

End-of-Year Swim Booster Club Meeting Agenda

Date: May 11, 2026

Time: 6:00 PM

Location: Michael D Holland Aquatic Center

1. Call to Order & Roll Call

- Call to order & time: Ashley Werner at 6:07
- Attendees: Ashley Werner, Cathy Patty, Erika Ayala, Donovan Coskey, Jennie Harrison
- Approval of previous meeting minutes: Motion to Approve: Ashley Werner, Second: Cathy Patty

2. Financial Update

- Treasurer's end-of-year report
- Budget review - Current Balance \$6,918. 76
- Outstanding expenses or reimbursements
 - Banquet Check 1,917.45 still needs to clear account
 - Once that has cleared we have \$5,001.31 to begin in the fall for new swimmer equipment, team shirts, snacks, and other beginning of season costs.
 - Double Check with Mag West on if there is anything that needs to be split for banquet. Nothing has been shared yet.
- Financial Audit - Booster members can form a committee (no one on the board) and review the budget/look for any discrepancies and ensure all rules are being followed. Would be needed if getting audited by IRS.

3. Sponsorship Form Review

- Review final draft of sponsorship form - Coach Coskey brought draft of form for review
- Discuss edits or final revisions - Potentially remove banquet tickets from silver level and keeping only in gold, taking bingo tickets off entirely, going to one shirt starting at silver level, adding a plaque or sign for the sponsors (Trophies and More) for silver and gold levels. Working to maximize incentives as much as possible while keeping expenses low. Once finalized push out on SportsYou to start working on sponsors in the area
- Approve form for next season distribution - Changes look good, form will be finalized and ready to send out soon. Maybe groups of students could work on getting some sponsorships between now and season start in addition to parents?

4. Open Board & Committee Positions for Next Year

Discussion of roles, responsibilities, and volunteer recruitment for:

- Treasurer - Erika stepping down from treasurer role as of 5/11/26, work on recruiting this position. Erika needs to be removed from the bank account.
- Vice President (VP) - continue working on recruiting this position
- Events Chair - Jennie Harrison
- Meet Meal Day Chair - continue working on recruiting this position

5. Board Elections for 2026-2027

- President: Ashley Werner
- Secretary: Cathy Patty
- Voting for open positions at next meeting as needed
- Announcement of new board members as soon as possible

6. Banking & Administrative Updates

- Arrange bank account updates for incoming board members - will organize over the summer or beginning of new season as new members are recruited
- Review authorized signers and account access - Erika will need to be removed, once a new treasurer is elected we will add them to the account.
- Confirm required documentation - Meeting minutes need to be brought to bank to remove Erika from bank account

7. Planning for Next Season

- Tentative calendar dates - School starts Wednesday, August 12
 - Potential Banquet Date Thursday, March 25 (next day March 26 is a holiday)
- Fundraising ideas
 - Bingo - will set this date in fall
 - Stadium clean up - will set this date in fall
 - Snap Fundraiser - Currently have \$3,500 collected and will get to keep 80-85% and it goes a couple more weeks.
 - Popcorn fundraiser again in the fall
 - Look at WiddyUp fundraiser, similar to SnapRaise with videos that people can donate to unlock another video of student doing something
 - Varsity team fee \$200, junior varsity \$150 - will be about \$7500; team fee covers 2 shirts, athlete meals for meets
- Team events and volunteer needs
 - 2026-2027 Parent Meeting Date/Location - Thursday, August 13 at 7:00
 - Fall Team Building Event - TBD
 - Team pictures and Time Trial Meet on Saturday, September 19

8. Open Discussion / New Business - Updates from Coach on Team Needs to begin season

- Performance Course for next year \$5950 for 33 weeks (14 athletes) or \$3792 for 18 weeks; 25 weeks per athlete is \$425, 33 weeks per athlete \$528 (8 additional weeks for \$100 per athlete) - reflect on these costs over the next few months
- Backpacks for season - current backpacks being discontinued, about \$100 per backpack. Varsity will get the new backpacks and junior varsity will get nicer older backpacks (come from coach's budget, not booster club)
- Suits will be a big expense for next year, about \$60-70 for female suits and about \$50 for male suits (this comes from coach's budget, not booster club)
- We have enough caps for next year
- Team shirts, performance course, food for meets the most urgent expenses the booster club will need to help with at the beginning of the year.
- Jennie will ask some of the local businesses about donating meals for meets
- Will touch base via email/text over summer with any important updates

9. Closing Remarks & Adjournment

- Time: 7:03
- Next meeting: Thursday, August 13 at 6:00 (one hour before parent meeting)