

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, December 12, 2006, at 6:00 p.m. at Director Bob Roybal's home, 8668 W. 78th Circle, Arvada 80005. The agenda for this meeting is attached.

ATTENDANCE:

The directors in attendance were Carmen Babcock, Dawn Fredette, Jeff Geist, Ronnie May, Mitch Menezes, Cindy Pacheco, Bob Roybal, 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 the regular Board Meeting held on Tuesday, November 14, 2006.

FINANCIALS

The Board reviewed and accepted the P&L and Balance Sheet information presented by Evelyn Brown. This information was current through November 2006 and information from the comparable period in 2005 was also presented. As all monies from the December meet had not yet been deposited, and some expenses not yet accounted for, the Board preliminarily concluded that the team's financial state at the end of 2006 is similar to its financial state at the end of 2005. More complete information will be available at the January 2007 meeting.

One comment to the financial statements was that the wireless phone charges seemed high. Evelyn Brown will look into available plans to determine whether comparable

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service for all team cell phones can be purchased under a plan that would reduce the team's current monthly cell phone charges.

PRESIDENT'S REPORT

1. NJP&R Report. Attachment 2 to these minutes is an e-mail message from Mike Urbanowicz reporting on the last NJP&R Board meeting. Stephanie Urbanowicz agreed to continue to attend the NJP&R Board meetings and report back to the NJST Board. Alternates will be Dawn Fredette and Bob Roybal.

2. Pineapple Open/Short Course State.

i. Pineapple Open - Brett provided the Board with a copy of an e-mail sent by a coach of an unnamed team to CSI stating concerns about NJST's ability to hold the Short Course state meet at the Myers pool in March 2007. This was followed by a more constructive e-mail from Mike Urbanowicz identifying matters NJST should address in preparation for the Short Course state meet. Brett distilled the most pressing items in his Coach's report, attached to these minutes. Also attached are the message from Mike Urbanowicz (Attachment 3) and an incident report (Attachment 4) from the Pineapple Open describing an injury sustained by a swimmer while making a flip turn (split her heels).

ii. Short Course State – The Meet Director anticipates this will be a smaller meet than the Pineapple Open and will net the team much less in revenue. There are several matters to address in preparation for the meet such as: (i) where to put MI Sports in order to reclaim more space for seating (need input from NJP&R); (ii) additional seating for coaches (the idea of removing the long course starting blocks to make more room for coach's tables was not well-received because of their poor condition; scaffolding in the pool was not well received either); (iii) training for Meet Marshals; (iv) a new meet coordinator; (v) a new person in charge of hospitality; (vi) additional seating for spectators (possibly rent bleachers for the west end of the Myers pool building); (vii) issues for NJP&R to resolve such as frequent trash removal, hosing and cleaning in the evenings before the next morning's meet, etc. The Board discussed Ruth Carter's plan to approach restaurants in the area to request they provide meals for the meet. The Board would like to include information and directions about these restaurants in the meet program and will ask Ruth to request that information from the restaurants.

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DIRECTOR ITEMS

1. Meet Director's Report (Cindy Pacheco). The Meet Director's report is Attachment 5 to these minutes and primarily discusses matters relating to the Short Course State Meet in March 2007.

2. Treasurer's Report (Ronnie May). Ronnie's report is Attachment 6 to these minutes. It includes preliminary financial results from the Pineapple Open and expected contributions to the Dan Lunger Fund. Ronnie will write a check to the Lunger fund for the T-shirt sales and the Silent Auction. Ronnie mentioned that she would like to see a reduction in printing expenses associated with NJST meets. Heather Quick will see if she can obtain a donation of the printing needed for the Short Course State Meet.

3. Sponsorship. Attachment 7 is Mitch Menezes' report regarding sponsorships. He prepared a draft sponsorship agreement on which comments from the Board are needed. The Board discussed the need for a person to be in charge of Sponsorships to ensure that the team keeps track of, and performs, its commitments based on the sponsorship tiers approved by the Board and selected by sponsors.

