

**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, April 8, 2008, at 7:30 p.m. at the 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, Mitch Menezes, Cindy Pacheco, Brett Stoyell and Stephanie Urbanowicz.

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 regular meeting of the Board held on March 11, 2008.

FINANCIAL/BUDGET:

The Board reviewed the following financial statements: (i) Combined Budget statements - one for the period from 9/1/07 to 3/31/08 and one for the period from 3/1/08 – 3/31/08; (ii) Profit & Loss statements – one for the period from September 2006 through March 2007 and one for March 2007; (iii) a Balance Sheet as of March 31, 2007; (iv) an Account Balances statement as of 3/31/2008; and (v) a Transaction List – General Account for the period from 3/1/08 to 3/31/08. Following discussion, the Board accepted the financial statements as presented.

There are 151 athletes swimming with NJST from 114 families.

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The Board discussed the possibility of swimming outdoors during the long course season. This may be a way to retain younger swimmers through the summer. It may not be feasible for the summer of 2008, but may be considered for summer 2009.

PRESIDENT'S REPORT

1. Deposits for Travel Expenses – To the greatest extent possible, the team should collect payments from swimmers for travel meets in advance of the meet.
2. Board Candidates 2008-2009 – The Board discussed the need to identify Board candidates early and get information out early about the vacancies that will need to be filled at the team's annual meeting in the fall of 2008.
3. NJP&R Projects – One project being considered by NJP&R is repair of the patio area on the south side of the Meyers Pool building. NJP&R may pursue NJP&R foundation money for this work.

DIRECTOR ITEMS

1. Treasurer's Report (Ronnie) - Maintenance Agreement for the Copier – nothing new to report. See March Board Minutes for follow-up activities. Attached is the final February Meet report (**Attachment 2**).
2. Meet Director's Report (Cindy) – The Board discussed the upcoming Pentathlon meets, including Concessions and Hospitality. Cindy reported that she needs a backup computer for meets. Carmen offered her laptop (Windows XP). Carmen will check on the plug/interface for the timing system.
3. Secretary's Report (Mitch) – Mitch to do City of Arvada sales tax license application.
4. Dawn Fredette's Fundraising Report –
 - (i) Swim-a-Thon – Dawn reported a 40% participation rate at this point.
 - (ii) Noodles Night – Noodles & Company will host a fundraiser for NJST on April 17, 2008 from 5 – 9 p.m. at the 80th & Wadsworth location. Twenty-five % of sales during this period will be donated to NJST.

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- (iii) Elitches Spring Spin – This is on the same day as the Pentathlon meet. There is low participation at this point. Ruth Carter is trying to get an extension on the sales date so she can continue to sell through April 9, 2008. Ruth will be at the pool on April 9 from 3:30 – 7:30 pm.
 - (iv) Arvada Police Department (APD) Community Resource Officer – Dawn is trying to schedule a presentation by the APD for the swimmers regarding general safety awareness. One possible date is April 15, 2008 at 3:45 pm. Dawn will firm up the date and time.
5. Lori Brown's Report – Lori discussed thefts at the Meyers Pool. There is a group of runaways in the area and they are in the Meyers Pool building from time to time. This group is thought to be responsible for vandalism in the area. In addition to items our swimmers have found missing, the guards at the pool have had some items stolen. The Board discussed encouraging the swimmers to put their bags on the south side of the pool. Traffic in this area is limited to coaches and swimmers. If someone other than swimmers or coaches were to approach the bags, they would be noticed. Cindy suggested getting a rack to place all the swimmers' bags on.

COACHES' REPORTS

1. Brett's Report. Brett's report is **Attachment 3**. Brett mentioned the December meet and indicated that a change in structure being considered should not affect team income – three full days of prelims and finals, as well as non-qual sessions on the Saturday and Sunday.
2. Carmen's Report. Carmen's report is **Attachment 4**.

GENERAL BUSINESS

Mitch Menezes informed the Board that his son would not swim during the long course season. As a result, he announced his resignation from the Board effective at the end of April 2008.

