

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 Saturday, August 4, 2007, at 10:00 a.m. at the Meyers pool.

ATTENDANCE:

The directors in attendance were Carmen Babcock, Dawn Fredette, Ronnie May, Mitch Menezes, Cindy Pacheco, Stephanie Urbanowicz. Jeff Geist, Bob Roybal and Brett Stoyell were absent. Mitch Menezes left the meeting before it concluded (before the vote on whether to increase swimmer fees).

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 regular Board Meeting held on Monday, July 16, 2007.

FINANCIALS

The Board reviewed and discussed several documents to determine the budget for the 2007/2008 swim year (September 1, 2007 – August 31, 2008). These included a preliminary annual budget and sample monthly budgets for September and October. The Board discussed at length the elements included in these documents and the assumptions used to develop them. The Board recommended several changes to arrive at a final budget for the 2007/2008 swim year.

The Board voted on three measures, which were unanimously approved after motions duly made and seconded:

NJST BOARD OF DIRECTORS

Meeting Minutes

August 4, 2007

Page 2 of 9

1. To implement a mandatory \$10 per family per trimester (\$30 dollars per family per swim year) Meet Support Fee to be paid at the time swimmer registration fees are paid for each trimester. This fee is separate from, and in addition to, the swimmer registration fees;
2. To return to trimester billing; and
3. To leave swimmer registration fees unchanged for the 2007/2008 swim year.

HOURLY EMPLOYEES

The Board discussed the fact that hourly employees are not paid an hourly wage while attending swim meets, although they are provided a per diem, where applicable. The Board discussed the legal risks associated with this practice and determined to pay hourly employees their hourly rate (and overtime, where applicable) for work performed at swim meets from September 2006 through August 2007. Carmen will estimate Ashley's and Becky's hours. She will also ask Ashley to provide his estimate of hours. In light of this change, the Board discussed the possibility of adjusting per diem paid to hourly employees during the same time period. No decision was made on this topic.

Other points discussed: (i) whether the Board or head coaches must authorize in advance the number of hours an hourly employee is permitted to work at a meet; (ii) whether a different per diem policy may be applied to hourly employees versus salaried employees; and (iii) what criteria apply to the determination of whether an employee may be classified as a salaried employee versus an hourly employee. More information is needed to make decisions on these points. Ronnie offered to seek information from one of her colleagues who is an employment law attorney.

DIRECTOR ITEMS

1. Treasurer's Report (Ronnie May). Ronnie provided the final June Meet Report (see Attachment 1). Ronnie reported that she expects to distribute a draft of revised Bylaws before the next scheduled meeting of the Board.
2. Meet Director's Report (Cindy Pacheco). Cindy reported that Ken Pacheco needs to transition away from being responsible for managing the team equipment and that a replacement needs to be found.
3. Fundraising (Stephanie Urbanowicz). Stephanie reported that the Board needs to evaluate the script programs to determine whether to continue the programs or modify them.

COACHES' REPORTS

Carmen's Report. Carmen's report is Attachment 2.

Action Items Captured from these Minutes:

- 1. Carmen to estimate meet hours worked by Ashley and Becky from September 2006 through August 2007.**
- 2. Carmen to ask Ashley to estimate his meet hours worked from September 2006 through August 2007.**
- 3. Ronnie to check on employment law questions with a colleague who is an employment attorney.**
- 4. Evelyn to do additional work on the budget.**

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. Treasurer's Report**
- 2. Coach Carmen Babcock's Report**

NJST BOARD OF DIRECTORS

Meeting Minutes

August 4, 2007

Page 4 of 9

Attachment 1
NJST JUNE LC MEET
JUNE 8-10, 2007

INCOME

<u>AREA</u>	<u>GROSS INCOME</u>	<u>INCOME</u>
<u>Entries</u>		
All teams entry fees	\$17,934.50	
\$2 surcharge (NJST – 78 swimmers)	<u>\$ 156.00</u>	
		\$18,090.50
<u>Programs</u>		
All money deposited	\$1,730.00	
Minus starting bank	<u>-\$ 300.00</u>	
		\$ 1,430.00
<u>Concessions</u>		
All money deposited	\$3,722.25	
Minus starting bank	<u>-\$ 450.00</u>	
		\$ 3,272.25
<u>Other Income</u>		
MI Sports (10% of sales)		<u>\$ 400.00</u>
	GROSS INCOME:	\$23,192.75