4. Comedy Show (Bob Roybal and Dawn Fredette). Bob described the need for flyers that describe the event and getting people to start selling tickets. Cindy volunteered to ask Ken to work on the flyers with input from Bob. An e-mail will go out with this flyer seeking interest and assistance from team families. In addition individuals will be at the pool to sell tickets at different times and to provide tickets to individuals who are willing to sell tickets. The tickets are numbered and should be checked out to individuals so that we keep track of them.

5. Fundraising Report (Jeff Geist's and Stephanie Urbanowicz). Jeff and Stephanie presented a report from Ruth Carter on the Poinsettia sales. The team netted \$449.50. The Silent Auction netted the team approximately \$6,500. There is an Elitch's fundraising even scheduled for early 2007 and raffle tickets will be sold at the Short Course State Meet. Attachment 8 is the Fundraising Report.

The Board accepted each of the reports described above.

COACHES' REPORTS

Brett Stoyell's, Carmen Babcock's and Eric Godsman's reports are Attachments 9, 10 and 11, respectively, to these minutes. Becky's report is incorporated into Carmen's report.

The Board accepted each of the coaches' reports.

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SCHOLARSHIPS

The issue of need-based scholarships was raised. The Board discussed the request by a family of five swimmers for financial assistance from the team in the form of reduced fees for swimmers over a certain number. The possibility of reduced fees for the 5th swimmer and above was briefly discussed, but the Board recently changed the fee structure to cause multiple swimmer families to pay more because of the financial strain on the team. The Board discussed other options as well: (i) perhaps at registration ask families if they would like to contribute a few dollars to a scholarship fund; (ii) applying a percentage of registration fees to a scholarship fund; (iii) contributing a percentage of meet fees to a scholarship fund. There are positive and negative attributes to each of the options discussed. At this time, the team is not able to provide financial assistance to swimmers (other than some entry fee assistance from the Albrecht fund). The Board needs to arrive at a program that is balanced and fair. In addition, the Board needs to determine the level of support the team is able to provide as financial resources are limited. This item was tabled for future discussion.

DAY-TO-DAY OPERATIONS OF THE TEAM

The Board discussed the fact that not every decision about spending money and other team matters needed to be reviewed by all the members of the Board. The Board concluded that the President and Vice President may manage the day-to-day affairs of the team. If they feel that a matter should be considered by additional members of the Board they will contact the other Board Members. Upon motion duly made, seconded and unanimously carried, the foregoing was approved by the Board.

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

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Attachments:

1. Meeting Agenda
2. NJP&R Board Report
3. Mike Urbanowicz's Short Course State Recommendations
4. Accident/Incident Report from the Pineapple Open
5. Meet Director's Report
6. Treasurer's Report
7. Sponsorship Report
8. Fundraising Report
9. Coach Brett Stoyell's Report
10. Coach Carmen Babcock's Report
11. Coach Eric Godsman's Report

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Attachment 1

AGENDA

Monthly Meeting of the North Jeffco Swim Team

Date: Tuesday, December 12, 2006

Time 6:00 p.m.

Location: Bob Roybal's
8668 W. 78th Circle
Arvada, CO 80005

1. Call to Order
2. Approval of Minutes
3. Financials/Budget – Evelyn
5. President's Report
 - a. NJP&R meeting report
 - b. Pineapple Open/Short Course State
 - i. Coach email to CSI
 - ii. Revised to-do list from Mike U.
6. Director Items
 - a. Meet Director report
 - b. Ronnie: Preliminary meet report; Dan Lunger Fund; expanded scrip; sales tax exemption
 - d. Mitch: Sponsorship
 - e. Bob and Dawn: Comedy Show
 - f. Jeff and Stephanie: Fundraising update
7. Coaches Reports – to include a lane management update
 - a. Brett
 - b. Carmen
 - c. Ashley
 - d. Eric
 - e. Becky
8. Past/Ongoing Items:
 - a. Meet volunteer follow-up
 - b. Need new meet worker coordinator
 - b. Scholarship Program
9. New Business
10. Adjournment

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**Attachment 2
NJP&R Board Report
December 7, 2006**

Hello board,

The NJPR Board has decided on their initial choices for repairs to District facilities. The entry way doors will be repaired at Meyers Pool. The District is waiting on grant requests that are being written by Sharon Roybal before deciding on the HVAC system.

