



Terre Haute Torpedoes
Board of Directors Meeting Minutes
August 21, 2025

I. Call to Order:

Meeting called to order at 8:29 PM.

II. Member Introductions:

Those in attendance were:

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

No members were absent.

III. Consent Agenda:

Mike motioned to accept the July Minutes and Treasurer's dashboard. Traci seconded the motion and the motion passed.

IV. Board Reports:

Head Coach Report:

- Sam provided an overview of season-culminating meets for Long Course
- A refund request was received for Troy Ditto and Millie Lee. Jessica motioned to refund half of one month for each member. Alyson seconded the motion, and the motion passed.

Treasurer's Report:

- Alyson called for questions on her previously submitted Treasurer's report for July. Megan noted that the report indicated THT received a discount from VCSC for July's rent and asked what our normal rate is. Alyson reported that the monthly rental is \$2,200 and Ross added that we also pay \$10 for each lessons participant each month.

V. Old Business:

Website

- Sam made updates to the layout of the home page of THT's website. The board is generally happy at this point and will send any ideas for additional updates to Sam.

Vision/Mission/Motto Statements

- The board resumed discussion around updating vision, mission, and motto statements for the club. Ross compiled these ideas into a document for further review.

Follow-up Meeting w/ Tony Young

- The BOD was originally supposed to have a follow-up meeting with Tony in August, but there are limited updates to share at this time. The BOD decided to postpone the meeting until more progress has been made. Ross will reach out to Tony to let him know that the BOD will reach out to him at a later date with a more robust update.

Board Election Update

- An email has been sent soliciting candidates for the annual BOD election. Current board members should email Ross if they intend to run again. The deadline for candidate applications is August 31.

Short Course Callouts

- Scheduled for Tuesday, August 26 and Thursday, August 28
- Board members are needed to help run callouts

Awards Banquet

- Scheduled for Friday, August 29. Mike will check to see if the grill can be brought to the pool. Sam said he would probably just order fried chicken from Baesler's and has everything else ready to go. Mike will still request the grill just in case. Sam also asked if we had a list of things that we sent out last year for what members bring according to last name. Whitney suggested A-H: Side; I-P: Dessert; Q-Z: Cups, Plates, Plasticware, and Napkins

VI. New Business:

Annual Meeting Scheduling

- Deadline for submitting candidacy is August 31. September 15 is the meeting date and Sam will add it to the calendar. Mike needs to know what we need from the AC. Ron can grill if we go that route.

2025-2026 Fiscal Budget:

- Biggest adjustment made to the most recently updated version was to anticipated registration numbers and approved use of the Google Voice line (\$10/month)
- Megan asked which members get free/discounted dues (not including scholarship), where they are accounted for on the budget, and if they should be documented somewhere. Ross stated that it's never been done in the past because it doesn't realize any income. Megan asked where the information could be found and Sam stated that he includes those figures in his monthly reports.
- Ross mentioned another change was the addition of a Senior group assistant coach totaling \$600 for 5 months, but they would only be hired if we hit expected registration numbers, however, if Senior group numbers were higher while other groups fell short, there could be a problem. Sam stated that he would only need the assistant if the Senior group were very large and there was a considerable skill gap between the top and bottom of the group.
- Megan asked about the \$7,500 figure for fundraising income in December. This amount was a donation from the Vigo County Commissioners, but it was mentioned that this is no longer a line-item in their budget. The BOD opted to remove the \$7,500 figure from the budget. Mike Morris may try to figure out a different arrangement at a later time.
- Megan asked why THT gives the first two months of swim lessons free instead of just one month. Mike said when he was coaching it was one month free and was viewed as a community service rather than a driver for increasing membership registrations.
- Discussion continued around how much fundraising income to include in the budget. Though THT raised a significant sum this year, it was decided that the budget should not include that high of a figure since

there is nothing to indicate that it is likely to happen again. The BOD settled on a more modest number for Swim-A-Thon donations based on the average of recent years (sans matching donations).

- A short discussion was held about whether or not to raise membership dues. Jessica motioned that dues not be raised for the 2025-2026 fiscal year. Megan seconded the motion and the motion passed.
- Jessica motioned that payroll expenses be reverted to reflect recent payroll numbers in order to move forward with approving the budget. Megan asked if we could discuss payroll next month and revise the budget accordingly, to which Ross replied “yes”. Megan asked Sam if he was good with that suggestion and he also said “yes”.
- After finals changes, Jessica motioned that the BOD accept the 2025-2026 fiscal budget. Traci seconded the motion and the motion passed (Alyson, Mike, and Whitney abstained).

VIII. Next Meeting:

- 6:00 PM EDT on Tuesday, September 9, 2025 @ Vigo Schools Aquatic Center (Wet Classroom)

IX. Adjourn:

- Meeting adjourned at 10:57 PM



Treasurer's Dashboard Report for July

First Checking account balance of 7/31/2025	\$	8,432.62
First Savings account balance as of 7/31/2025	\$	64,981.97
Savings account balance as of 7/31/2025	\$	5.00
Savings Facility balance as of 7/31/2025	\$	10.22
Savings Fundraising balance as of 7/31/2025	\$	609.87
Checking balance as of 7/31/2025	\$	4,430.86
Savings Swim Lessons 7/31/2025	\$	14.60
Total combined	\$	78,485.14

Outstanding expenses as of 7/31/2025		Payable to:	Amount:
Indiana Swimming Charges		Vigo County School Corp -Rent for August	\$ 1,364.00
		Discounted due to pool closure	
Avery Conley No Upgrade	100.00	Rose Hulman Pool Rent	\$ 1,800.00
Nolan and Miriam Williams No Birth certificate	200.00	Sam travel	
Eva Forcum- No Birth certificate	100.00		
	-	LC April 7th to August 3rd 2025	
	<u>400.00</u>		

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

Income		Expenses	
Source	Estimated Amount	Payable to:	Estimated Expense
Total Next Invoice Income Team Unify -	\$ 521.12	Sports Engine-TU	\$ -
Season dues paid in full			
		Federal 941/944/943 - due 8/16/2025	\$ 1,245.63
		IN Withholding - due 3/30/2025	\$ 230.64
		Unemployment Insurance Q4- due 8/31/2025	\$ 90.25
		Facebook Ad for Callouts?	

Long term Expenses (> 3 months)

Payable to:	Estimated Expense
Championship Dinner	\$ 483.33
Championship Shirts	\$ 926.62
Summer Awards Party- estimated	\$ 400.00
Upcoming travel once meets away meets are posted	