polo)	\$	36.38
Embroidery Express - (Embroider coaches polo)	\$	25.68
Hampton Inn (Male Coaches Room Seymour)	\$	437.71
IUPUI - Parking - State (3 days)	\$	30.00
Enterprise (Rental for Coaches car for state- no hotel stay)	\$	198.60
Little Caesars (dinner at Seymour)	\$	7.27 (need gas receipts from Sam)
Operating Expenses	\$	3,185.57
Travel for Away Meet(s)	\$	1,295.26
Fundraising	\$	3,600.00
Total Credit Card Charges	\$	8,080.83