The District will not be changing any of their operations following the mill levy increase. They are prudently going to operate as if the mill levy did not pass in regards to squeezing budget dollars. They want to show the voters that they are not being wasteful with their tax money. This strategy will prove beneficial in future District efforts. There was not any public statement regarding future user fee increases. I spoke with Terry Goldwaithe concerning future fee increases. Several times she stated that discussions had been held to keep user fees stable for two to three years. Terry never stated that a decision was made to keep fees unchanged. I interpret this to mean that user fees will be increased to compensate for operational cost increases.

The NJST Board really needs to find someone in addition to myself who is willing to commit to attending the District Board meetings. My schedule has not afforded me the opportunity to attend for the past three months and the team was not represented. I will commit myself to attending these meetings thru next summer. Yes, swim team burn out is a reality.

Mike Urbanowicz

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Attachment 3
Mike Urbanowicz's Short Course State Recommendations
December 7, 2006

Hello NJST Board,

The following is a compilation of areas of concern or where improvement is needed before SC State. These are suggestions from various CSI members and observations from this past weekend's meet. They are in no particular area. Some must be addressed and some are just for consideration.

Posting of directions to the nearest hospital-Lutheran

Meeting with Beth Graf on addressing pool staff issues concerning injuries and interrupting the starts of races. I spoke with Terry Goldwaithe and she did not have any problems with our concerns. Pool staff must respond to CSI officials request for help with an injury and not tell the officials that they need to locate the off deck life guard. Pool staff must also stop changing out at the guard stands during the start of the races. We will advise pool staff of CSI whistle protocol to help minimize disruptions of starts.

Consistent trash clean-up. Sunday seemed to be the only real problem day. If pool staff is not performing this role then NJST parents/volunteers need to either advise pool staff of the dirty conditions or rectify it themselves.

Move the CSI administrative table to the room next to hospitality.

Marshall training prior to the meet. We must have marshals monitor the meet warm-ups.

A back-up starter.

Repairs to ten lane harness.

Checking the wiring of all equipment prior to state. We do not want a repeat of the starter cable breaking during a session. We may need to reattach and solder some of the wiring.

Risers for the timing console.

Explore risers for the coaches or portable stands over the water for coaches to view the races. This would help to address space issues. The deck referee will be walking along the east side of the pool during races. We need to explore the possibilities of removing a couple of the LC blocks to aid access.

Repairs to the two SC blocks that are loose. The spare SC blocks in storage may be fine. We need to check them out.

Hospitality and adequate food for coaches and officials.

Remove the two diving boards to prevent people from walking into them.

Staging area for finals. The stairwell was used the last state meet.

Adequate seating for coaches and officials. There were no chairs for officials on Sunday. I'm sorry but the coaches do not need extra chairs for team swimmers to camp out with. If a team has three coaches then three chairs should be adequate.

Backstroke flags.

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A deep relaxation room where people can enter and count to ten.

Printer

Fax machine.

All in all the comments that I heard were mostly positive. The meet had some rough edges that need attention but nothing that was serious.

Thanks for your consideration of the above concerns and requirements.

Mike Urbanowicz

Attachment 4
Accident/Incident Report from the Pineapple Open

	Accident/Incident Report Meyers Pool 7900 Carr Drive Arvada, CO. 80005
Date of Accident/Incident: <u>12, 3, 06</u> Time of Accident/Incident: <u>8:05</u> a.m./p.m.	
PERSONAL INFORMATION:	
Name: <u>AISON Bischoff</u>	Age: <u>12</u>
Address: <u>10189 Stoneridge Terrace</u>	Phone: <u>303.805.1963</u>
City: <u>Parker</u> State: <u>CO</u> Zip: <u>80134</u>	Work: _____
☐ Male	Person Notified: ☒ Kelli Bischoff + Alexis Keton
☒ Female	Relationship: <u>mom + coach</u>
ACCIDENT	
Description of the Accident: <u>swimmer flipped on bk turn</u> <u>+ hit wall with heels, splitting them open</u>	
Describe Injury: <u>split both heels open</u>	
☐ EMS Notified Responding Unit: _____	
First Aid Provided: <u>gauze, compression, goes to hospital w/ parents</u>	
Provided By: <u>Megan Garcia</u>	

