

**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, March 11, 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 November 13, 2007. The Board also approved the minutes from the regular meeting of the Board held on February 6, 2008, with one correction: The annual account review will cover calendar year (CY) 2006, CY 2007 and CY 2008 to date.

FINANCIAL/BUDGET:

The Board reviewed the following financial statements: (i) Combined Budget statements - one for the period from 9/1/07 to 2/29/08 and one for the period from 2/1/08 – 2/29/08; (ii) Profit & Loss statements – one for the period from September 2006 through February 2007 and one for February 2007; (iii) a Balance Sheet as of February 28, 2007; (iv) an Account Balances statement as of 3/2/2008; and (v) a Transaction List – General Account for the period from 2/1/08 to 2/29/08. The Board discussed that the financial statements reflect that

NJST BOARD OF DIRECTORS

Meeting Minutes

March 11, 2008

Page 2 of 7

the team is running at approximately \$6,700 better than budgeted. Following discussion, the Board accepted the financial statements as presented.

The Board discussed showing the grocery script cards as an asset on the balance sheet. We currently reflect the expense, but not the fact that the team holds the cards as an asset until sold. As the cards are sold, the balance sheet would need to reflect the decreasing value of that asset.

There are 149 athletes swimming with NJST from 109 families.

Evelyn is continuing to look for the team's 2006 bank records. If they are not found, we will approach the bank about getting copies.

PRESIDENT'S REPORT

1. NJP&R Volunteer Recognition – the Board anticipates making the presentations at the Pentathlon meet on April 13, 2008.
2. NJP&R Clean Up Day – the District scheduled this for Saturday, March 29, 2008. The Board discussed asking Noodles and Company to donate lunch for volunteers. Stephanie will send an e-mail to the team.

DIRECTOR ITEMS

1. Secretary's Report (Ronnie) - Maintenance Agreement for the Copier – Ronnie reported that the model year of the copier is 2000. This puts us over the 5 year cut-off for replacement equipment under the maintenance agreement. There were reports that high school teams may have used the copier. This brought up the issue of insuring that we purchase the right level of maintenance contract (i.e., the contract covers a certain number of clicks per year). The Board agreed that user codes should be established for the copier so that only authorized users may make copies. Ronnie and Dawn will get some additional information re the maintenance contract to try to bring it to completion.
2. Meet Director's Report (Cindy) – The awards for the Pentathlon meet have been ordered. Cindy will get the meet workers' list out.
3. Secretary's Report (Mitch) – Mitch checked with the City of Arvada regarding obtaining a sales tax license. While the City tax code is clear that NJST need not collect sales tax, it appeared to require registration for a tax license. The tax department at the City confirmed that the City

NJST BOARD OF DIRECTORS

Meeting Minutes

March 11, 2008

Page 3 of 7

wants NJST to apply for a tax license. Mitch will work with Ronnie on this.

4. Dawn Fredette's Fundraising Report –

- (i) Swim-a-Thon – The coaches have the participation forms to provide to swimmers. Swimmers get a packet once they complete and return the participation form. Dawn Anderson needs a list of donations.
- (ii) Noodles Night – Dawn Fredette intends to plan a fundraiser at Noodles & Company before the end of the school year. Ruth Carter will approach Noodles about supporting this.

COACHES' REPORTS

1. Brett's Report. Brett will follow up with the family that may have computers to donate to the team. He will also follow up with Five Parks. Brett's report is **Attachment 2**.
2. Carmen's Report. Carmen's report is **Attachment 3**.

GENERAL BUSINESS

Stephanie handed out CSI chaperone forms for the Board members to review before the next meeting.

Stephanie briefly addressed the desire to have an all day Board meeting or retreat to discuss long-term planning for the team. Mary agreed to lead the long-range planning.

Discussion of revised policies was tabled for discussion at the next meeting.

The next Board meeting will be held on Tuesday, April 8, 2008.

Action Items Captured from these Minutes:

1. **Stephanie to communicate with the team about the Community Clean-up Day scheduled for March 29, 2008 at the Meyers Pool.**
2. **Evelyn to determine how to reflect the grocery script as an asset on the balance sheet.**
3. **Evelyn to look for 2006 bank records.**
4. **Ronnie and Dawn Fredette will do some follow-up re the copier**

NJST BOARD OF DIRECTORS

Meeting Minutes

March 11, 2008

Page 4 of 7

maintenance agreement.

- 5. Mitch will work on Arvada sales tax license application.**
- 6. Dawn Fredette will work with Ruth Carter on a Noodles fundraiser night before the end of the school year.**
- 7. All Board members to review the CSI chaperone forms.**

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. Coach Brett Stoyell's Report
3. Coach Carmen Babcock's Report

NJST BOARD OF DIRECTORS

Meeting Minutes

March 11, 2008

Page 5 of 7

Attachment 1

AGENDA

NJST Board of Directors Monthly Meeting

Date: Tuesday, March 11, 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") - November 13, 2007 Board Meeting
- February 6, 2008 Board Meeting
3. Financials/Budget – Evelyn/Ronnie
 - a. February Meet / Financial reports (5")
 - b. Monthly Update on # of member families & # of swimmers (1")
4. President's Report
 - a. NJP&R Community Cleanup Day, Saturday, March 29, 2008
 - b. Volunteer Recognition
5. Director Reports
 - a. Treasurer – Ronnie (3")
 - b. Meet Director – Cindy
 - (i) Pentathlon Meet (5")
 - c. Secretary - Mitch (3")
 - d. Dawn
 - (i) Maintenance Agreement for copier & email to NJPR re: copier use and housing (2")
 - (ii) Swim-a-Thon
 - e. Lori (3")
 - f. Mary (3")
6. Coaches' Reports
 - a. Brett (5")
 - b. Carmen (5")
 - c. Ashley (5")
7. Past/Ongoing Items:
8. New Business
 - a. Revised Policies: Team Travel Medical Treatment Authorization; Team Travel Consent Form; Discipline Policy and Procedure; Chaperone Policy and Agreement
9. Other Business
10. Next Meeting is scheduled for Tuesday, April 8, 2008
10. Adjournment

NJST BOARD OF DIRECTORS

Meeting Minutes

March 11, 2008

Page 6 of 7

Attachment 2

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

Sent: Wednesday, March 12, 2008 11:46 AM

To: Carmen Babcock; The Geists; Ronnie May; Dawn Fredette; Lori Brown; Stephanie Urbanowicz; Mitch Menezes; The Pachecos

Subject: RE: Carmen's Board Report and more....

Bretts Short and Sweet Report

NJST today was named as a Silver medal club by USA swimming for 2007. We are the only Colorado club that has qualified as a silver medal club.

<http://www.usaswimming.org/USASWeb/DesktopDefault.aspx?TabId=571&Alias=Rainbow&Lang=en>

Sectionals:

NJST Girls place 3rd overall, Boys placed 4th overall (Highest place of any Colo team)

6 new Summer Jr National cuts

2 new state records (Girls Relays)

100% of swimmers achieved best times.

(NJST's combined score was 480.5. Our previous highest score has been below 300)

Computer update:

Emailed Paula Pair about computer donation and waiting to hear back.

CSI BOD:

attending CSI Board meeting Saturday, March 15th.

Personal:

Looking forward to some weekends of R&R

NJST BOARD OF DIRECTORS

Meeting Minutes

March 11, 2008

Page 7 of 7

Attachment 3

CARMEN'S FEBRUARY BOARD MEETING REPORT



2008 March.pdf