NJST BOARD OF DIRECTORS

Meeting Minutes

August 4, 2007

Page 5 of 9

EXPENSES

<u>PAID TO</u>	<u>FOR</u>	<u>AMOUNT</u>
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<u>CSI</u>	surcharge	\$2,103.50
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Programs

Office Max X	meet programs	\$ 531.44
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Awards

Hasty Awards X awards		\$ 682.77
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Concessions

Costco X	\$ 44.62	
Costco X	\$ 353.55	
King Soopers X	\$ 82.94	
Sam's X	\$ 40.32	
Sam's X	\$ 39.50	
Sam's X	\$ 72.35	
Sam's X	\$ 268.91	
Santiago's X	\$ 280.00	
Walmart X	<u>\$ 128.97</u>	
		\$1,311.16

Hospitality

Costco X	\$ 74.34	
Costco X	\$ 31.58	
Costco X	\$ 19.98	
Costco X	\$ 172.13	
King Soopers X	\$ 33.15	
King Soopers X	\$ 4.97	
King Soopers X	\$ 9.27	
King Soopers X	\$ 5.89	
McDonald's X	\$ 6.48	
Safeway X	\$ 23.02	
Sam's Club X	\$ 21.38	
Sam's Club X	\$ 12.64	
Sam's Club X	\$ 174.42	
Sam's Club X	\$ 115.89	
Santigo's X	<u>\$ 105.00</u>	
	\$ 810.14	

Subtract From Hospitality Expenses

Donated Goods		
King Soopers	\$ 23.35	
Donated KS Gift Certificates	\$ 25.00	

NJST BOARD OF DIRECTORS

Meeting Minutes

August 4, 2007

Page 6 of 9

Donated Cash	<u>\$ 625.00</u>	
	-\$ 673.35	
		\$ 136.79

Facility

NJP&RD X	pool rental	\$ 2,520.00	
NJP7RD X	dumpster	<u>\$ 195.00</u>	
			\$2,715.00

Misc.

Best Buy X	printer cartridge	\$ 87.99	
Costco X	paper/duct tape/labels	\$ 77.95	
Office Depot X	printer cartridge	<u>\$ 75.78</u>	
			<u>\$ 241.72</u>

TOTAL EXPENSES: \$ 7,722.38**GROSS INCOME: \$23,192.75****TOTAL EXPENSES: -\$ 7,722.38****NET INCOME: \$15,470.37**

NJST BOARD OF DIRECTORS

Meeting Minutes

August 4, 2007

Page 7 of 9

BREAK OUT

Concessions	\$ 3,272.25
Minus concession expenses	<u>-\$1,311.16</u>
	\$ 1,961.09
Minus hospitality expenses	<u>-\$ 136.79</u>
	\$ 1,824.30
Programs	\$ 1,430.00
Minus printing	<u>-\$ 531.44</u>
	\$ 898.56
Entries	\$18,090.50
Minus all other expenses	<u>-\$5,742.99</u>
	\$12,347.51
MI Sports	\$ 400.00
	\$15,470.37

NJST BOARD OF DIRECTORS

Meeting Minutes

August 4, 2007

Page 8 of 9

Attachment 2**CARMEN'S AUGUST BOARD MEETING REPORT****Swimmer Numbers:**

<i>Group</i>	<i>Total # of Swimmers</i>	<i># of New Swimmers</i>	<i># of Lost Swimmers</i>	<i>Last Year's Total</i>
<i>Gold</i>	3			5
<i>Black</i>	13			6
<i>Silver</i>	12			13
<i>Yellow</i>	5			3
<i>Aqua</i>	7			2

Time Standard Qualifiers: Swimmers are noted according to their age at the time of the upcoming meet.

