

**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 Monday, May 5, 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, Ronnie May, Terry Foulke, Cindy Pacheco, and Brett Stoyell. Mary Geist was absent.

Also present was Evelyn Brown, team Business Manager. Former directors Stephanie Urbanowicz and Mitch Menezes were present at the beginning of the meeting to pass on open items to the newly elected president and secretary.

CALL TO ORDER:

As a quorum was present, the meeting was called to order. Terry Foulke agreed to take minutes for this meeting as a new secretary to replace Mitch Menezes had not yet been appointed by the Board.

OUT-GOING SECRETARY'S REPORT

Mitch Menezes (out-going secretary) turned over the corporation's minute books. The only item from Mitch left outstanding is the Arvada sales tax application for which Ronnie May will resume responsibility.

OUT-GOING PRESIDENT'S REPORT

Stephanie Urbanowicz (out-going president) provided the following summary before leaving the meeting.

- a. Community resource officer(s) met with the North Jeffco parents and kids to discuss safety before, during and after practice. The meeting was well received and should be considered for future meetings.
- b. Hospitality continues to be a challenge in staffing. Ginny Hoskins is willing to co-organize hospitality but will not take full responsibility.

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- c. North Jeffco long course meets continue to be a challenge in staffing. The upcoming May meet is still in need of parent volunteers.
- d. The only item open from Stephanie is the annual review of the team's financial records. Ronnie May will meet with Shelia Swanson, an outside accountant, to discuss the status of Sheila's review of the records.

APPOINTMENT OF NEW OFFICERS

The Board appointed Dawn Fredette as president and Terry Foulke as secretary, each to serve until the next annual Members' meeting in the fall.

APPROVAL OF MINUTES:

The Board approved the minutes from regular meeting of the Board held on April 21, 2008.

FINANCIAL/BUDGET:

The Board reviewed the following financial statements: (i) Combined Budget statements - one for the period from 9/1/07 to 4/30/08 and one for the period from 4/1/08 – 4/30/08; (ii) Profit & Loss statements – one for the period from September 2006 through March 2007 and one for April 2007; (iii) a Balance Sheet as of April 30, 2007; (iv) an Account Balances statement as of 4/30/2008; and (v) a Transaction List – General Account for the period from 4/1/08 to 4/30/08. Following discussion, the Board accepted the financial statements as presented.

There are 151 athletes swimming with NJST from 114 families.

DIRECTOR ITEMS

1. Treasurer's Report (Ronnie) – Ronnie previously provided the Board with the cash reconciliation report for the April Pentathlon (**Attachment 2**).
2. Dawn Fredette's Report - Maintenance Agreement for the Copier - nothing new to report. See April Board Minutes for follow-up activities. Cindy Pacheco agreed to take over the task of following up with the copier company to get the final information needed in order for the Board to decide whether or not to sign a maintenance agreement.
3. Meet Director's Report (Cindy) – The Board discussed the upcoming May meet, including Concessions and Hospitality. Additionally, TOPS and

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Riptide swim clubs continue to be delinquent in payment. Brett will make contact with TOPS to open the communication and work towards payment.

COACHES' REPORTS

1. Brett's Report. No report.
2. Carmen's Report. Carmen's report is **Attachment 3**.

GENERAL BUSINESS

The Board discussed the need to fill the one director vacancy. After discussion of several possible candidates, the Board agreed that Carmen should approach Ann Scherrer to see if she would be willing to fill the vacancy until the next annual Members' meeting in the fall.

The next Board meeting will be held on Tuesday, May 27, 2008 at 7:30 pm.

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 NJST

Attachments:

1. Meeting Agenda
2. Pentathlon - Cash Reconciliation Report
3. Coach Carmen Babcock's Report