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☐ INCIDENT		
Describe Incident: _____ _____		

☐ Police Notified	Case # _____	Officers Name: _____
Reason for Police Involvement: _____ _____		
☐ Ejection From Facility	Duration: _____	
Reason For Ejection: _____ _____		
List of Lost, Stolen or Damaged Property: _____ _____		

ACTIVITY AND LOCATION:		
☐ Open Swim	Location: _____	
☐ Lessons	_____	
☐ Adult Lap	_____	
☐ Other:	_____	
ADDITIONAL INFORMATION:		

SIGNATURES:		
Report Completed By: _____		Date: ____/____/____
Manager on Duty: <u>Gabriel Rael II</u>		Date: <u>12 / 3 / 06</u>
Supervisor: <u>Nelson Rael II</u>		Date: <u>12 / 3 / 06</u>

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Attachment 5
MEET DIRECTOR'S REPORT
December 2006

1. I have emailed Linda and asked for the numbers for the last 3 years of state with and without the relays for each session. By doing this we can get an average of what to expect. I have received the numbers and will bring copies to the board meeting.
2. Ruth is willing to start looking for meals for the state meet. I told her she will need 3 lunches and 3 dinners and needs to feed 150.
3. We will need more green rugs for the state meet we were not able to put them at all of the corners this time.
4. Next year on this meet I would like to see the relays broken up 2 at the beginning of the session and 2 at the end of the session. This will help with deck seeding the relays.
5. I have talked with Beth and she will let us paint the deck. She wants input and she also wants the color to be yellow.
6. I have emailed Janet at CSI to see what exactly what costs that they will cover. I asked about bleachers, a platform to go into the pool for seating and I asked about a tent and a heater for the patio
7. The surcharge we charge will pay for the pool rental and printing and Janet will let me know what else CSI will pay for.
8. I would like to see all meet marshals with radios and head sets I think this would help a great deal.
9. Mike would like to hold a class for all meet marshals before state and I am with him on this.
10. We need to talk to Beth about the backboard at the end of the pool it is almost impossible to keep this clear.
11. I emailed Linda S to see what the financials were for the last three states to get an idea of what we will make. I don't think we will clear that much on the state meet. It is not that big of a meet. The last time we hosted it was in 2003 we made 15,000 on that one.
12. On Mikes mail he suggested that we remove the long course blocks. I really don't think we want to do that. The blocks have not been removed since the block fell into the pool on top of a swimmer. The anchors on those blocks are not in good condition.

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Attachment 6

Ronnie May's Board Report for December 12, 2006

Pineapple Open. Preliminary report of income/expenses is *attached*. Numbers in brackets are preliminary because I haven't gotten final numbers for certain expenses. We also don't yet know our income from MI Sports.

Dan Lunger Fund Activities. Report of all activities and income related to Dan Lunger Memorial Fund to date is *attached*.

SCRIP. Jennifer Coen tells me that NJST's portion of SCRIPs purchased to date is about \$617.00. It is paid quarterly, so we will get a check in January.

Use of Tax Exempt Certificate for Purchases. We need to remind everyone who purchases goods on behalf of the team (and we should remember to do this ourselves) that NJST is a tax-exempt organization and is not required to pay sales tax on purchases. Typically, all that is required from the vendor in order to excuse payment of sales tax is the team's tax ID number (which they can get from Evelyn Brown). If required, we can also get them a copy of the team's Colorado tax exempt certificate. Based on the receipts from the Pineapple Open Meet that I've gotten so far, we paid a little over \$100 in unnecessary sales tax.

Review of Current Accounting/Treasurer Practices. Now that the Pineapple Open Meet is over, I'll set up meetings with this committee so we can get started on our review.