<i>Meet / Time Standard</i>	<i>8&UG (1)</i>	<i>8&UB (2)</i>	<i>9/10G (1)</i>	<i>9/10B (1)</i>	<i>11/12G (2)</i>	<i>11/12 B (3)</i>	<i>13/14G (9)</i>	<i>13/14 B (8)</i>	<i>15+ G (3)</i>	<i>Total</i>
<i>Silver State</i>		2		1			5			8
<i>JO / State</i>					2	3	4	6	1	16
<i>Zones</i>			1			1		2	2	6
<i>Sectionals</i>								2	2	4
<i>NRT</i>			1							1
<i>State Records</i>										

Swim Meet Performance:

<i>Date</i>	<i>Meet</i>	<i># of Swimmers</i>	<i># of Swims</i>	<i>Best Times</i>	<i>% B.T.</i>
7/13-15	Zone 2	22	118	65	55%
7/26-29	State	20	151	84	56%

Travel:

August 7-12: Zones in Farmington, New Mexico

Work Out Schedule Notes:

- All lanes are cancelled until after labor day starting at 10am on Saturday, August 4. The water bill for July will include the few days in August.
- The short course season will start on Wednesday, September 5.

Notes:

- I have spoken with Heather Hemphil about coaching the red group. Originally I was going to coach this group and hire someone for the gold group. She said she would let me know by the end of next week. If this does not work out I will go back to the original plan and hire someone to coach the gold group.
 - I turned in the fall lane request to Nathan and emailed it to Beth.
- | <u>Monday & Wednesday</u> | <u>Tuesday</u> | <u>Thursday</u> | <u>Friday</u> | <u>Saturday</u> |
|-------------------------------|-----------------|--------------------|-----------------|------------------------------|
| 4-4:30 7 lanes | 4-4:30 9 lanes | 4-4:30 9 lanes | 4-4:30 9 lanes | 4-4:30 10 lanes 8-9 18 lanes |
| 4:30-6:30 11 lanes | 4:30-6 12 lanes | 4:30-7:30 11 lanes | 4:30-6 13 lanes | 9-10 16 lanes |
| 6:30-7:30 12 lanes | 6-7:30 10 lanes | 7:30-8 8 lanes | 6-7 5 lanes | |
| 7:30-8 8 lanes | 7:30-8 7 lanes | | 7-7:30 1 lane | |
- Both www.northjeffcoswimteam.net and www.northjeffcoswimteam.com link to the current website.
 - I have already gotten emails from parents who swam 5 Parks this summer about swimming in the fall.
 - I spent some time talking to some officials about the negative image some of the officials in the state are giving coaches and parents. I have some ideas on how to get more officials. Jean O'Kane and Mary

NJST BOARD OF DIRECTORS

Meeting Minutes

August 4, 2007

Page 9 of 9

Haeger have taken the lead on recruiting additional officials from our parents. I spoke with Jean about recruiting officials at the state meet as well as how to keep them once they are on board.

New Business: None

Monthly Goals: August Goals

Enjoy some time off from swimming	
Hire an age group coach	
Finalize group schedule	
Create recruiting incentives for coaching staff	
Create Black & Silver groups' 2007-2008 short course season outline	
Figure out how to get the 3 rd NJST web address to link to the current site.	
Send Evelyn group moves	
Send Lori Brown group moves	
Publish practice schedule once the pool request has been approved by NJP&R	

Monthly Goals: July Goals

Finish LC State tee shirts	Yes
Assist seniors attending Juniors with their tee shirts	Yes
Finish Sectional tee shirts	Yes
Develop and publish fall practice times with input from all coaches	No
Notify swimmers and their parents of group changes for the fall	Yes
Finish Junior Swim League program	No
Put together state relays and send to parents	Yes
Emphasize technique and skills in practice	Yes
Watch all age group practices	Yes
Update TM with new information and swimmers	Yes
Update website	Yes

2006 / 2007 Goals

More emphasis on kicking in practice.	
Team building including sportsmanship, leadership and practice environment.	
Perfect practices skill wise.	
Maintain current swimmer database on Team Manager.	
Send registration to CSI electronically as new members join the team.	
Get entries to other teams in a timely manner without errors.	
Attend NJST Board Meetings when not on a swim trip.	
Give copies of meet entries to each participating coach.	
Maintain open lines of communication with swim parents.	
Put out monthly team newsletter.	
Keep Lori Brown current on group changes from gold, black and silver for email list.	
Keep Evelyn informed of changes in groups for database.	