A committee was formed at the end of the meeting to review and revise NJST policies. The initial members identified at the meeting are Carmen Babcock, Mary Geist and Ronnie May.

The next Board meeting will be held on Tuesday, May 13, 2008.

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Action Items Captured from these Minutes:

- 1. Ronnie and Dawn to follow-up re the copier maintenance agreement.**
- 2. Carmen to check the interfaces on her laptop to see if it will work with the timing system, so Carmen's computer could be a backup at meets.**
- 3. Dawn Fredette to schedule the APD presentation re personal safety.**
- 4. Mitch will work on Arvada sales tax license application.**

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.

Secretary of the NJST Board

Attachments:

1. Meeting Agenda
2. February Meet Report
3. Coach Brett Stoyell's Report
4. Coach Carmen Babcock's Report

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Attachment 1

AGENDA

NJST Board of Directors Monthly Meeting

Date: Tuesday, April 8, 2008
Time: 7:30 p.m.
Location: Meyers Pool
7900 Carr Drive
Arvada, CO 80005

1. Call to Order (1")
2. Approval of Minutes (5") - March 11, 2008 Board Meeting
3. Financials/Budget – Evelyn/Ronnie
 - a. February Meet / Financial reports (5")
 - b. Monthly Update on # of member families & # of swimmers (1")
 - c. Grocery Script to Hy-Tek
4. President's Report
 - a. Deposits for Travel Expenses
 - b. Board Candidates 2008-2009
 - c. NJPR Projects
 - d. What to anticipate for Summer?
 - e. Volunteer Awards at Pentathlon
 - f. Key Volunteers
5. Director Reports
 - a. Treasurer – Ronnie (10")
 - (i) Maintenance Agreement for copier & email to NJPR re: copier use and housing
 1. User Codes
 - b. Meet Director – Cindy
 - (i) Pentathlon Meet (5")
 - (ii) Computer (5")
 - c. Secretary - Mitch (3")
 - (i) City of Arvada Tax License (5")
 - d. Dawn
 - (i) Swim-a-Thon
 - (ii) Noodles Fundraiser
 - 1) Gift cards to sell
 - (iii) Elitches Spring Spin
 - (iv) APD Community Resource Officer
 - e. Lori (3")
 - (i) Thefts
 - f. Mary (3")
 - (i) Club Recognition/Team Development
 - (ii) Mini-Retreat
 - (iii) Expectations of 10 & Under families
6. Coaches' Reports
 - a. Brett (5")
 - (i) December Meet

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- b. Carmen (5")
 - (i) Far Westerns LC Championship Meet
 - c. Ashley (5")
- 7. Past/Ongoing Items:
 - a. Revised Policies: Team Travel Medical Treatment Authorization; Team Travel Consent Form; Discipline Policy and Procedure; Chaperone Policy and Agreement
- 8. New Business
- 9. Other Business
- 10. Next Meeting is scheduled for Tuesday, May 13, 2008
- 10. Adjournment

Attachment 2

**NJST FEBRUARY LAST CHANCE MEET
FEBRUARY 16-17, 2008**

INCOME

<u>AREA</u>		<u>GROSS INCOME</u>
<u>Entries</u>		
All teams entry fees	\$6,352.50	
\$2 surcharge (NJST – 101 swimmers) +\$ 202.00		
		\$6,554.50
<u>Programs</u>		
All money deposited	\$ 575.00	
Minus starting bank	<u>-\$ 200.00</u>	
	\$ 375.00	
Plus ads sold	<u>+ 00</u>	
		\$ 375.00
<u>Concessions</u>		
All money deposited	\$1,679.86	
Minus starting bank	<u>-\$ 550.00</u>	
		\$ 1,129.86
<u>Hospitality</u> (\$10/family fee collected Nov. through Jan.)		\$ 700.00
<u>Other Income</u>		
MI Sports (10% of sales)		<u>\$ 93.00</u>
	GROSS INCOME:	\$ 8,852.36

