

Board Meeting Minutes

MEETING OR COMMITTEE: KMC TTPO

DATE: July 6, 2017

LOCATION: KMC

PRESENT: Allison Weer, Debi Reihman, Katie Acland

EXCUSED:

GUESTS:

TOPIC	FINDINGS AND CONCLUSIONS	ACTIONS AND FOLLOW-UP
CALL TO ORDER	Allison called meeting to order at 6:45 p.m.	
1. Treasurer's Report	<p>See attached.</p> <p>Based on projected expenses for the 2017-2018 season, Debi moved and the motion was seconded and passed that assessments & escrow be increased by approx. \$100, for a total of \$1,100 per member.</p> <p>Payments will be collected on the 15 of August, October, December, and February.</p> <p>Debi moved and the motion was seconded and passed that the TTPO not pay USAG renewal fee for returning members this season, due to lower net income from the 2016-2017 season.</p> <p>Debi ordered new checks for BB&T bank (required due to merger with National Penn). Justine's team credit card needs to be cancelled due to her departure.</p>	<p>Debi will send escrow statements and an explanation of 2017-2018 fees to current members and to new members as they join.</p> <p>Debi will cancel credit card in person at BB&T bank.</p>
2. 2017-2018 Meet Schedule	Discussion re: desire to attend 5 away meets instead of the usual four, since the TTPO does not plan to host home meet in January/February. The Board would also like an opportunity for the athletes to attend a skills clinic.	Allison will request a clinic and tentative meet schedule from Paul, for dissemination at General Meeting on Aug. 30.
3. Tumbling	Coach Andrew will coach any Trampoline Team athletes who wish to compete in Tumbling. Practice schedule TBA.	Allison will request an update as to practice schedule from Karen.
4. New Members	Eight new members from preteam have been invited from Paul. Three have received welcome packets: Ivy, Maddy, and Sophia. Ivy has joined; Sophia will start in Sept., and Maddy has declined. The remaining five need welcome packets: Jeremy, Katelyn, Lian, Juan, Brooklyn.	Katie will send welcome packets to the remaining five preteam members.
5. End of Season Party	Party is scheduled for Saturday, July 22 at Reihmans' home. Water slide rental deposit has been paid. Debi sent a Sign Up Genius to the TTPO for food donations.	Debi will invite preteam members to attend.
6. Mobility Meet/Judges' Clinic	Per Paul, preferred date is Oct. 21/22, with 2 nd choice Nov. 4/5. Need to confirm date availability with Paul Hallwig (for Judges' Clinic) and Karen (for gym rental.)	Allison will confirm preferred date with Karen; Debi will confirm preferred date with Coach Paul & Bob Hallwig.

TOPIC	FINDINGS AND CONCLUSIONS	ACTIONS AND FOLLOW-UP
	Debi presented Board with tentative Mobility Meet budget (attached), assuming 40 paying attendees. Break even is approx. 22 athletes. Last year's attendance was 13 attendees; however, Paul expects increased attendance due to the fact that all Judges must renew certifications this year and will therefore be at the Judges' Clinic. Since many judges are also athletes or coaches, we hope they will bring their athletes who need scores for the new season before the deadline of Dec. 31, when new routines take effect and previous mobility scores disappear if new levels have not been competed at a sanctioned meet.	
7. Open Board Positions	<p>The following Board positions remain open: Secretary & Home Meet Coordinator. Home Meet Coordinator will assist with planning duties for October Mobility Meet/Judges' Clinic in place of winter home meet.</p> <p>Secretary's email account: TTPO needs passwords to maintain the account. Missing minutes need to be posted to website and filed in binder in front office.</p>	<p>At General Meeting, Allison will request volunteers for these positions.</p> <p>Allison will request missing minutes and gmail login credentials from Julie (past Secretary).</p>
8. Website Maintenance	Due to his departure from the team, Debi has deleted Jacob Rainbow's administrator account for website maintenance.	Debi will resume admin duties for the web site.
9. Uniforms & Team Photo	<p>Uniform sizing for new season will take place on Thursday, Sept. 7 and Tuesday, Sept. 12. Team should be notified of sizing dates before General Meeting on Aug. 30.</p> <p>Boys' white competition pants are now optional per USAG.</p> <p>Team photo will be done in October/November, perhaps in combination with a team movie night.</p>	<p>Katie will order sizers.</p> <p>Katie will confirm with Paul, and if he agrees, will present them to boys as an option instead of a required uniform piece.</p>
10. 2017-2018 Fundraising Plan	Fundraising goal for 2017-2018 is \$1,000. Board would like a team of parents to volunteer to lead fundraising efforts.	Allison will request volunteers at General Meeting on Aug. 30.
MEETING ADJOURNED	The meeting was adjourned at 8 p.m.	

