



Terre Haute Torpedoes

Board of Directors Meeting Minutes

November 11, 2024

I. Call to Order:

Meeting called to order 6:05pm.

II. Member Introductions:

The following board members were in attendance:

Jessica Halleck (SafeSport)
Whitney Whistler (Meet Director)
Tracy McCreery (Fundraising)
Sam Stewart (Head Coach)
Ross Elliott (President)
Alyson O'Rourke (Treasurer)
Megan Tarver (At-Large)
Rachel Jackson (At-Large)

The following members were absent:

Megan Watson (Secretary)
Mike Williams (At-Large)

III. Consent Agenda:

Meeting minutes not available from the October meeting at this time. Consent tabled until meeting minutes completed for review.

IV. Board Reports:

Head Coach Report

- 4 more swimmers on roster than last month
- Coach Sam would like to pursue a Middle School enrollment promotion
 - Start in January – discount rate
 - Swimmers would still have to pay reg fee/USA swimming fee
 - Has not been done at THT for the last 3-4 years
- Halloween Splash results/cuts/records discussed
- Pumpkin Paddle Swim Meet in Crawfordsville next weekend
- Coach Sam would also like to hire an assistant coach to help with the blue/orange group
 - Pay rate - \$10/hour
 - Approx. \$100/month (30 minutes for orange and 45 minutes for blue)
 - Littler kids need more supervision and attention
 - THT has lost a few swimmers in these groups over the past few months
 - Coach Albany would appreciate the help
 - Coach Sam to send document in writing to the BOD for review

- Coach incentives to be discussed later on in agenda

Finance Committee report

- Treasurer report (see attached)
 - Dashboard questions? – possible payment to insurance not present on dashboard – Alyson to investigate
- Credit card for Coach Sam approved
- Sam to be added to the First Financial Bank account – meet Alyson at bank

V. Old Business:

Halloween Splash:

- Survey Results
 - Hospitality food taken away early – Whitney to discuss with Emily and THCVB/St. Mary's
 - Concession item suggestions – will pass along to Mike and VCSC
 - Parents on deck – orange group – Sam to investigate and report back
 - Adults in locker rooms? – contact info optional on future surveys may be helpful in verifying these issues
 - Adding another deck marshal to stand along spectator seating to discourage standing along the glass may be helpful
 - Adding a deck marshal for supervision of warm-up lanes may also be helpful
 - Congestion on bulkhead
 - Aquatic Center Policy this season – cannot be changed
 - Meet appeared to move too fast, too many combined events
 - Ross discussed that the option of pre-seeded events and less combined events, however this meet format could elongate the meet time and increase session requirements for parent volunteers
 - Megan T. suggested only combining two events max – will pass this suggestion along to Eliot V.
 - THT coaching staff did not seem to mind the meet format or speed
- Alyson to email Mike about reimbursement of CPR training mannequin after Coach Sam follows up with Coach Patrick/Coach Emily

Swim-a-Thon:

- Results So Far... (ends 11/16/2024)
 - \$14,777 – current total
 - Raine/Albany to get with Whitney on Friday (11/15/24) for any donation collections
 - Coach Sam to send one final email reminder

Last Chance Meet:

- March 1, 2025
- No 25 yard events
- No 100 IM events
- Full championship events

Summer Meet Scheduling: (Due to ISI by 12/1/2024)

- Possible dates discussed for Summer Steam
 - Whitney to submit application for primary date to be May 16-18, 2025 and the secondary date to be June 13-15, 2025

VI. New Business:

Training Group Move-Ups:

- Head coach vision – easier to move up swimmers whenever possible rather than waiting on monthly timelines
 - Coach Sam proposes that he would generate the move up lists of swimmers and verify with group assist. Coaches
 - Coach Sam proposes that the dues be adjusted on the first of the following month after a group move up
- Treasurer input – billing usually occurs on the 20th of the month and regular dues are due on the first of each month. Mid-month billing or pro-rating after a move up would be a logistical nightmare
- BOD voted on proposal for group move-up policy as follows:
 - **Accounts will be billed for new group dues on the first of the next month following any group move-up**
 - Megan Tarver motioned to approve; Jessica Halleck seconded. Motion passed 7-0-0.