Articles and Bylaws Revisions. Now that the Pineapple Open Meet is over, I'll set up meetings with this committee so we can get started on our review.

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**NJST Pineapple Open
December 1-3, 2006
(Preliminary as of 12/12/06)**INCOME

<u>AREA</u>	<u>GROSS INCOME</u>	<u>INCOME</u>
<u>Entries</u>		
Event and \$6 fees (all teams)	\$25,198.00	
\$2 surcharge (NJST only)	<u>\$ 228.00</u>	
		\$25,426.00
<u>Programs</u>		
Sales	\$2,244.00 - \$300.00 bank=\$1,944.00	
Parent Quotes	\$220.00	
Advertising	<u>\$325.00</u>	
		\$2,489.00
<u>Concessions</u>		
Sales	\$4496.16 - \$500.00 bank=\$3,996.16	
Plus \$ taken	<u>\$ 664.16</u>	
from till to pay		
cash for conc./hosp./supplies		\$4,660.32
<u>Other Income</u>		
MI Sports (10% of sales)		[\$_____]
Silent Auction Fundraiser - Net	\$6,905.25	
Minus 5% to Daniel	<u>-\$345.26</u>	
Lunger Memorial Fund		<u>\$6,559.99</u>
	GROSS INCOME:	[\$39,135.31]

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EXPENSES

<u>PAID TO</u>	<u>FOR</u>	<u>AMOUNT</u>
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Official Meet Fees

CSI —	sanction fee [Cindy P.]	\$ 75.00
CSI —	\$.50/entry fee [Cindy P.]	\$2,368.00
N/A	officials	<u>N/A</u>
		\$2,443.00

Programs

Office Max X	meet programs	\$1,686.00
Office Max X	Sun. reseed heat sheets	\$ 184.80
Office Max X	Sat. heat sheets	\$ 142.19
Office Max —	Sun.heat sheets [Dawn F.] [\$_____]	
		[\$2,012.99]

Awards

Hasty Awards X awards	\$933.40
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Concessions

Costco X	muffins	\$ 142.69
Costco X	food (from till)	\$ 69.67
Pizza Hut X	Pizza (from till)	\$ 55.00
Sam's X	food	\$ 43.52
Sam's X	food	\$1,448.65
Sam's X	food (\$68.99 from till)	\$ 76.82
	(\$7.83 orig check)	
Sam's X	food (from till)	\$ 230.27
Santiago's X	breakfast burritos	<u>\$ 350.00</u>
		\$2,416.62

Hospitality

Brunswick X	food	\$ 39.00
Costco X	food	\$ 261.25
Costco X	food (from till)	\$ 65.91
Costco X	food	\$ 23.29
Costco X	food	\$ 61.10
King Soopers X	food	\$ 114.84
King Soopers X	food	\$ 200.79
King Soopers X	food	\$ 54.54
Papa John's X	pizza – Sunday (from till)	\$ 123.68
Pizza Hut X	pizza – Sunday (from till)	<u>\$ 39.00</u>
		\$983.40

Facility

NJP&RD —	pool rental [NJP&RD]	[\$_____]
Amer. Price Coop X	kerosene for heater	\$152.25
_____ —	tent	[\$860.80]
RSC Rental	heater – donated by Moyers	N/A
_____ —	dumpster	[\$_____]

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[\$1,013.05]

Misc.

Action Comp. X	copier disposal	\$100.00
Office Max X	computer desk supplies	\$ 67.26
Target X	poster supplies (from till)	\$ 11.64
Target X	computer desk supplies	<u>\$ 25.86</u>

\$204.76

TOTAL EXPENSES: [\$10,007.22]

NET INCOME: [\$29,128.09]

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BREAK OUT

Concessions	\$4,660.32
Minus concession expenses	-\$2,416.62
Minus hospitality expenses	<u>-\$ 983.40</u>
	\$1,260.30
 Programs (sales/parent quotes/adv.)	 \$2,489.00
Minus printing	<u>[-\$2,012.99]</u>
	[\$476.01]
 Entries	 \$25,426.00
Minus all other expenses	<u>[-\$4,594.21]</u>
	[\$20,831.79]
 MI Sports	 [\$_____]
 Silent Auction	 \$6,559.99
	[\$29,128.09]