Submitted by: Debi Reihman, Treasurer
July 7, 2017

Budget

	July 1 – June 30			2016-2017			2017-2018		
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance
INCOME									
Escrow (for athlete specific expenses: meet fees, USAG #s)	9,936	14,087	4,151				8,505		-8,505
Assessments (for coaching fees and travel, and team expenses)	8,062	7,535	-527				9,631		-9,631
Assessments (for clinics and Nationals)	0	0	0				500		-500
Mobility Meet Income	2,500	633	-1,867				2,500		-2,500
Home Meet Income	5,000	3,108	-1,892				0		0
Other Fundraising Income	1,000	1,626	626				1,000		-1,000
TOTAL INCOME	26,498	26,990	492				22,136	0	-22,136
EXPENSES									
Athlete Fees (from Escrow)	9,936	12,206	2,270**				8,505		-8,505
Assessment Expenses									
Coaching Fees – regular season	3,300	2,700	-600				3,000		-3,000
Coaches' Travel – regular season	3,142	3,556	414				3,500		-3,500
Coaches' Education	500	99	-401				0		0
Coaches' Appreciation Gifts	300	542	242				500		-500
Supplies/Equipment	300	0	-300				150		-150
End of Season Party	500	365	-135				350		-350
USAG Membership for Returning Members	0	0	0				0		0
Other (bank fees, printing, website, misc.)	350	1,192	842*				300		-300
Total Assessment Expenses	8,392	8,454	62				7,800	0	-7,800
Mobility Meet/Clinic Expenses	1,250	675	-575				1,575		-1,575
Home Meet Expenses	3,100	2,115	-985				0		0
Other Fundraising Expenses	300	156	-144				150		-150
Nationals Expenses									
Coaches' Travel – Nationals (funded by Home Meet) (one coach)	2,000	2,080	80				2,000		-2,000
Coaches' Fees – Nationals (funded by Home Meet) (one coach)	500	450	-50				500		-500
Total Nationals Expenses	2,500	2,530	30				2,500	0	-2,500
TOTAL EXPENSES	25,478	26,137	659				20,530	0	-20,530
NET INCOME (LOSS)	1,020	853	-167				1,606	0	-1,606

Budget

2015-2016 Variance Explanations:				
Coaches' Fees: fewer sessions than planned				
Coaches' Travel: includes \$700 reimbursable travel expense for 2015 Camp Wakeshma				
Coaches' Education: see Coaches' Travel				
Home Meet Expenses: Budget was net; will budget gross & net separately going forward				
Coaches Travel – Nationals: did not attend Stars & Stripes				
	07/06/17			
Actual Cash Balance				\$7,478
Less: Escrow				\$0
End of Season Party – remaining expenses				\$300
Equipment Reserve				\$2,000
Nationals Expenses (Paul Session Fees)				\$0
Unrestricted Cash Balance				\$5,178
Last Update: 7/6/17				

