# DRAFT

## MINUTES OF A MEETING
## OF THE BOARD OF DIRECTORS OF

## NORTH JEFFCO SWIM TEAM

**HELD:**

This regular meeting of the Board was held on Tuesday, November 13, 2007, at 7:30 p.m. at Meyers Pool. The agenda for this meeting is **Attachment 1**.

**ATTENDANCE:**

The directors in attendance were Carmen Babcock, Lori Brown, Dawn Fredette, Mary Geist, Ronnie May, Cindy Pacheco, Brett Stoyell and Stephanie Urbanowicz. Mitch Menezes was absent.

Also present was Evelyn Brown, team Business Manager.

**CALL TO ORDER:**

As a quorum was present, the meeting was called to order.

**APPROVAL OF MINUTES:**

The Board approved the minutes from the following meetings: (i) the monthly meeting of the Board held on October 8, 2007; and (ii) the special meeting of the Board held October 24, 2007. The Board tabled approval of the minutes from the team's annual membership meeting and subsequent special meeting, both held October 12, 2007, pending changes.

**FINANCIALS/BUDGET:**

The Board reviewed and discussed the following financial statements:

(i) Combined Budget statements - one for the period from 9-1-07 to 10-31-07 and one for the period from 10-1-07 to 10-31-07;
(ii) Profit & Loss statements – one for the period from September through October 2006 and one for October 2006;
(iii) Balance Sheet as of 10-31-07;
(iv) Account Balance statements as of 10-31-07 and 10-31-06; and

(v) Transaction List – General Account for the period from 10/1/07 to 10/30/07.

Following discussion, the Board accepted the financial statements as presented, noting there are no major issues with the financials.

The Board also discussed an annual review by an outside accountant, noting that the cost to the team for such a review would likely be anywhere from $1400 to $2500.

The Board further discussed and noted the current number of member families is 112 and the number of swimmers is 148.

**2007 NJST PINEAPPLE OPEN**

The Board discussed the upcoming meet and the following items that need to be addressed with Beth Graf: (i) MI Sports to be located in the hallway at the northwest entrance to the pool; (ii) the diving equipment will need to be disassembled and placed out of the way to allow for more seating; (iii) 25-30 chairs and 3 tables will need to be borrowed from either the Senior Center or the Apex; (iv) opening the pool at 5:30 a.m. on Saturday and Sunday; (v) relocating the lane lines currently stored in the upstairs room and being able to use that room for officials; and (vi) obtaining two sets of rope stands from Beth.

The Board also discussed and addressed the following matters: (v) advertisements for the meet program need to be received no later than the Sunday before the meet; (ii) indoor/outdoor carpet needs to be purchased, possibly from Costco, as the old carpets were thrown away; (iii) Carmen to send out an email reminder regarding the upcoming meet; (iv) the parents involved in calling the team's families to request volunteers to work the meet are: Ruth Carter, Beth Johnson, Laura Rowley, and Tammy Rady; (v) Stephanie Urbanowicz is coordinating the meals for Hospitality.

The Board further discussed asking CSI for refunds of the fees already submitted for meet marshals for 2008, noting that since meet marshals are no longer required to be registered with USA Swimming the Board needs to explore how marshals will be insured.

The Board noted that a raffle at the meet is highly unlikely at this point.

**PRESIDENT'S REPORT:**

The Board discussed and noted the following items: (i) proper distribution of the NJST Director books to all current Board members; (ii) the team's need to keep a separate bank account for payroll based on research regarding this matter; (iii) the team's fundraiser at Noodles & Co. brought in $750 directly from the restaurant and $80 through the sales of Noodles gift cards from the team's extended scrip program, for a total of $830; (iv) team parents that have offered to help with computer issues are Michael Rady, Diane Putenney, and Kenneth Lee (aka the NJST Geek Squad); (v) the purchase of computer software, i.e., Excel and Microsoft Word; (vi) Board member liaisons: Mary Geist for the NJP&R District; Dawn Fredette for Fundraising and the team's Bingo/Raffle License; still need a liaison for Concessions/Hospitality and one for Events; and (vii) increasing contact between team parents and Board members by Board members introducing themselves and talking to parents at meets, etc.

