

#### **Terre Haute Torpedoes**

### **Board of Directors Meeting Minutes**

January 13, 2025

### I. Call to Order:

Meeting called to order 6:09 pm.

## **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)

Mike Williams (At-Large)

The following members were absent:

Megan Watson (Secretary)

## III. Consent Agenda:

December minutes: wrong date – year is 2025 (not 2024), Alyson O'Rourke motioned to approve December meeting minutes and Treasurer Dashboard, Whitney Whistler seconded, motion passed 9-0

### **IV. Board Reports:**

### Head Coach Report:

- 5 more swimmers on roster than last month
- 4 total middle school swimmers signed up for promotion
  - 1 orange, 1 bronze, 2 blue (discussing 6 more via email have not committed yet)
  - Coach Sam trying to keep tabs on the new middle school swimmers
- Penguin plunge refund check given to Alyson, awards to be distributed,
   Coach Sam discussed multiple new team records set at meet
- Coach Sam in discussions with Raine about orange make-up practices for Saturdays

- End of season banquet
  - Coach Sam would like to do a formal banquet at a venue for this season
  - o possibly mid to late April get started on planning now
  - Need to find sponsor for banquet printed program with sponsorship highlighted
  - Coach Sam's wife also wants to be involved in banquet preparations
  - Coach Sam to present possible venues, sponsors etc. at next meeting
- Volunteer committee on BOD
  - o to handle and oversee any volunteer operations
  - Board chairperson with parent volunteers
  - Megan Tarver would also like to help with volunteer operations but does not want to be committee chair

# **Finance Committee Report**:

- Profit-loss statement: Monthly dues not meeting monthly expenses
- Swim-a-thon expenses have been accounted for, but the swim-a-thon income has not been included.
- We need to still try to increase swimmer numbers to avoid pulling money from savings for payroll

#### V. Old Business:

### Meet Director Update:

- Send some more invites to Illinois teams for Arctic Blast
- Send reminders to coaches for entries for Arctic Blast
- Mike to touch base with Kona Ice
- Flyers for away meet hospitality?
- Coach t-shirts Alyson to send Whitney sizes
- Current athlete count for Arctic Blast: Away teams 63, THT 77
- Entry deadline for Arctic Blast two weeks prior, but we can leave open for more entries
- Should we consider charging admissions fees?
  - o much easier to charge surcharge
    - less hassle
    - income has not been a significant difference
    - meet management has been much easier
- Job Sign-up summary sent with meeting agenda (includes desk marshal check in table)
  - o currently looking at 2 slots per day per family at this time
  - sign-ups will open about 2 weeks prior to meet with deadline to sign up set at January 30

# Middle School promo:

- Change in qualifications
  - Coach Sam proposes middle school promo time opportunity for ANY swimmer (previous THT membership no longer a factor)
  - Jessica Halleck discussed that any swimmer be allowed to register for middle school preseason promo (\$90) for one time only
  - Mike Williams suggests that registration requirements be removed in entirety, and we accept any middle school swimmer for the promo, regardless of previous THT enrollment and for however many times they would like to enroll
- Motion to remove registration restriction requirements from last meeting –
   Whitney Whistler motioned to approve, Mike Williams seconded, motion passed 9-0

#### Locker Room discussion:

- Email chain regarding parent in locker room discussion
  - safe sport violation how do we address communicating this to parents?
    - Safe sport posters for doors?
    - Reminders in coach's briefs would be helpful
    - GroupMe announcements in Orange and Blue Jessica to send to Whitney to post (Parents are not allowed to enter locker rooms without a coach or board member approval)
    - Safe Sport email reminder to membership from Jessica
- Locker Room / Master's changing situation
  - adult participants under USA swimming changing amongst minors has not been occurring – Master's swimmers do not fall underneath the USA swimming umbrella
  - O However, are we allowing reckless exposure of minor athletes to adults?
  - staggered changing times to REDUCE exposure opportunity- but doesn't eliminate the problem?
  - request to shower with suits on, separate changing area, adults changing in stall?
  - Will table this discussion for now

#### VI. New Business:

# Credit request:

- email request from Joni Hooper for monthly fee reimbursement (see attached email) December for Troy January for Millie
- Mike Williams motioned to approve credits Traci McCreery second, motion passes 8-0-1 (Jessica Halleck abstain)

### 941 filings:

- CPA able to get ahold of IRS agent
  - o filings appeared current through December 2023 in the IRS computer system
  - no current balances or penalties/interest
  - Employer Retention credit has possibly been applied to balances/penalties/interest
- Megan Tarver can we consider a payroll processor?
  - o ADP, banks (credit unions)? Megan to call around for options and quotes

