



**White Bear Lake Swim & Dive  
Booster Club Meeting Agenda  
6:30 P.M., August 20, 2024  
YMCA, Orchard Lane, White Bear Lake**

1. Sign in and include Phone and Email information  
*-Done!*
2. Approval of Minutes  
*-Motioned, seconded, passed w/o discussion*
3. Treasurer's Reports
  - a. Treasurer's Report: Ryan
    - i. Current balance - \$ ??? [*Holly says \$10k-ish in account*]  
*-No further report from Ryan*  
*-Holly has petty cash from meet sales (\$50ish?), planning to bring to first meet; no more info from Brian P about running concessions at other games/meets*  
*-Several tax-related items given to Ryan; filing for tax classification change needs to be done by November (done for girls, needs to be done for boys? or "girls" will just become "swim" - should be all done)*
  - b. Expenses for review and Approval:  
Recruitment Posters \$40  
*-Not paid for yet*  
Network Solutions web hosting \$?  
*-Girls' site no longer autorenewing; Kurt will get price, web hosting will be put on debit card*
  - c. Outstanding Balance updates:  
Holly refund for Marketfest booth payment  
*-Needs to be done, given to Ryan*  
\$250 parent donation at potluck  
*-Yay!*  
\$232 apparel sales at Potluck  
*-Also yay!*
4. New Business
  - Yard signs Quote from Resolution graphics  
*-40 signs for ~\$490, 60 for ~\$700*  
*-Suggestion to get 40, spreading between boys and girls so no need to transfer between teams*  
*-Stickers for QR codes can be added to existing signs if/when needed*

- Signs in public seem to disappear...signs mostly for families, school properties
- Kurt will send around graphics before final decision
- Signs can be pulled/stored once registration is done for each season
- Towels and Senior gift
  - We have 2, maybe 4 towels; will need more
  - 36 minimum order, will order more
  - [moved to end of meeting]
  - Still have some leftover clothes, need to decide prices
- Outstanding volunteer cheques
  - Bri keeping track, need a complete list of all swimmers; used a spreadsheet in the past - Tia has current roster spreadsheet she will share; Jake will provide boys roster too
- Sign up genius. Tracking volunteer hours, google doc of all swimmer contact information to make a complete email list.
  - Bri and Holly will connect about how to make this happen
- Cub Bagging: Volunteer sign up ready for girls season. Best date to send this out for sign up, fundraiser September 22nd
  - Cub Sign Up Genius is ready, will be sent out
- Boys cub bagging dates available, February 1st,2nd, 15th, 16th. Saturday shift is 9-2 or 2-7. Sunday shift is 11-5
  - Plan to do 2/2
- Pasta Night dates
  - Tues 9/10
  - Tues 9/24
  - Irondale meet moving to 10/8 from 10/10 per Tia
  - Tues 10/29
  - Donatelli's does provide food, but no discounts; will continue to have Sign Up Genius to spread effort
  - Robust discussion about how much to have for 37 swimmers, what types of sauces, etc., so sign up should account for (possibly much) larger amounts
- Banquet: November 17th
  - No further info about yacht club or Manitou Grill yet; Dellwood is currently booked
- Cash App account
  - Account needs to be reset, Holly can't get into reset password Square account
- Addition: Tia booked bus for Duluth meet; district will send invoice for difference

5. Discussion and Responsibilities Key Items:

- a. Team Fee: Clarification from August meeting minutes that the Booster club does not receive money from the team fee, 100% of this fee is used for athlete gear.

- Fees would only streamline consolidation of team gear purchases, with no additional cost to parents; discussion will be ongoing
- Some fundraising would still be needed for non-apparel spending
- Most/All swimmers order new suits each year
- District funds available to help pay fees if/when needed