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EXPENSES

<u>PAID TO</u>	<u>FOR</u>		<u>AMOUNT</u>
<u>CSI</u>	\$.50/entry	\$ 651.00	
	sanction fee	<u>\$ 75.00</u>	\$ 726.00
<u>Programs</u>			\$ 00.00
<u>Awards</u>			
Hasty Awards	X awards		\$ 401.92
<u>Concessions</u>			
Costco	X	\$ 90.62	
Costco	X	\$ 33.34	
King Soopers	X	\$ 98.85	
Sam's	X	\$ 236.68	
Sam's	X	\$ 19.85	
Santiago's	X	<u>\$ 175.00</u>	\$ 654.34
<u>Hospitality</u>			
King Soopers	X	\$ 37.40	
King Soopers	X	\$ 71.45	
Sam's	X	<u>\$ 119.17</u>	\$ 228.02
<u>Facility</u>			
NJP&RD	X pool rental	\$1,680.00	
NJP7RD	X dumpster	<u>\$00</u>	\$1,680.00
<u>Misc.</u>			
Home Depot	X duct tape/paper	\$ 36.35	
Office Max	X paper	\$ 14.99	
Office Max	X computer supplies	<u>\$ 35.97</u>	\$ 87.31

TOTAL EXPENSES: \$3,777.59**GROSS INCOME: \$8,852.36****TOTAL EXPENSES: -\$3,777.59****NET INCOME: \$5,074.77**

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BREAK OUT

Entries	\$6,554.50
Minus all other expenses	<u>-\$2,895.23</u>
	\$3,659.27
Programs	\$ 375.00
Minus printing	<u>-\$ 00.00</u>
	\$ 375.00
Concessions	\$ 1,129.86
Minus concession expenses	<u>-\$ 654.34</u>
	\$ 475.52
Hospitality (\$10 fee per family/collected to date)	\$ 700.00
Minus hospitality expenses	<u>-\$ 228.02</u>
	\$ 471.98
MI Sports	\$ 93.00
	\$5,074.77

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CUMULATIVE SUMMARY FOR 2007-08 SWIM YEARDecember 2007 Meet

Meet Format – 3-day meet: prelim/finals and non-qual middle session

Fri. – 2 sessions	40 swimmers – afternoon; 328 – p.m.
Sat. – 3 sessions	422 swimmers – a.m.; 221 - afternoon; 272 – p.m.
Sun. – 3 sessions	424 swimmers – a.m.; 216 – afternoon; 284 – p.m.

Gross Meet Entry Income	\$24,732.50
Gross Income	\$33,160.60
Gross Expenses	\$10,659.93
Net Income	\$22,500.67

February 2008 Meet

Meet Format – 2-day meet: S/C 14+Under Sat. and Sun. morning; LC Open Sun. afternoon

Sat. – 1 session	108 swimmers – a.m.
Sun. – 2 sessions	104 swimmers – a.m.; 68 swimmers - p.m.

Gross Meet Entry Income	\$6,554.50
Gross Income	\$8,852.36
Gross Expenses	\$3,777.59
Net Income	\$5,074.77

April 2008 MeetMay 2008 MeetJune 2008 Meet

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Attachment 3
Coach Brett Stoyell's April Board Meeting Report

From: brett stoyell [mailto:brettstoyell@hotmail.com]

Sent: Tuesday, April 08, 2008 12:24 PM

To: Mitch Menezes; swimshady7@yahoo.com; kandc30@aol.com; Dawn J. Fredette; Don and Ronnie May; jeaebrown@comcast.net; Lori Brown; marylutito@comcast.net; Stephanie Urbanowicz

Subject: RE: Draft Minutes from the March 11, 2008 Board Meeting

Report:

General

June Sanction in the hands of Ref (Mike U) for final review and approval.

Meet schedule for summer is on the website

Summer travel meet is GJ Invite June 27-29th. Senior Sectional/Jr National swimmers may participate in a limited fashion due to # of travel meets they have in the summer and \$\$\$.

I will be traveling to Olympic Trials July 1-3rd with KT Johnson. Andre Blyth participated in New Zealand O.Trials so I do not believe he will be able to participate in our trials. Andre was 3rd in the 200 fly and 6th in the 100 fly at the meet.

