

### 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



# Treasurer's Dashboard Report for July 2023

July Credit Card Charges Alyson:

Indiana Swimming (Summer Steam Charges) \$ 1,000.09

Simply Swim Caps- Championship Swim

				Simply Swim Caps- Championship Swim			
				Caps	\$	376.00	
				Sam's Club - canopy for Noblesville meet Baymont Inn - Cat and Albany room-	\$	106.98	(destroyed need to buy new one next season)
First Checking account balance of 7/31/2023:		\$ 9,267.53		Noblesville Meet	\$	284.48	
Savings account balance as of 7/31/2023		\$ 12.00		Amtrust North America	\$	961.00	
Savings Facility balance as of 7/31/2023		\$ 9.60		Fazolis- Championship dinner	\$	341.60	
				Staples-Flash drive to take backup of Quickbooks to accountant to file our			
Savings Fund Raising balance as of 7/31/2023		\$ 16,000.00		returns	\$	26.14	
Checking balance as of 7/31/2023		\$ 1,366.79					
Savings Swim Lessons 7/31/2023		\$ 16,814.6		Hampton Inn (female coaches room - Seymour Embroidery Express- 3-Towel embroidery	\$	337.20	
Total combined		\$ 43,470.5		for individual state cuts	\$	48.15	
		<del>-</del>		Network for Good		3,600.00	
	Г			Graphic FX (total charge 512.55-249.00	φ	3,000.00	
Outstanding expenses as of 7/31/2023:		Payable to:	Amount:	(family shirts orders)	\$	263 55	I charged accounts on 7/29
Indiana Swimming Charges	ol	Vigo County School Corp -Rent for August	\$ 2,200.		-		
	<u> </u>	Rose Hulman Rent for pool usage for last week of season	\$ 900.				
	4	Indiana Swimming- Champ meet entries	1 '	00 Coach Sam:			
Summer Steam surcharges	420.00		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Walmart (Sams Coaches Polo)	\$	36.38	
<b>3</b>				Embroidery Express - (Embroider coaches	Ψ	50.50	
Summer Steam Ancillary Fee	84.00			polo)	\$	25.68	
·				Hampton Inn (Male Coaches Room	-		
Summer Steam 8% entry fees	465.92			Seymour)	\$	437.71	
cc transaction fees	30.17			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)
	-						
	-						
		LC Season April 3rd - July 31st		Operating Expenses	\$	3,185.57	
Due July 1st	1,000.09	•		Travel for Away Meet(s)	\$	1,295.26	
				Fundraising	\$	3,600.00	)
				Total Credit Card Charges	_	8,080.83	⊒'

#### 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			



### Treasurer's Dashboard Report for August 2023

August Credit Card Charges Alyson:

Sam:

Intuit Payroll	\$ 21.40
Facebook Ad	\$ 259.47
Indiana Swimming	\$ 1 85

First Checking account balance of 8/31/2023: First Savings account balance as of 8/31/2023 Savings account balance as of 8/31/2023 Savings Facility balance as of 8/31/2023 Savings Fund Raising balance as of 8/31/2023 Checking balance as of 8/31/2023 Savings Swim Lessons 8/31/2023 Total combined \$ 7,839.02 \$ 9,000.00 \$ 12.00 \$ 9.60 \$ 8,767.59 \$ 3,068.88 \$ 13,814.60 \$ 42,511.69

Tital Distributors Inc (pull up bars) \$ 304.35

Outstanding expenses as of 8/31/2023: Indiana Swimming Charges

AGS Entry Fees
AGS Entry Fees
SRS Entry Fees
Credit for checks
Credit card fees

Due August 1st

	Payable to:	Amount:
0	Vigo County School Corp -Rent for September	\$ 2,200.00
	Ross Elliott - Reimbursement for Head Coach computer	\$ 1,892.80
289.00		
170.00		
51.50		
(509.00)		
0.35		
-		
-		
-		
	CC Cont Eth to	

\_\_\_\_\_\_ SC Sept 5th to \_\_\_\_\_\_\_ 1.85\_

 Operating Expenses
 \$ 587.07

 Travel for Away Meet(s)

 Fundraising

 Total Credit Card Charges
 \$ 587.07

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

Income			Expenses			
Source	Estima	ated Amount	Payable to:	Estimated Expense		
			Sports Engine-TU	\$	-	
total Next Invoice Income Team Unify	\$	8,387.20	Payroll for August	\$	3,032.56	
			Federal 941/944/943 - due 10/12	\$	52.00	
			IN Withholding - due 10/2	\$	262.15	
			Unemployment Insurance Q3- due 10/31/2023	\$	143.74	
			Facebook Ad?			
			Indiana Swimming			
		•				
		•				

Long term Expenses (> 3 months)	
Payable to:	Estimated Expense