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**REPORT FOR
DANIEL LUNGER MEMORAIL FUND
ACTIVITIES
December 2006**

T-Shirts

To Fund

129 shirts sold at \$10 - \$1,290.00

NJST paid \$387.00 (\$3/shirt – MI Sports)

\$50.00 (artwork fee – MI Sports)

\$437.00

\$1,290.00 - \$437.00

\$853.00

Caps

NJST bought 100 caps for \$463.00 (\$4.63/cap)

- Selling caps for \$6.00

- \$4.63 to NJST to cover costs

- \$1.37 donate to Fund

As of 12/10/06, 67 caps sold = \$402

- \$310.21 to NJST

- \$91.79 to Fund

33 caps not yet sold

Silent Auction

Net income \$6,905.25

5% to Fund

\$345.26

\$1,198.26

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Attachment 7

Mitch Menezes' Sponsorship Report

Folks:

Following is my report for the December Board meeting:

1. Sponsorships – Since our last meeting, I have done some work on sponsorships. I have reviewed the Internal Revenue Code and regulations regarding sponsorships and I prepared a draft sponsorship agreement, attached. The attached agreement is only a draft and will need more work. In particular there are questions embedded in the document that it would help to get clarified. We will need to have a person designated as the sponsorship lead so that the team follows through on the commitments contained in the sponsorship tiers.

While I am not a tax expert, I gathered a few things from reviewing the tax code and regulations. "Qualified" sponsorship payments should be tax-exempt for the team. However, there is a risk of crossing over a line (that is not crystal clear to me) where a non-profit organization could be deemed to have "unrelated business income." Unrelated business income would be taxed at the corporate rate. I don't believe it affects the nonprofit designation to have unrelated business income, but we would want better advice on this point if it becomes an issue.

Unrelated business income is generated when a sponsor receives a "substantial return benefit other than the use or acknowledgment of the name or logo (or product lines) of such person's trade or business in connection with the activities of the organization that receives" the sponsorship payment – us [Still awake?]. Permitting the use of an intangible asset, such as a name, logo or trademark may provide a benefit to a sponsor. "Advertising" (e.g. messages containing qualitative or comparative language) would provide a benefit to a sponsor. As these have the potential to generate unrelated business income which would be taxable, I have removed references to Sponsor's use of the NJST team name and references to "ad" that suggest NJST will advertise for the Sponsor. I have also included some language to express the intent of the parties that NJST is to receive only qualified sponsorship payments.

There are more details, but hopefully the brief summary above gives you an idea of a couple of things we need to be careful about with sponsorships. We can discuss this if you would like and I can refer some materials to you if you would like to do some reading on this topic yourselves.

2. Website – I have nothing to report on the new website. Carmen has taken over as the new webmaster and is working with Stacie Staub. She also has an older swimmer providing assistance.

3. Thank yous – Bridgette wrote thank you notes to 10 individuals, including Ruth, who Ruth identified as being particularly helpful with the Silent Auction (Heather Quick, Beth Johnson, Elaine Collins, Sandy Lanz, Carol Rockenfeller, Becky Meyers, Cindy Kacynski, Robyn Gedney and Mary Haeger). We also sent a note to the Moyers thanking them for their work on the tent.

Mitch Menezes

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Attachment 8**Fundraising****Board Report December 12, 2006****Jeff Geist/Stephanie Urbanowicz****Silent Auction**

The silent auction went very well, and all that participated did a great job. Some of the comments were as follows.

“Setting a time line helped”, “The subcommittees of baskets builders, hotels, and callers all worked out great” “In the future we will need to have split the list among four follow up callers, and increase the number of baskets builders”. “If we get bigger next year, we will need to look at additional space”.