- b. Prep for Youth Night
    - i. Volunteers and instructions
      - Tabled until next meeting
    - ii. Advertising
      - Posters will be made (Tia + Kurt) for elementary schools
      - Same can be done for boys
    - iii. Confirm date with Sarah Rae (?)
      - Dates per Tia:
      - Nothing can be scheduled for first home meet
      - 10/3 - parents appreciation
      - 10/8 - staff appreciation night
      - 10/15 - youth night
      - 10/24 - senior night
  - c. Polar Invite: Date, Concession sales, T shirts, volunteer opportunities
    - Tia has upcoming conversation about the whole thing
    - Kurt needs 10 days notice for shirts
    - Inquire about on-site logo ironing
  - d. Homecoming
    - 10/11 football game/parade; 10/12 dance (Tia has a plan for seniors...)
    - 10/12 true team meet @2 pm
    - Discussion of float tabled until next meeting
  - e. Pizza fundraiser, selling period 09/23-10/04
    - Jackino's (sp?), same as last year
    - Timing and process is the same as last year
  - f. Bank account
    - Catherine still needs to be added
  - g. Business Venmo
    - Holly has current Venmo
    - Non-profit business account still has a fee (1.9% + \$0.10 per transaction); general agreement we should have one anyways
  - h. Team Snap
    - Access for booster leadership?
6. Coaches and Captain Update:
- a. Lily and Kate: Update on Royalty Sweatshirts, Captain's practice, Lions Club and Business Sponsorship letters
    - Bring a friend to swim was today
    - Sweatshirts: potential donor for all of them, Tia working with Carson to make it happen

*-Captains/Seniors reaching out about sponsorships; Tia has stock letter/sponsorship program swimmers can use as starting point; reach out to Lindsey Collins, Layla's father as willing donors*

- b. Tia: New parka order, team photos, team t shirt
  - Parkas are in, district paid for them; should have enough, adequate size range*
  - Tues, 8/27 for team photos; Lifetouch being used again, \*hopefully\* adequate this year; t-shirts and black shorts*
  - Additional Brennan (?) photo shoot; captains can set it up, probably for later in the season; would be optional, \$20/person*
  - T-shirts should arrive 8/24*
  - 2nd custom cap order ends today, more needed for order; Tia pre-approved order of blank caps, boosters okay with it*
  - Okay with ordering practice caps, Tia will look into pricing; order of 100*
  - Ellsmore as a potential sponsor/supplier for stuff, might offer a discount*
- c. Jake: Alumni Meet email, recruitment for boys season
  - Going to reach out for alumni meet via Facebook*
  - Boys will have booth at activity fair on 9/4*
  - Word is spreading for boys team, not a lot of interest new yet*
  - Brian open to developmental program for 6th graders; rec department youth program limited mostly by pool availability*

## 7. Other Business

*-Need printer cartridges before first home meet (9/26)*

## 8. Review of meeting dates for the next meeting.

- a. September Booster Club meeting date:
  - Tues 9/10, 6:30 (during pasta night; upstairs)*
- b. October Booster Club meeting date:
  -

## 9. \*\* Annual Meeting \*\*

- a. **Set Date and Location**
  - Tabled until next meeting*
- b. Current Open Positions:
  - a. President – Catherine McVeigh
  - b. VP Girls – Open [*Jamie Griefenhagen volunteer!*]
  - c. VP Boys – Robyn Dittler
  - d. Secretary - Christie Miller
  - e. Treasurer – Ryan Allshouse
  - f. **Volunteer Coordinator - Open** (Breanne Hanscom)
  - g. **Fundraising Coordinator – Open**



**White Bear Lake Swim & Dive  
Booster Club Meeting - MINUTES  
6:30 P.M., July 22, 2024**

**Lakewood Hills Pavilion, Lakewood Hills Park, Orchard Lane, White Bear Lake**

1. Sign in and include Phone and Email information
2. Approval of Minutes
3. Treasurer's Reports
  - a. Treasurer's Report: Ryan
    - i. Current balance - \$ We will get this from Ryan later, but around \$3,400 is needed from each team to cover expenses each year.  
Curt took \$98.50 from Marketfest to deposit.
  - b. Expenses for review and Approval:  
Recruitment Posters \$40 invoice sent to Ryan in an email, group approved the cost to be paid.  
Lakewood Hills Pavilion rental \$150 Ryan paid  
Network Solutions web hosting \$? Curt and Holly are working on website payment. Ryan will transfer to the Booster Club card.
  - c. Outstanding Balance updates:  
Outstanding invoice from boys season Ryan will need to make a check to Holly for \$177.00 for the Marketfest Booth.
4. New Business
  - Yard signs and posters have been displayed around White Bear, thoughts on offering yard signs for sale to swimmers to display or booster club purchasing for swimmers. (Similar to senior signs displayed in yards) We decided to get enough yard signs for all swim families, switching to Bear Paw logo to match district branding plan. Some signs from around town were moved. We are unsure of the reason.
  - Marketfest reminder email from booster email
  - Contact interested parties who gave information at Marketfest Coach Tia and Jake will contact names from the Marketfest Clipboard.
  - Girls season kick off potluck and parent meeting with coaches August 8 Ryan should add Catherine to reservation for key pick-up Tia will send email with info, Booster Club will give a brief spiel about expectations and snack donations
  - Sign up genius: Potluck, fruit snack/ granola bar donations, meet schedule volunteering, post meet snack bag donations, pasta night Catherine is going to reach out to Donatellis for pasta cost. 3 pasta nights suggested.
  - Cub Bagging: Combo event with boys DATE? Volunteer sign up.  
September 22

