



Terre Haute Torpedoes  
Meeting of the Board of Directors  
Meeting Minutes  
October 18, 2021

**I. CALL TO ORDER**

The October Board meeting was called to order at 6:15 PM at the Aquatic Center by President Edie Myers.

**II. MEMBER INTRODUCTIONS**

The Following members were in attendance:

Edie Meyers (President)  
Jerrilynn Bayless (Vice President)  
Alyson O'Rourke (Treasurer)  
Jessica Jackson (Meet Director)  
Mark Parsons (Secretary)  
Randy Jensen (Member-at-large)  
Megan Watson (Member-at-large)  
Heather Medors (Member-at-large)  
Mike Williams (Executive Director)

The Following members were absent:

Dan Bawinkel (Sponsorship Chair)

**III. OCTOBER CONSENT AGENDA**

The following items were presented to the board prior to meeting:

- October consent agenda
- September annual meeting information
- August board meeting minutes

- Conflict of interest policy document

Jerrilynn made a motion to approve the October consent agenda. The motion was seconded. A voice vote was taken and all were in favor.

A motion was made to accept without changes the minutes from the August board meeting and the September Annual meeting. The motion was seconded. A voice vote was taken and all were in favor.

#### President's Report – Edie Myers

- Edie discussed the Remind app that can be used for quick messages between board members.
- The conflict of interest document was discussed. The form was circulated to board members for signature.

#### Vice President's Report – Jerrilynn Bayless

- Official's class was conducted. One high school student and one parent attended.
- Katherine McQueen will be joining as an adult learn-to-swim and as a masters coach.
- There is a Thursday (October 21) class for parents, especially new parents, on how to sign up for and volunteer at meets.
- The deadline to sign up for the Halloween Splash meet had passed but was not closed in case a few more wanted to sign up.

#### Financial Report - Alyson O'Rourke

- The 2021 – 2022 short course budget was discussed.
- THT has \$85,000 in savings.
- THT has not paid rent since May.
- P/L was fairly even for September and close to budget.
- PPP loan forgiveness was discussed.

#### Head Coach's report - Mike Williams

- Number of swimmers this year is very similar to last year. Distribution is heavy in orange and blue swimmers. Similar in bronze, silver and gold groups. There has been a decline in masters swimmers.
- There will be no swim lessons in DEC or JAN (and possibly FEB). The TUE / THUR swim lessons for NOV were dropped due to conflicts.
- Megan is working with the foster care program to sign up foster kids for lessons.
- Kelly will run the lessons program through NOV.
- We discussed coaching staff of the groups and that Coach Josh Christensen will be coaching the non-high school senior group.
- We received \$9,520 in donations so far for the swim-a-thon. We are working with the Network for Good on promotion. Casey is helping with social media with positive impact and increased views on social media sites.

- Apparel order was placed + fan-ware / parent order. Apparel to be distributed in the coming week.
- We discussed that our website is outdated and that the team records page will be updated in the coming weeks.
- There will be a bulletin board for posting information.
- We received \$1,500 from Speedo for coach apparel and equipment.
- Hailee Lauritzen asked a question about swim bags for last year's zone meet. Coach Mike responded that these bags were still at Pacesetters.

#### Meet Director's report - Jessica Jackson

- Halloween Splash is 10/29 – 10/31. The meet is dual HS sanctioned and late entries are OK for masters.
- No gift bags to be given because of possible food allergies. We can do bag tags for swimmers.
- 326 signed up as of the meeting. We had 340 in 2019.
- We expect to make \$3,000 in profit; however the amount is uncertain and our budget guess was \$6,000.
- 24 teams were invited and 12 did not respond.
- Pike in Indy has a meet the same weekend. Mike to call Tony to ask about this conflict.
- We can give awards for this meet and we have enough medals left over from previous meets.
- We discussed hospitality. Catering for 30 for \$1700.
- Jamie Lee could not be the meet photographer but an alternate has been identified.
- There will be a time trial on DEC 10. We discussed if it should be sanctioned. Mike would like it to be sanctioned.
- We discussed t-shirt sales. Another vendor is interested in our meets. Same vendor that does SCSC meets. Current vendor gives us 10% of sales. Graphic FX does not do pre-orders but will give us 15 free shirts for coaches or meet workers. Possibly we could get these early shirts to use for promotion. Edie suggested a "mini" RFP for the two vendors in Nov.
- Arctic Blast is JAN 28 – 30.
- The divisional meet is not confirmed but will be held MAR 4- 6.

#### Fundraising report - Report provided by Randy Jensen in Dan's absence

- Swim-a-thon recap (also discussed in head coach's report).
- Network for good update.

#### Safe Sport Report - Megan Watson

- Megan attended an informational webinar.
- THT needs to have 10% of swimmers and parents certified.
- A link will be sent on how to do the certification (watch video and take quiz).
- Coaches, officials, and board members have to be certified.
- Edie suggested that an email be sent out on why the certification is important.
- We discussed offering incentives for swimmers to take the certification.

- A motion was made by Heather to provide free time trial fees for the first 25 families who submit certification to Heather. The motion was seconded by Jessica. A voice vote was held and the motion passed unanimously.
- A motion was made by Heather to provide the first 25 swimmers 12 and older who are certified with Speedo goggles. Alyson seconded. A voice vote was held and the motion passed unanimously.

#### IV. NEW BUSINESS

- Edie shared a book about boards and what boards should do. We discussed the legal duties of the board.
- We will start an annual audit of “the books”.
- Edie shared board responsibilities and 2021 – 2022 initiatives and asked that these be discussed at the NOV board meeting.
- Board members and group representatives. There are questions on what the role does. One role is to help parents who have questions. We discussed that group representatives should send emails at least monthly but not more than weekly. Group representatives are:
  - Masters. Heather
  - Senior. Dan or Mark
  - Gold / Silver. Alyson
  - Bronze. Randy
  - Blue. Megan
  - Orange. Jessica
- Edie suggested the formation of sub-committees. Executive committee, finance committee, by-law review including financial and internal controls, possibly an HR committee which would involve Alyson.
- Edie would like a game plan from these committees for the next meeting
- VCSC accepted our counter-offer on a rental agreement. There will be a contract to review and sign and this can be discussed and voted on at the next meeting. The agreement will be retroactive to SEP 1.
- Next meetings are the 2<sup>nd</sup> Monday’s of each month at 6:15 in the aquatic center lobby and are tentatively scheduled for NOV 8, DEC 13, JAN 10, FEB 14, MAR 14, APR 11, MAY 9, JUN 13, JUL 11, AUG 8, SEP 12 with the meeting date for the 2022 annual membership meeting to be determined.

#### V. ADJOURNMENT

The next regular Terre Haute Torpedoes board meeting is scheduled for November 8 at 6:15 at the Vigo County Aquatic Center. With no further business, President Myers adjourned the meeting at 7:59 PM.

Respectfully submitted,

Mark Parsons

Secretary, Terre Haute Torpedoes