Income

Donations	\$250.00
Purchases	<u>\$6,883.25</u>
Total Gross Income	<u>\$7,133.25</u>

Expenses

Office Depot – printing	\$228.00
Total Expenses	<u>\$228.00</u>

<u>Net Income</u>	\$6,905.25
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5% to be paid to Dan Lunger Fund	\$345.26
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Remainder to NJST	\$6,559.99
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Poinsettia Sales

\$1,232.70	Gross Sales
<u>\$783.20</u>	Poinsettia Costs

\$449.50 Gross Profit NJST

Other Fundraising Activities

- Raffle at JO’S-affle license okay to use for March.
- Elitches April 22, 2007. Tops Long course meet that day.
- Donations for JO’S Hospitality-donation letter for Mitch/Ronnie to look over?

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Attachment 9

Coach Brett Stoyell's Report

Brett Stoyell Tues, December 12th.

Please see Newsletter for additional information.

Senior updates:

4 new Sectional qualifying times at NJ meet, 1 new sectional qualifier. Everyone survived the hardest meet of the year. Cold deck, no athlete space, cold tent, poor air quality, Early prelims, long sessions, and lots a sickness. If the seniors can perform under these conditions they can do anything!

Practices:

We have been video taping all of the strokes and allowing athletes to review after practice. It has helped tremendously, hopefully we can get the underwater video to work sometime soon in order for athletes to learn more about the corrections they need in the propulsive phase of their stks.

CSI Board meeting/ State meet:

The state meet was discussed at the CSI board meeting this past Sunday. It was decided the primary needs included:

#1 increased seating/tables for coaches. (more seats and tables at east end for coaches)

#2 Increased seating capacity for spectators. It was discussed NJST should look into cost of bleachers for West end of pool. Cindy Nations should be set up in lobby in a more limited capacity at least for Am Warm-up and relays. The 1st 1 hr of am sessions are the most crowded as there are an additional 150+ relay only kids at the pool.

#3 Facility cleanliness. We should send a message to Beth regarding the need for increased cleaning between sessions or at the conclusion of sessions. This should not be a problem due to a 2-3 hr break between sessions on the 1st 2 days of the meet.

#4 (Bretts Opinion) We have run the state meet many, many times before and it has run without incidents. The meet is not larger than other state meets we have hosted in the past and our facility has been deemed adequate and won the bid for the 2007 state championships. I would like to take the CSI board recommendations for bleachers, add some chairs and tables for coaches, look into moving MI to an off deck location, and requesting facility cleaning between sessions when possible.

#5 make sure lifeguards are aware that Senior national and sectional qualifiers will be practicing at Meyers between prelim/final sessions of the meet.

Sectionals 2007

Rooms blocked room rate ranges from \$89 2 bed room-\$109 2 bedroom suite.

2 15 passenger vans \$499, 1 mini van rented \$269 per week pre tax etc...

28 Airline tickets \$276. booked and deposit sent in.

currently have 20 athletes planning on attending.

2 coaches (Brett and Ashley – will split hotel with TOPS coaches to cut down on costs.)

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Male Chaperone- John Gedney, Female Chap still finalizing.

Sectionals 2007 Summer (Rooms (\$89) and vans (\$599) reserved in Portland, OR. July 9-15th.
Jr Nationals Indianapolis, Indiana. Aug 6th-12th (rooms reserved at Residence Inn @ \$109 per night

X-Mas Break training etc...

Ashley plans on running a HS camp Dec 26-30th. Pool time reserved 3-4:30pm

Additional practices for senior group 7-9am T-Fri Dec 26th-Jan 5th

IMX Camp

Planned for 13&O athletes only Friday April 13th 5:30-8pm and Saturday 3-5:30pm

Camp for athletes 13&O within the suburban league that have achieved an IMX score of above 4,200 or a 200IM time of 2:14.99 or 400 IM time of 4:49.99.

Additional LC time will also be reserved for NJST athletes from 1-3pm before the camp.

Camp funding of \$2,500 set aside from CSI.