The Board further discussed moving the December meeting of the Board back one week to December 18th, along with the possibility of having a holiday potluck at the December meeting. Following discussion, the Board agreed to move the December meeting to December 18th. A decision regarding a potluck at the meeting was left open based on Board members checking their availability to host the meeting at their home on December 18th.

## DIRECTOR REPORTS:

1. Meet Director's Report (Cindy Pacheco).

   In addition to the items discussed above under "2007 NJST Pineapple Open", the Board also discussed and noted the following items: (i) the number of swimmers for the meet sessions: Saturday am – 443 swimmers, Sunday am – 416 swimmers, Saturday pm – 410 swimmers, Sunday pm – 421 swimmers; (ii) Hospitality will need enough meals to feed 101 volunteers; (iii) the current status of team members signed up to work the upcoming meet; and (iv) the Meet Director's recommendation that programs continue to be printed at an office supply store versus using the team's newly-donated copier.

   Cindy indicated she would be willing to shop for the soda pop for the meet.

2. Treasurer's Report (Ronnie May).

   (i) Overview of insurance coverage. Ronnie presented and reviewed for the Board a summary of the team's current insurance coverage. Ronnie's report is **Attachment 2**. The Board discussed that the team does not have property insurance coverage and that it would probably be cheaper to replace anything that went missing rather than carry the coverage. Renter's insurance was mentioned as a possible option. The team also does not have auto insurance. The coaches need to be sure to obtain coverage for rentals on travel trips. They will also need to get copies of chaperone insurance cards. If an accident were to happen while a chaperone was driving, the chaperone's own insurance would pay first, then the rental coverage.

(ii) Update regarding plan for Bylaws to address coach(es) as Vice President. The Board discussed having both head coaches be part of the Executive Committee as vice presidents. Following discussion and upon motion duly made, seconded and unanimously carried, the Board approved this change to the Bylaws. Ronnie will revise the Bylaws accordingly.

## COACHES' REPORTS

1. Brett's Report. Brett's report is **Attachment 3**. Brett also discussed that the Broomfield Barracudas have not yet hired a new head coach, but that they have hired an assistant coach.

2. Carmen's Report. Carmen's report is **Attachment 4**. Carmen also reported that it is about 70% certain the 2008 long course state meet will be held at Epic in Fort Collins.

## GENERAL BUSINESS

1. The Board noted that the garage doors at Meyers Pool had been replaced.

2. The Board discussed the pool's patio and that perhaps the topic of available funds, possibly from the Foundation, could be brought up at a District meeting.

3. The Board also discussed painting the deck in August.

## Action Items Captured from these Minutes:

1. Dawn will work on getting the $25 per month maintenance agreement in place for the donated copier.

2. Dawn will send a letter to the District, as requested by Beth Graf, regarding usage of the donated copier by pool staff and timely removal of the copier from the pool if/when if it becomes inoperable and will no longer be used. Beth does not want a piece of non-functioning equipment taking up space at the pool.

3. Dawn will resend the extended scrip vendor list to the team clarifying that King

Soopers, Safeway, and Vitamin Cottage cards should be purchased through the team's grocery scrip program.

4. Stephanie will discuss signage with Beth Graf.

5. Brett will send out an update regarding the Junior National camp at DU.

**ADJOURNMENT:**

There being no further business to come before the Board of Directors at this time and upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

The foregoing minutes constitute a true and correct copy of the minutes of the above-referenced meeting and were approved by the Board of Directors of the North Jeffco Swim Team.

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Secretary of the NJST Board

Attachments:

1. Meeting Agenda
2. Treasurer's handout regarding insurance
3. Coach Brett Stoyell’s Report
4. Coach Carmen Babcock’s Report