

DRAFT

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, July 8, 2008, at 7:00 p.m. at Meyers Pool, 7900 Carr Drive, Arvada, Colorado 80005. The agenda for this meeting is **Attachment 1**.

ATTENDANCE:

The directors in attendance were:

Dawn Fredette, President
Ronnie May, Treasurer
Carmen Babcock, Head Age Group Coach
Brett Stoyell, Head Senior Coach
Cindy Pacheco, Meet Director
Lori Brown
Mary Geist
Ann Scherrer

Terry Foulke, Secretary, was absent, absence excused.

Also present was Evelyn Brown, team Business Manager.

CALL TO ORDER:

As a quorum was present, the meeting was called to order. Dawn took notes to prepare minutes of the meeting in Terry's absence.

APPROVAL OF MINUTES:

Approval of the May 27, 2008 meeting minutes was tabled until the next meeting.

FINANCIALS/BUDGET:

Financial Statements. The Board reviewed the following financial statements (**Attachment 2**):

- (i) Combined Budget: one for the period 9/1/07 to 6/30/08, and one for the period 6/1/08 to 6/30/08

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- (ii) Profit & Loss: one for the period September 2006 through June 2007, and one for June 2007
- (iii) Balance Sheet: as of June 30, 2007
- (iv) Account Balances: as of 6/30/2008
- (v) Transaction List – General Account: for the period 6/1/08 to 6/30/08.

Following discussion, the Board accepted the financial statements as presented.

Sales Tax License. Ronnie reported that the sales tax license required by the City of Arvada has been received.

Number of Swimmers Update. There are currently 125 athletes swimming with NJST from 109 families.

Preparation of the 2008-2009 Budget. Evelyn will begin preparing a draft budget for review and discussion at the next meeting. The budget will not be finalized until sometime after the end of the current swim year, which is at the end of August.

Payroll System. The Board discussed possible utilization of an outside payroll service, as suggested by Sheila Swanson, the person that recently did an independent accounting review of the team's 2007-2008 financial statements. Following discussion, the Board agreed to have Evelyn continue doing payroll through the end of the current fiscal year, at which time the Board may revisit the subject.

Auto Insurance for Travel Meets. Evelyn continues to research the team's options for this type of insurance.

Fall Registration. Following discussion, the Board agreed that registration would be on Wednesday and Thursday, September 3rd and 4th, 4:00-6:00 p.m., noting that Board members working the registration tables can expect to finish around 7:00 p.m.

PRESIDENT'S REPORT:

Schedule Annual Team Meeting. The Board discussed last year's annual meeting, held Friday, October 12, 2007, 6:30-9:00 p.m. at the Apex Center in Arvada, Colorado, and agreed the upcoming meeting should be scheduled for a similar date and time at the same location. Dawn will reserve the room for this year's meeting.

Open Board Positions. The Board positions that will be open this fall are currently held by Ronnie May, Terry Foulke and Ann Scherrer. Ronnie and Ann

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voiced that they have not yet made a final decision as to whether or not they will pursue a Board position this fall.

Copier Maintenance Agreement. Dawn reported that the agreement has been forwarded to Complete Business Systems. Carmen will receive monthly emails as a reminder to report the number of "clicks" used.

The Board also discussed the status of the power strip that Terry agreed to purchase for the copier. Dawn will follow up.

December Meet. The major fundraiser for the team's upcoming 2008-2009 fiscal year will be a silent auction held at the team's December meet. The Board discussed possible team members to assist Ruth Carter with the silent auction in the absence of Heather Quick.

Shower Policy. Dawn and Carmen informed the Board that information had been received from Beth Graf regarding Cryptosporidium, an intestinal disease caused by a chlorine-resistant parasite, and the District's request for the team's assistance in following the "shower before you enter the pool" policy. The coaches will discuss this policy with their swimmers.

DIRECTOR ITEMS:

Ronnie May - Treasurer. The Board reviewed and discussed the final report for the May meet (**Attachment 3**). The team's net income from this meet was \$11,260.29.

The Board reviewed and discussed the cash reconciliation report for the June meet (**Attachment 4**). The Board will review the final report for the June meet at the next Board meeting.

Mary Geist. Mary reported that the Apex Park and Recreation District is not raising the team's fees for 2009.

Lori Brown. Lori discussed the Board's intent to send an email to the team reminding everyone of the days and times grocery scrip and extended scrip are available for purchase and delivery at the pool. Dawn will follow up.

The Board also discussed the possibility of purchasing \$8400 in Quality Inn gift cards through the extended scrip program for the upcoming Sectionals meet. Dawn will follow up.

Cindy Pacheco – Meet Director. The Board discussed rental of the team's equipment for the upcoming BVSSL finals meet, noting that a male NJST

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member will need to be available to assist in retrieving the team's equipment stored in the boys locker room at the pool. The Board further noted that it may be difficult to find someone to help as many team members will be at the Colorado State Meet in Colorado Springs the same weekend. Dawn will send an email to the team asking for assistance.

COACHES' REPORTS

1. Brett's Report. Brett provided an oral report at the meeting this month. He discussed the swimmers clinic to be held during CSI's Symposium on Saturday, October 4, 2008, and their need to rent lanes at Meyer's Pool for either part or all of that day. Brett will contact Beth Graf.
2. Carmen's Report. Carmen's report is **Attachment 5**.

PAST/ONGOING BUSINESS:

Hospitality Policy. The Board ratified the Hospitality Policy previously approved via email (**Attachment 6**).

Accounting Review. The Board reviewed and discussed Sheila Swanson's remaining summary items and Ronnie's corresponding comments (**Attachment 7**).

Follow-up of Non-returning Swimmers. The Board discussed revisiting this topic after the 2008-2009 registration, when it's been determined which swimmers have not returned, if any.

Personnel Policy. The Board reviewed and discussed Ronnie's summary of current NJST Personnel Policies and her corresponding list of bullet points to consider (**Attachment 8**). The Board agreed more discussion is necessary regarding certain items and tabled adoption of a final policy until a future date.

OTHER BUSINESS:

The next Board meeting is scheduled for Tuesday, August 12, 2008, which could pose a conflict for several Board members since the 12th is also the first day of school in Jefferson County. Following discussion, the Board agreed to reschedule the August meeting to the following week on Tuesday, August 19, 2008, at a time to be determined.

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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

Attachments:

1. Agenda
2. Financial Statements
3. Final May Meet Report
4. June Meet Cash Reconciliation Report
5. Carmen's Report
6. Hospitality Policy
7. Accounting Review Summary/Comments
8. Personnel Policy Summary/Bullet Points