

**MINUTES OF A MEETING
OF THE BOARD OF DIRECTORS OF
NORTH JEFFCO SWIM TEAM**

HELD:

A regular meeting of the Board was held on Tuesday, August 16, 2011, at 6:30p.m. At Panara Bread Wadsworth Arvada, 80005

ATTENDANCE:

The directors in attendance were:

- Laura Lierz, President
- Cindy Pacheco, Secretary
- Ann Scherrer, Treasurer
- Carmen Babcock, Vice President and Head Age Group Coach
- Brett Stoyell, Vice President and Head Senior Coach -Absent
- Jean Tesone
- Becky Myers
- Misty Crump
- Anne Metzger

Guests attending

- Ronnie May

CALL TO ORDER:

APPROVAL OF MINUTES:

The minutes from July, 2011 were approved.

FINANCIALS/BUDGET:

- A. There are 98 Families and 116 swimmers on team.
- B. The financial reports for the month of July were approved.
- C. At this time there is currently \$15,000.00 outstanding in fees or meet fees.
- D. The board needs to have a meeting with Brett and Ashley on future travel meets and how they are handled.
- E. Five thousand (5,000) dollars was transferred from the coupon account into the general account. The transfer was necessary in order to pay expenses.

Summer Open Meet:

There are no questions on the financials for the Summer Open.

COACHES REPORTS:

Brett:

- A. Brett's Report. No report at this time.

Carmen:

- A. Carmen's Report. See hard copy in secretary's note book

ONGOING BUSINESS:

- A. Three board positions are up for election. Jean, Becky and Laura's terms are up.
- B. The room at the Apex is already being used the 24th of September. Laura will check with the Stanley Lake library to see if they have an opening.
- C. Volunteer Support Fee. Each family is required to volunteer a minimum of four (4) sessions per trimester. If a family does not fill their volunteer commitment, a volunteer support fee of \$25.00 will be assessed per session that is not fulfilled.

OLD BUSINESS:

None

NEW BUSINESS:

- A. 2011 registration process will be done completely on Active Network. Paper registrations can be processed for a \$25 administrative fee. Registration should be available the last week of August.
- B. Lane assignments for the year will be given to NJST on Wednesday August 17.
- C. Meet Declaration. Some families complained having to pay for meets their swimmer(s) did not swim in. The policy for meet declarations was changed to include the following. Notification must be in written format by the NJST deadline for entries and submitted to the coach and treasurer to not be entered in the meet or responsible for meet fees.
- D. eBooks: ebooks should be here on August 29th. Laura will pick up and distribute books. Books are sold for \$10. Five (5) dollars will go into the swimmer's account for winter trimester fees. One (1) dollar will go to NJST and the remaining \$4 will be paid back to eduproject.
- E. Grocery Scrip: Families have asked if scrip can be used to pay for meet fees. Cindy reached out to previous board members. There was a time where script could only be used for trimester fees and not purchases like meet fees. Additional research will need to be performed to see if scrip credits can be used for meet fees.
- F. Payroll: NJST will be moving to an automated payroll system. The automated system will reduce the team's liability around payroll taxes. Laura interviewed three (3) companies (APD, Paychex and Paylocity) and asked for quotes. Paychex was the lowest bid. Paychex will audit NJST's payroll account for the last year. The board voted to use Paychex as the automated payroll system.
- G. Late Fee: NJST will now assess a late fee. When an event (trimester fee, meet fees, etc.) is older than thirty (30) days from the original billing date, a late fee of \$15 is applied to each event.
- H. 2011-2012 Budget: The draft budget put together by Laura and Ann was reviewed by the Board. The following was determined.
 - a. Expenses:

- i. Accounts Payable Prior Year:
 - 1. A report was run in Thriva to determine outstanding fees owed to the team. The report showed \$15,000 in outstanding fees owed to the team. This number should decrease as payments from summer sectionals and Senior Western Zones travel meets are received.
- ii. Gross Salary:
 - 1. Automating payroll and moving to Thriva (swimmer registration and billing system) reduces the work load of the book keeper. The book keeper salary was reduced by \$4,800. The job description will be updated to reflect the revised work load.
 - 2. Coaches per-diem for meets in the Denver metro-area was removed. This should save the team around \$1,000.
- iii. Administrative:
 - 1. The automated payroll system will cost around \$1,200. The team will use some of the funds allocated from the reduction in the book keeper's position to pay for the system.
- iv. Host Meet Expense (Away Meets):
 - 1. Not all travel meet expenses are covered by swimmers. The team will need to absorb some costs. The Olympic Trials will occur in 2012. The team anticipates the trials will bring added expense to the team. The Host Meet Expense was significantly increased to anticipate costs.
- b. Income
 - i. Host Meet Income:
 - 1. Looking at increasing food prices sold by concessions. This should bring an additional \$600 to the team.
 - ii. Membership Dues:
 - 1. Trimester fees will increase by 7%.
 - 2. Host Meet Fee will increase to \$20 per trimester.
 - iii. Fees:
 - 1. The team anticipates generating \$4,500 through late fees, volunteer support fee and other items.

The Board still needs to find \$7,600 to balance the budget. Board members will review expense and income items and provide suggestions. The budget will need to be finalized prior the Annual Meeting September 24, 2011.

NEXT MEETING:

September 13, 2011 At 7:00 pm Myers pool.

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.

Cindy Pacheco, Secretary