* includes \$912 USAG fees for returning athletes

** timing: paid Nationals expenses to Paul from escrow on 7/5

2017

KMC Trampoline Mobility Meet

Concessions

Deposit

	Budget	Actual
Outside Entries	40	
KMC Entries	15	
Income		
Registrations – Outside (\$55)	2200.00	
Concessions	300.00	0.00
Total Income	<u>2500.00</u>	<u>0.00</u>
Expenses		
Gym Rental	500.00	
Awards Ribbons	0.00	
Concession Expenses	150.00	0.00
Judges	250.00	
Judging Clinic Hotel for Bob H.	200.00	
Coaching Fees	0.00	
Meet Director Fee	100.00	
USAG, Region, & State Fees	275.00	
Sanction	100.00	
Total Expenses	<u>1575.00</u>	<u>0.00</u>
Net Income	<u>925.00</u>	<u>0.00</u>

Cash (less petty cash)	
Check	
Total	<u>0.00</u>
Less:	
Supplies	
Drinks	
Pizza	
Pretzels	<u>0.00</u>
Total Income	<u>0.00</u>

Sales	
Petty Cash	
Judge Fees	
Total Deposit	<u>0.00</u>

2017-2018

Assistant Coach fee	\$45.00
Paul's fee	\$75.00
2017 mileage reimb rate	\$0.54
est. number of athletes	15

Assessments												
	Escrow	2 events	sessions	miles	hotel/food	Paul's miles	Asst. Coach miles	Total Travel	Paul's fee	Asst. Coach fee	Total Fees	TOTAL
Meets												
KMC Home Meet *		\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Region 6 Clinic *		\$60.00	0					\$264.00	\$0.00	\$0.00	\$0.00	\$0.00
Away Meet 1 (Iba)		\$65.00	3	200	\$50.00	\$107.00	\$107.00	\$264.00	\$225.00	\$135.00	\$360.00	\$624.00
Away Meet 2 (flipover)		\$65.00	4	340	\$265.00	\$181.90	\$181.90	\$628.80	\$300.00	\$180.00	\$480.00	\$1,108.80
Away Meet 3 (tumble jam)		\$65.00	3	235	\$250.00	\$125.73	\$125.73	\$501.45	\$225.00	\$135.00	\$360.00	\$861.45
Away Meet 4 (fairland)		\$95.00	4	220	\$350.00	\$117.70	\$117.70	\$585.40	\$300.00	\$180.00	\$480.00	\$1,065.40
States		\$100.00	4	234	\$270.00	\$125.19	\$125.19	\$520.38	\$300.00	\$180.00	\$480.00	\$1,000.38
Regionals		\$125.00	6	580	\$750.00	\$310.30	\$310.30	\$1,370.60	\$450.00	\$270.00	\$720.00	\$2,090.60
		\$510.00	24		\$1,935.00	\$967.82	\$967.82	\$3,870.63	\$1,800.00	\$1,080.00	\$2,880.00	\$6,750.63
												\$450.04
Team Fee (admin expenses)												\$93.00
USAG fee per athlete		\$510.00										\$533.04

* Session fees are not paid for home meet or R6 clinic

Start Date	Assessment	Escrow*
07/01/17	\$533.00	TBA
08/01/17	\$489.00	TBA
09/01/17	\$444.00	TBA
10/01/17	\$400.00	TBA
11/01/17	\$355.00	TBA
12/01/17	\$311.00	TBA
01/01/18	\$267.00	TBA
02/01/18	\$222.00	TBA
03/01/18	\$178.00	TBA
04/01/18	\$133.00	TBA
05/01/18	\$89.00	TBA
06/01/18	\$44.00	TBA

* \$57 USAG fee, uniform, meet fees for remaining meets

Athletic payments for 2017-2018

	Escrow	Assessments
8/15/2017	\$185	\$133
10/15/2017	\$128	\$133
12/15/2017	\$128	\$133
2/15/2018	\$128	\$133
TOTAL	\$567	\$533
	\$8,505.00	\$9,594.76

** first escrow payment includes USAG fee \$57

Athletes competing in more than two events and athletes that participate in more than the standard meets may need to make additional escrow payments.

Recommendations:

Keep Paul's session fee the same
 Do not pay USAG fee for returning members
 Consider small assessment for those attending Nationals if necessary
 Consider small assessment for those attending clinics to offset travel