

CAT5 Aquatics Executive Board Meeting Minutes

Date: February 24, 2026

Time: 6:00 PM–7:00 PM

Location: Techspresso

Attendance

Present

- Terry Juergens
- Tina Brewer
- Megan Cornell
- Erika Goines

Call to Order

The meeting was called to order at **6:00 PM**.

Payroll and Financial Administration

The Executive Board reviewed the organization's current payroll-processing system and discussed whether an alternative provider could offer more predictable costs and improved administrative efficiency.

The Board identified **Gusto** as a potential alternative to the team's existing payroll service.

Motion: Tina Brewer moved to proceed with further evaluation of a transition to Gusto.

Second: Megan Cornell.

Result: The motion passed.

The Board also discussed continuing discrepancies between financial information reported through Captyn and actual organizational revenue and expenses.

To improve financial planning and reconciliation, the Treasurer and Head Coach will conduct regular monthly reviews of projected and actual expenses.

Booster Club and Home Meet Preparation

The first CAT5 Aquatics home meet of the season was scheduled for **April 11–12, 2026**.

The Executive Board discussed the Booster Club's anticipated role in supporting hosted meets, including:

- Hospitality
- Decorations and meet themes
- General meet setup and organization

The Board also discussed establishing appropriate financial controls and procedures for Booster Club expenses.

An update on Booster Club organization and membership will be requested before the upcoming meet.

The Board also discussed confirming that meet invitations had been distributed to participating teams.

Parent Volunteer Program

The Executive Board continued developing a structured parent volunteer program to help ensure that all required positions are filled during hosted meets.

A proposed credit-based system was discussed.

Proposed Volunteer Credit Structure

Credits

Volunteer Roles

4 Credits Officials

3 Credits Meet Marshall, Hospitality, Volunteer Coordinator, Timers

2 Credits Meet Setup and Breakdown

1 Credit Food Donations

The proposed structure is intended to recognize the varying time commitments and responsibilities associated with different volunteer positions.

No final volunteer credit policy was adopted at this meeting.

Meet Marshall Procedures

The Board identified the need to establish clear expectations, responsibilities, and procedures for individuals serving as Meet Marshalls during CAT5 Aquatics hosted meets.

Formal guidelines will be developed as part of the broader volunteer policy.

Volunteer and Coach Identification

The Board discussed implementing official identification for coaches and meet volunteers, such as badges or wristbands, to make authorized personnel easier to identify during hosted competitions.

Adjournment

The meeting adjourned at **7:00 PM**.