# Board procedures:

- Voting via email process
  - our bylaws do not specifically state how we are to operate via Roberts rules etc.
  - o not stating specific bylaw voting procedures does give us some freedom
  - Most board members agreed that email discussions regarding board topics were welcome, however voting on procedures/by-laws would need to be voted on in person
  - Voting via email policy provided by Ross Elliott:
    - On non-personnel matters, or one-time expenses totaling under \$500, the President of the Board, when they deem it necessary to the proper functioning of the club, may call for an email vote of the Board. Each such vote shall require:
      - 1. a motion and a second transmitted directly to the members of the Board or indirectly from the President.
      - 2. a 48 hour "email discussion" period (from the time of the second to the motion) in which all discussion should be copied to everyone on the Board.
    - If there are two or more objections to the use of email as the means of discussion for the issue, the motion shall be considered tabled until the next meeting.
    - Board members may lodge their vote to the entire Board or just the President who, after 48 hours from the time of the second to the motion, will report the vote to the Board.
  - Mike Williams motioned to accept, Jessica Halleck seconded, motion passed 9-0
- Goal for this year: Policies gathered and prepared for a section on the website for an update
- Jessica will also work on updating Safe Sport policy

### VII. Next Meeting:

Monday, February 10, 2025, at 6:00 PM EDT (@ Aquatic Center)

## VIII. Adjourn:

Meeting adjourned at 8:10pm.

					December Credit Card Charges	
					North Central Room for Sam Extended St. Oriental Trading Company-Christmas	\$ 208.13
	Tre	easure	er's Dashboard Report for December		Gift wrap and bags for team sweatshirt	\$ 239.49
					4-Imprint- sweatshirt presents for all athletes and coaches'	\$ 4,024.33
First Checking account balance of 12/31/2024			\$ 8,001.39		Gift tags for Christmas Gifts	\$ 8.55
					USPS- Miscommunication of second roll	
First Savings account balance as of 12/31/2024	ı		\$ 87,040.07		of stamps purchased-cannot return	\$ 73.00
Savings account balance as of 12/31/2024			\$ 5.00		Triton Wear	\$ 1,697.00
Savings Facility balance as of 12/31/2024			\$ 10.19		USA Swimming - Sam's Credential's	\$ 88.75
Savings Fundraising balance as of 12/31/2024			\$ 608.96		Amazon - iPad	\$ 546.45
Checking balance as of 12/31/2024			\$ 4,430.86		OTC Brands	\$ 14.95
					USPS- 1 roll of stamps for Holiday cards	
Savings Swim Lessons 12/31/2024			\$ 14.60		and 1 for treasurer duties	\$ 146.00
					Sams Club - Birthday Cupcakes from	
Total combined			\$ 100,111.07		beginning of season to December	\$ 31.96
					Sams Club - snacks for Franklin meet	\$ 34.30
Outstanding expenses as of 12/31/2024			Payable to:	Amount:	Amazon - Name stickers for sweatshirts	\$ 17.11
Indiana Swimming Charges			Vigo County School Corp -Rent for January	\$ 2,200.00	-	\$ 101.00
Indiana Swimming Charges			Facebook	\$ 2,200.00	Pay yourself back credit card rewards	\$ (27.67)
			November Lessons????-		Franklin Fairfield- Sams Meet Hotel	\$ 423.36
			November Lessons ! ! ! !		Costco- Checking account checks for	\$ 425.50
					treasurer duties	\$ 19.50
			SC Sept 3rd to March plus Championship		treasurer duties	Ş 15.50
			SC Sept Sid to March plus Championship		Operating Expenses	
					<u> </u>	ć c24.40
					Travel for Away Meet(s)	\$ 631.49
					Fundraising Total Credit Card Charges	\$ 7,014.72
Uncoming financial activity in short term /< 3 r	months):				Total Credit Card Charges	\$ 7,646.21
Upcoming financial activity in short term (< 3 r	months):					
Upcoming financial activity in short term (< 3 r	months):		Expenses			
	months):	Amount	Expenses Payable to:	Estimated Expens	Total Credit Card Charges	
Income	Estimated A		·	Estimated Expens	Total Credit Card Charges	
Income Source	Estimated A	3,920.20	Payable to: Sports Engine-TU Payroll for December	\$ - \$ 6,915.21	Total Credit Card Charges	
<b>Income</b> Source Total Next Invoice Income Team Unify -	Estimated A	3,920.20	Payable to: Sports Engine-TU Payroll for December Federal 941/944/943 - due 12/15/2024	\$ - \$ 6,915.21 \$ 1,540.68	Total Credit Card Charges	
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Income Source Total Next Invoice Income Team Unify - Tabco Fundraising part of team store  Long term Expenses (> 3 months	Estimated	3,920.20 228.00	Payable to:  Sports Engine-TU  Payroll for December  Federal 941/944/943 - due 12/15/2024  IN Withholding - due 1/21/2025  Unemployment Insurance Q4- due 1/31/2025  Facebook Ad?  Swim a Thon Expenses  Donation to Swim a Thon for hosting event  Towels for the team- all swimmers except Masters- Wes since he earned one	\$ -,540.68 \$ 263.80 \$ 93.41 \$ 1,138.25 \$ 4,077.24	Total Credit Card Charges	
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