Coach Incentive Proposal:

- Coach Sam started coach incentives while employed with his last team in Oklahoma
- Coach Sam would also like group move-ups from orange/blue groups to be more efficient
- Coach Sam proposes that he would initiate group move-up suggestions and confer with assist. Coaches for their input before final move-up decisions
- Lessons incentives for lesson instructors may be very difficult to implement – we will table this for now
 - September 2024 – Coach Sam did pass 12 dolphin swimmers and 3 joined the competition team – we do need MORE encouragement from lesson instructors and lesson coordinator about THT enrollment and opportunities
- Discussion regarding Bonus system:
 - What happens if swimmers go back to the previous level?
 - How will the bonus be paid and when?
 - Treasurer suggested after-season-completion bonus (retention incentive)
 - Change title of document to “Assistant Coach Incentives Proposal”
 - Change wording on certain meet incentives to declare swimmers “attending” (e.g. Divisionals, state, nationals etc.)
 - Change \$20 bonus / 5 swimmers to \$10 or \$15
 - Swimmer count to accumulate year after year for coaches
 - System for tracking? – excel document by Coach Sam
 - Treasurer to confirm move-ups at end of season
 - Bonus check at end of season easier
- Coach Sam to share ASCA level information with the BOD
- Coach Sam to clean up document and re-present to BOD

Member Request:

- BOD email chain regarding member request for move-up billing policy to be amended – email request and discussion presented by Megan Tarver and family

- The Tarver family requested consideration by the BOD to grant reimbursement and retrograde credits to any families affected by the change in move-up policy approved by the board on 11/11/24 for the previous month of October.
- BOD voted on proposal for group move-up RETROGRADE BILLING policy as follows:
 - **Any family with a swimmer that was moved up to a new group in the month of October 2024 will receive a retroactive credit to their account for the difference in group dues for the 2024-2025 short course season.**
 - Tracy McCreery motioned to approve; Rachel Jackson seconded.
 - Megan Tarver and Ross Elliott abstained from the vote.
 - Motion passed 5-0-2.

BOD Decision Processes:

- President discussed BOD obligation to operate as policy is written and the need to involve BOD members when a change in policy is required.
- Megan Tarver would like to know if there is a policy change that should be made regarding informing all BOD members when a billing error occurs. We will table this discussion at this time. Megan Tarver to propose possible recommendations for policy improvement regarding billing errors.


VII. Next Meeting:

Monday, December 9, 2024 at 6:00 PM EDT (@ Aquatic Center)

VIII. Adjourn:

Meeting adjourned at 7:43pm.

THT BOD Meeting Minutes – November 11, 2024

					October Credit Card Charges	
		Treasurer's Dashboard Report for October			Alyson	
					USA Swimming	\$ 177.50
					Kroger Hospitality	\$ 151.70
					Dollar General - Halloween Splash	\$ 13.88
First Checking account balance of 10/31/2024		\$	31,346.30		USA Swimming	\$ 50.00
First Savings account balance as of 10/31/2024		\$	47,154.97		Sams Club -Halloween Splash	\$ 168.36
Savings account balance as of 10/31/2024		\$	5.00		Amazon -Halloween Splash	\$ 31.66
Savings Facility balance as of 10/31/2024		\$	10.19		Triton Wear	\$ 273.00
Savings Fundraising balance as of 10/31/2024		\$	608.95		TJ Max- Halloween Splash	\$ 6.41
Checking balance as of 10/31/2024		\$	4,430.86			
Savings Swim Lessons 10/31/2024		\$	14.60		Sam	
Total combined		\$	83,570.87		Triton Wear	\$ 75.00
Outstanding expenses as of 10/31/2024		Payable to:		Amount:	Operating Expenses	\$ 872.51
Indiana Swimming Charges		Vigo County School Corp -Rent for November		\$ 2,200.00	Travel for Away Meet(s)	
Halloween Splash 8%	425.36	Facebook			Fundraising	
Ancillary	83.00	Halloween Splash Reimbursement to Whitney- supplies		\$ 68.56	Total Credit Card Charges	\$ 872.51
Surcharges	415.00	Halloween Splash Pool Rental		\$ 3,063.15		
	-					
	-	SC Sept 3rd to March plus Championship				
	923.36					
Upcoming financial activity in short term (< 3 months):						
Income		Expenses				
Source	Estimated Amount	Payable to:		Estimated Expense		
Total Next Invoice Income Team Unify	\$ 7,289.67	Sports Engine-TU		\$ -		
Halloween Splash		Payroll for October				
Swim A Thon		Federal 941/944/943 - due 11/15/2024		\$ 1,433.94		
Halloween Splash -donation for Hospitality	\$ 397.87	IN Withholding - due 11/30/2024		\$ 270.90		
		Unemployment Insurance Q4- due 10/31/2024				
		Facebook Ad?				
Long term Expenses (> 3 months)						
Payable to:		Estimated Expense				
Tabco Team T shirts						
Prizes for Swim a Thon						
Halloween Splash						
Crawfordsville Car Rental for Sam	\$ 148.95					
Rental Gas						
Coaches & Officials Re-Certifications						
FRST- Franklin Hotel - Sam	\$ 423.36					
Extended Stay - Holiday Championship	\$ 208.13					