- Fundraising, Pizza sales (Sept. 23-Oct. 4) Holly will organize delivery, letter to Lions Club(Ask Captains), Alumni fundraising email(promote alumni meet), Business Sponsorship(Tia will edit and tweak the letter), parent volunteer buyout cheques(see next item), website donation button.
- Introduction of a team fee to cover suit, personalized cap, team sweatshirt/jogger. District scholarships available to swimmers unable to cover team fee (Possible start girls season 2025) Discussion of team fee, amounts, benefits, how money would be used - keep all items uniform. A fee has to be used for gear. The district does offer scholarships for families. Ideas were: \$200 fee(150 for gear and 50 for boosters) and a fee of \$150 with \$140 going to gear and \$10 going to boosters. This item is listed as an open item to discuss at future meetings.
- Banquet: November 17th Usually at Dellwood, we discuss cheaper options, but girls team would still like a fancy banquet. Should we ask Benny's dad about Yacht Club? We currently have a reservation for Dellwood on 11/17.
- Booster Club email access, 2 step verification, Google Suite, flush email of old addresses. Holly thinks this is fixed
- Team Snap: Admin access, how to better utilize features of the app. (can volunteer sign up be added), access from Josh Dery For girls team, Catherine will talk to Josh and Bree. Coach Jake is not interested in Snap for the boys team.
- President meeting with Athletics Director, Brian Peloquin: Concession sales at school sporting events will be open to all teams for volunteer hours, points system to be introduced to allocate money earned, more information expected August 1st. This concession system will be open to all teams, profits to be shared. We are waiting to find out more information about how this concession system and profits will work.
- Seasonal meetings with Brian Peloquin and booster club presidents.
- Business venmo account (concession sales at YMCA), tax id should be used as identifying number. Moved to next meeting
- Bank account: Second person on check book, finances and budget should be available to parents at request. Add Ryan to checkbook and possibly Catherine.

5. Discussion and Responsibilities Key Items:

- a. Preparation for girls season opener: Bags and parkas. Tia will coordinate, more information and time needed for this item at this time
- b. Prep for Youth Night Tia will talk to captains
  - i. Volunteers and instructions
  - ii. Advertising
  - iii. Confirm date with Sarah Rae (?)
- c. Duluth Meet August 24th Tia is taking care of the bus for this event
- d. Polar Invite: Date, Concession sales, T shirts, volunteer opportunities Will get info from Tia at next meeting.

- e. Homecoming Parade - will be open to both girls and boys teams
- f. Pizza fundraiser: order forms at potluck event August 8 Order forms will not be ready at potluck, Holly will coordinate later.
- g. Team Photos were also discussed: Ask Lily to look into fun pictures like they did last year, Lifetouch has promised Tia they will do better this year. Can we order shirts in time - Curt has said he can order and get them in time for photos.

~~6. Coaches and Captain Update:~~

- ~~a. Lily and Kate: Update on Royalty Sweatshirts, Captain's practice~~
- b. Tia Bryan is asking Booster club to pay for some of the parka costs for ordering more smaller sizes. The Booster club voted no, and felt like this was a commitment the district promised and they should cover it.
- c. Jake Still looking for an assistant coach for boys season

7. Review of meeting dates for the next meeting.

- a. August Booster Club meeting date: Tuesday, August 20 at 6:30 in Y
- b. September Booster Club meeting date: To be set at next meeting

8. \*\* Annual Meeting \*\*

- a. Set Date and Location - try for 10 people
- b. Current Open Positions:
  - a. President – Catherine McVeigh
  - b. VP Girls – Open
  - c. VP Boys – Robyn Dittler
  - d. Secretary - Open
  - e. Treasurer – Ryan Allshouse
  - f. Volunteer Coordinator - Open (Breanne Hanscom)
  - g. Fundraising Coordinator – Open