April 13th is the 2009 scheduling mtg/ Mini H.O.D. for Colorado Swimming.

I will be missing the afternoon session of the pentathlon due to the mtg.

NJST requested the following meet dates for 2009.

Feb 21-22

May 15-17th

June 12-14th

Dec 11-13th

I also bid on the 2009 Senior state/Silver State/14&U State and 2009 Summer Club seasonal Championships held Aug 1-3rd (Timed Final meet) currently talking with Sue Lorimer (League Pres) about hosting the meet for 2009.

2008 DEC NJ OPEN Proposed changes:

Qual times will become state times.

3 full day format.

Blue/ Nat groups currently have:

32 swimmers

23 qualified for sectionals (Goal of 32 qualified by end of summer)

7 qualified for summer Jr Nationals (Goal of 14 qualified by end of summer)

Orange group has

4 sectional swimmers (Goal of 9)

1 Summer Jr Qualifier (Goal of 3)

Senior Vice Chair report-(For CSI) Brett Stoyell
Information provided for CSI at March BOD meeting

#1 Notes from the 2008 Western Sectional Business Meeting

- a. There will no longer be a western sectional meet held in December

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b. Sectional Senior travel fund: spring 2008 funds will go toward Trials athletes, Summer Sectional

Funds will go toward Summer US Open and Jr Nationals

c. The Spring meet will be held short course yards except in Olympic yrs it will be conducted LCM

d. The 2009 spring meet will be held in Federal Way March 11-15th. Summer 2009 in Mt Hood July 21-25th

e. There are discussions going on between the NSCA meet and USA Swimming about the possibility of

USA Swimming having a short course junior championship meet a week after December nationals.

The outcome of those discussions is not known, but we should know by the summer sectional meeting.

f. I have emailed Andy Hathaway to get a complete copy of the minutes for posting on our website.

#2 SECTIONAL RESULTS

a. Colorado had 2 swimmers make Olympic Trials cuts at the spring sectional meet. Susan Vonderlippe LOVE(100 Fly) and Bonnie Brandon MACS (200 Back)

b. Colorado Teams in the top 10 at sectionals:

WOMEN: NJ 3rd, TOPS 5th, MACS 10th

MEN: NJ 4th, RACE 9th

COMBINED: NJ 4th, TOPS 8th, RACE 9th

#3 Coaches meeting held at 14&U state.

a. looked at changing the format for our senior meet held at the end of Feb. We decided that a

prelims/finals meet would be poorly attended and does not fit in the best interest of Colorado

senior swimming at that time of yr. We decided to focus our winter senior championship

prelim/final meet in December to follow the direction of USA swimming and best fit for our

calendar. The 2008 December Championship format/cuts is being looked at by Tech planning in

order to fit all of our best athletes in the competition.

#4 CLUB RECOGNITION PROGRAM & CLUB EXCELLENCE

only 4 out of 59 clubs have completed Level 1 of the USA swimming Club recognition project no clubs have completed and higher levels. 3 Clubs were named as Bronze medal clubs and 1 silver medal club in Colorado.

- [Club Recognition Level](#). The Club Recognition Program is a voluntary program to recognize clubs that demonstrate a commitment to long term club growth, development and stability. Clubs must meet markers measuring business and organizational success, parent and volunteer development, coach development and education, and athlete development and performance. Club's are ranked Level 1 through Level 4.

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- [Club Excellence Level](#). The Club Excellence Program is a voluntary program that identifies and recognizes clubs for their excellence in athlete performance. The program annually recognizes up to 200 outstanding clubs and provides monetary grants to those who qualify as Gold Medal or Silver Medal clubs.

The main distinction between the Club Recognition Program and the Gold, Silver and Bronze Club Excellence levels is the performance achievements of the athletes.

ZONE 2 Report:

Nancy Richey from BLDR is the New Zone 2 Rep

Attachment 4

CARMEN'S APRIL BOARD MEETING REPORT



2008 April.pdf