

CAT5 Aquatics Board Meeting Minutes

Date: September 12, 2026

Time: 8:37 AM–10:49 AM

Location: Frank Brown Aquatic Center – Classroom

Attendance

Present In Person

- John Burke, Head Coach
- Terry Juergens
- Jon Deneau
- Bill Carroll
- Marlaina Freisthler
- Erika Goines
- Tina Brewer

Present Virtually

- Brad Stephens
- Megan Cornell

Call to Order

The meeting was called to order at **8:37 AM**.

Approval of Previous Meeting Minutes

Motion: Jon Deneau moved to approve the minutes from the previous Board meeting.

Second: Erika Goines.

Result: All members voting were in favor, and the motion passed.

Codes of Conduct

The Board reviewed the proposed CAT5 Aquatics Codes of Conduct and determined that additional revisions were needed before final approval.

Discussion focused on clarifying the scope, language, roles, and expectations contained within the proposed documents.

A shared working document will be used so Board members and the Head Coach can review the proposed Codes of Conduct and recommend revisions.

Board members were asked to submit comments by **September 30**.

No final action was taken on the Codes of Conduct at this meeting.

Website and Organizational Information

The Board discussed several improvements to the CAT5 Aquatics website to make important team information easier for families to locate.

Board Meeting Minutes

A dedicated section will be created for approved Board meeting minutes.

Before publication, historical minutes will be reviewed and appropriately redacted to protect confidential swimmer, family, personnel, and organizational information.

The goal is to begin publishing available public-facing minutes by the **end of September**.

Training Group Information

The website should provide clear information for each CAT5 training group, including:

- Group name
- Practice location
- Practice schedule
- Assigned coaching staff
- Group expectations and requirements
- Required equipment

Coaches and Board Members

The website will be updated to include coach photographs and biographies, Board member information, and appropriate organizational contact information.

Practice Calendar

The Board discussed whether Captyn can provide an interactive calendar that could be incorporated into the CAT5 website for current practice schedules and locations.

USA Swimming Registration

The Board also discussed adding instructions to help families understand the USA Swimming registration and account-setup process.

Meet and Competition Planning

The Board and coaching staff discussed improving long-range communication regarding the team's competition schedule.

The goal is to provide families with a meet calendar approximately **six to nine months in advance**, when practical.

The Board also discussed developing additional meet opportunities geared toward younger and developing swimmers.

September Hosted Meet

Approximately **350 swimmers** were expected to participate in the September CAT5 hosted meet.

Photography and Team Media

The Board discussed obtaining updated photographs during the meet for future use on the CAT5 website, social media, and promotional materials, consistent with applicable team photography and media policies.

Meet Experience

The Board discussed ways to continue making CAT5-hosted meets engaging and enjoyable for swimmers and families, including entertainment and other meet-atmosphere enhancements.

Volunteers

Meet setup positions were reported as filled, while additional **timers were still needed**.

The Board also discussed:

- Designating a Meet Marshal
- Providing additional support for organizing younger swimmers
- Positioning the CAT5 team tent as a visible gathering location
- Offering parents opportunities to learn and practice meet-timing responsibilities

Volunteer and Service Expectations

The Board agreed that CAT5 should revisit its overall volunteer and service expectations for families.

The Board will also consider how certified swim officials should be incorporated into the team's volunteer and recognition structure.

No revised volunteer policy was approved at this meeting.

Facility Updates

The Board continued monitoring planned improvements to the starting blocks and scoreboard at Frank Brown Aquatic Center.

Fundraising and Grant Opportunities

The Board agreed to hold a separate meeting dedicated to fundraising, sponsorships, grants, and related opportunities.

The dedicated meeting was scheduled for **September 29, 2026**.

Treasurer's Report

The Treasurer presented an update on the organization's financial position and development of the upcoming operating budget.

Financial Update

The August 26 banking report reflected a beginning balance of approximately **\$24,000**, with approximately **\$23,000 in additional revenue received during the reporting period**.

Gulf Coast Facility Agreement

The Board discussed an outstanding Gulf Coast invoice from the previous year that had delayed completion of a new facility agreement.

The organization's contact information with Gulf Coast was updated, outstanding invoices were addressed, and the new facility agreement was signed and submitted.

2026–27 Budget

Development of the upcoming operating budget continued using current financial performance and updated projections.

The goal is to establish a realistic budget reflecting anticipated:

- Revenue
- Operating expenses
- Staffing
- Program needs
- Membership growth

Current projections included modest growth across the team's training groups during the upcoming year.

Summer Splashes

The Board discussed the need to establish the Summer Splashes staffing and compensation structure well before the next program begins.

Future planning will include clearly defined coaching responsibilities, compensation expectations, and program oversight.

Championship Meet Travel

The Board discussed reviewing CAT5 procedures for coach travel and reimbursement associated with championship competition.

Swim-a-Thon

The Swim-a-Thon has been incorporated into the organization's budget planning.

Team Uniform and Apparel Policy

The Board began discussing a more consistent CAT5 Aquatics team uniform and apparel policy.

Areas under consideration included:

- Official CAT5 competition suits
- CAT5 swim caps
- Team shirts and apparel
- Consistent team identity at competitions

The Board noted that CAT5 currently receives approximately **\$6,000 in value-in-kind support through its Speedo relationship**, which will be considered as the uniform and apparel policy develops.

The team also plans to order additional CAT5 swim caps and explore updated shirt and apparel options.

The Board will continue developing the policy, including how any new requirements would be phased in for current swimmers.

Continued Priorities

The Board identified several areas for continued work:

- Complete review of the proposed Codes of Conduct
- Begin publishing approved, public-facing Board meeting minutes
- Expand and improve parent resources on the CAT5 website
- Develop a longer-range competition calendar
- Complete preparations for the September hosted meet
- Reevaluate family volunteer and service expectations
- Continue exploring fundraising and grant opportunities
- Finalize the 2026–27 operating budget
- Establish clearer Summer Splashes operating procedures
- Review championship-meet travel and reimbursement procedures
- Continue development of the CAT5 uniform and apparel policy

Adjournment

The meeting adjourned at **10:49 AM**.