

CAT5 Aquatics Board Meeting Minutes

Date: August 29, 2026

Time: 9:45 AM

Location: Techspresso, Panama City Beach

Attendance

All Board members were present except **Brad Stephens**.

Call to Order

The meeting was called to order at **9:45 AM**.

Approval of Previous Meeting Minutes

The minutes from the previous Board meeting were presented for approval.

Result: All voting members were in favor.

Abstention: Marlaina Freisthler.

The minutes were approved.

Financial Update and Coaching Budget

The Board reviewed the current budget in relation to coaching and program staffing.

The **Summer Splashes program generated an approximately \$17,000 surplus**, helping offset the financial impact of moving the Swim-a-Thon fundraiser to the spring.

The Board also discussed the need to establish clearer procedures for future Summer Splashes programs, including:

- Coaching responsibilities
- Paid and unpaid positions
- Program oversight
- Accountability and expectations

Head Coach Transition

The Board reviewed the transition to **John Burke as Head Coach of CAT5 Aquatics**.

Families had been notified through email and BAND, and a media release announcing Coach Burke had been completed.

Coach Burke had also been connected with the current coaching staff so he could begin learning more about the program and establishing working relationships.

The CAT5 Aquatics website and other public-facing materials will be updated to reflect the coaching transition.

CAT5 Wavemakers and Booster Club

The Board clarified the separate purposes of the **CAT5 Wavemakers** program and the **CAT5 Booster Club**.

- **CAT5 Wavemakers** will serve as an incentive and recognition program for swimmers.
- The **Booster Club** will provide opportunities for parents to support team activities, events, and engagement.

Booster Club Update

The first Booster Club meeting had been held.

Approximately **10 parents attended**, and approximately **17 parents were participating through BAND**.

The Board identified continued parent involvement as an organizational priority.

Parent orientation sessions were discussed for both Frank Brown and Gulf Coast. These sessions would provide families with information about ways to become involved with the team and offer practical instruction in meet responsibilities such as timing.

The Booster Club was also exploring grant opportunities that could potentially support community-impact and learn-to-swim initiatives.

Head Coach Report

Head Coach John Burke joined the meeting and discussed his initial vision and priorities for CAT5 Aquatics.

Coach Burke expressed a long-term goal of developing CAT5 into a highly competitive program while continuing to build a strong sense of team identity and community.

Team and Parent Engagement

Coach Burke emphasized the importance of:

- Increasing parent involvement
- Strengthening connections among swimmers, families, coaches, and the Board
- Developing a unified CAT5 identity
- Encouraging consistent use of CAT5 apparel and team gear
- Ensuring coaching staff are easily identifiable at practices and competitions

Coach Burke also discussed drawing on professional relationships and swimming-community resources as CAT5 continues developing its program.

Initial Coaching Priorities

During his transition into the Head Coach role, Coach Burke planned to:

- Visit the team's different practice locations
- Observe existing practices and training structures
- Meet individually with current coaches
- Review practice schedules
- Discuss training plans with the coaching staff
- Evaluate championship-season preparation

The Board and Coach Burke also discussed the potential value of additional administrative support to improve communication and coordination among coaches, swimmers, families, and the organization.

Codes of Conduct

The Board reviewed proposed Codes of Conduct.

Rather than taking final action at this meeting, the Board agreed to **table consideration** to allow additional review.

Board members and Coach Burke will review the proposed documents before they are brought back for future consideration.

September Hosted Meet

The Board discussed preparations for the upcoming September home meet.

Planning included:

- Estimating participating teams and swimmers
- Establishing the CAT5 swimmer registration deadline
- Recruiting and organizing parent volunteers
- Providing additional support for younger swimmers during meet sessions
- Offering opportunities for parents to learn and practice timing responsibilities

Scholarships and Community Partnerships

Swimmer Scholarships

The Board discussed establishing a designated contribution or sponsorship option to help support swimmer scholarships for families experiencing financial need.

Additional work is needed to determine how scholarship funds should be collected, designated, tracked, and administered.

Individual family information will remain confidential.

Dryland Opportunities

The Board discussed potential partnerships with local gyms and fitness facilities that could support dryland training opportunities for CAT5 swimmers.

Summer Splashes

The Board continued reviewing the future structure of the Summer Splashes program.

Areas identified for further development included:

- Coaching responsibilities
- Paid and unpaid positions
- Expectations for participating coaches
- Program oversight
- Accountability

The Board agreed that future coaching assignments should include clearly defined responsibilities and expectations.

The Board also discussed exploring additional training opportunities for CAT5 swimmers in partnership with local aquatic facilities.

Booster Club Financial Procedures

The Board discussed the need for formal financial procedures governing Booster Club funds.

The procedures should address:

- Appropriate uses of Booster Club funds
- Receipt and deposit of funds
- Authorization of expenditures
- Documentation and tracking of transactions
- Financial reporting
- Accountability between the Booster Club and CAT5 Aquatics

Continued Priorities

The Board identified several areas for continued work:

- Complete the Head Coach transition and update public-facing team information
- Continue development of the Booster Club and parent involvement opportunities
- Prepare families and volunteers for the September hosted meet
- Formalize Summer Splashes operating procedures
- Develop Booster Club financial procedures
- Explore designated scholarship funding
- Pursue community partnerships for dryland opportunities
- Continue review of the proposed Codes of Conduct

Adjournment

The meeting adjourned following completion of the scheduled business.