Coaches for the camp include: Brett, Ashley, Jim Richey (Bldr), Andy Neiman(Macs), Shawn Smith(TOPS)

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Attachment 10**Coach Carmen Babcock's Report****CARMEN'S DECEMBER 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>	9	3 (2 from yellow)		15
<i>Black</i>	9			6
<i>Silver</i>	10			15
<i>Yellow</i>	8	3	2 to gold	8
<i>Aqua</i>	11	1		11

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

Gold, Black & Silver Groups 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>
11/10-12	TOPS	19	176	122	69%
12/1-3	Pineapple Open	25	205	107	52%

Aqua and Gold Groups Pineapple Open Performance:

<i>Date</i>	<i>Meet</i>	<i># of Swimmers</i>	<i># of Swims</i>	<i>Best Times</i>	<i>% B.T.</i>
12/1-3	Pineapple Open	10	40	32	80%

Pineapple Open:

All swimmers from black / silver groups swimming the P/F meet returned for at least one finals event. The swimmers picked up best times in either prelims or finals for almost all events, but weren't always able to better their prelim time. The P/F format was a great experience for them leading into state.

Travel:

With eight swimmers qualified for Far Westerns I will be setting up accommodations and moving forward with attending the meet which will be held in Pleasanton, California this year.

Work Out Schedule Notes:

Silver group and select black group swimmers will be doing four doubles during winter break.

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Notes:

1. Seven of the ten aqua group swimmers participated in the Pineapple Open. For most this was their first meet Becky attended the non-qual session of the meet both days, her first time on deck coaching the groups at a meet.
2. The Lungers have asked me to move the team forward on purchasing equipment from the Dan Lunger fund for NJST. They would like it done soon so the seniors would gain benefit from the item. Discussing with Brett what would be best, but an underwater camera seems to be high on the list.
3. Swimmers qualified in at least one event for Far Westerns include Emily Brown, Michael Johnson, Brennan Gedney, Andrew Torres, Kaden Ellis, Jeremy Pacheco, Matt Menezes and Haley Rowley. Katie Hack is qualified, but at this time will be attending sectionals.

New Business: None

Monthly Goals: November Goals

Talk with HS coaches of those kids swimming HS from silver group	No
Discuss HS season with girls attending HS to build appropriate training program	Yes
Look into swimming report cards for AG athletes.	No
Emphasize technique & skills in practice.	Yes
Watch all age group practices.	Yes
Update TM with new information and swimmers.	Yes
50% best times at TOPS	Yes

Monthly Goals: December Goals

Redo dryland program for black / silver groups	
Prepare yellow to gold group moves for January	
Look into swimming report cards for AG athletes.	
Emphasize technique & skills in practice.	
Watch all age group practices.	
Update TM with new information and swimmers.	

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.	

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Attachment 11

Coach Eric Godsmann's Report

December Board Report

RED AND WHITE GROUPS – BY ERIC GODSMAN

Red group totals= 17 (lost one from last month...Michael N. worked out for a few weeks and I have not seen him since. His last day was November 4, 2006.

White group totals= 11 swimmers

Completed goals in November.

- working towards move up set standards for red and white groups. *see bottom of report
- breath control
- pulling/sculling
- turns
- better kick outs
- mostly 100's with the white group and 50's with the red group
- do more work with Hytek

Goals for December

- do a better job on my newsletters
- make a smooth transition to coaching and student teaching
- communicate with Carmen and other coaches about school (student teaching) and swim meet conflicts (if there are any).
- communicate better with newer families about upcoming meets
- do a better job with helping Ruth out with fundraising activities.
- learn more about managing hytek program

Goals for January

- have practices starting at 4:30 for White group
- work on overlapping strategy to use when White and Red groups are in the water at the same time (6-6:30pm) during practices with the new schedule.
- get swimmers motivated to be more consistent between success at meets and success at practices.
- have newsletter updated with swimmers I will be having at the silver state and state meets.
- have a good idea of who I think will be making my move up sets for Feb., 2007

Move up sets/expectations:

White to Black move-up criteria:

20X100's freestyle @ 1:30

5X100's IM @ 1:40

and/make it to three or more practices a week, respect coach and teammates, three or more state cuts, etc.

Red to White move-up criteria:

10X100's freestyle @ 1:45

5X100's IM @ 2:00

and/make it to three or more practices a week, respect coach and teammates, three or more SILVER state cuts, etc.