

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, November 11, 2008, at 7:00p.m. at Meyers Pool, 7900 Carr Drive, Arvada, Colorado 80005.

ATTENDANCE:

The directors in attendance were:

Lori Brown, President
Ronnie May, Treasurer
Carmen Babcock, Head Age Group Coach
Brett Stoyell, Head Senior Coach
Cindy Pacheco, Secretary
Kurt Haeger
Ann Scherrer
Mary Geist

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 minutes from October 14, 2008 were approved.

FINANCIALS/BUDGET:

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

PRESIDENT'S REPORT:

Script update Lori will be sending emails on a regular basis about using the program to get more participation. A poster board will be put out in the lobby so as to help remind people to use the program.
The lock for the room has been ordered.

MI Sports will have to stay in the pool area during meets per the fire marshal.

Volunteer of the year award dinner is Tuesday December 2, at Indian Tree Hills golf course. The recipients are Don May and Cathy Lujan.

DIRECTOR ITEMS:

Ronnie May-Treasurer.

Club leadership

Things we are working on are the mission statement, car insurance for travel meets, parents meetings and a new parent packet.

Things we need to do are to develop a conflict of interest policy and a policy for the destructions of records.

ACH policy

There have been problems with members canceling the withdrawal of funds from their account before the trimester is completed. Two families have left the team before the fall trimester ended. Evelyn will bill the two families for December, and stop the ACH payments. Will change the ACH form to bold print about payment requirement for entire trimester and have an initial line for initials.

Signatures on all accounts have been changed.

The team is still looking into insurance for rental cars. Kurt will contact the state insurance commission to see if there is anything out there the team can use.

Cindy Pacheco-Meet Director

The minutes from the past months are still not current.

Grocery scrip is selling well.

Terry and another member are planning to build a rack for the freezer. Terry has found a member who welds and is willing to help him with this project.

The storage room needs to be cleaned the door can no longer be opened due to the mess.

Mary Geist.

Mary has contacted the two delinquent families and they have left the team.

Ann Scherrer. The planning of concessions and hospitality for the December meet going well.

Kurt Haeger. Kurt had questions about contracts for the coaches and just how detailed the team wants to be. Kurt is in contact with Kevin Crandell with Holland Hart who is doing pro bono work for the team. Ronnie has sent Kevin a first draft of what a contract might look like.

Craig Ellis. Craig wanted to know if the team has a vision statement along with a mission statement?

COACHES REPORTS:

1. Carmen's Report. See attachment 1
2. Brett' Report. See attachment 2
3. Ashley needs virus protection for the team computer. Craig knows of a company and get the contact information to Brett and Ashley.

PAST/ONGOING BUSINESS:

Coaches performance appraisals and contracts are in the works. Carmen is the only member at this time to have hers completed. They are due November 16.

Dawn Fredette will be asked if she would help with the review process since she had been on the board the last couple of years. Some of the new members were not comfortable with doing the reviews since they were so new to the board.

Susie and Craig Ellis will be the liaison for the Silent Auction.

OTHER BUSINESS:

The next Board meeting is scheduled for Tuesday, November 15, 2008.

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

Attachment 1 Carmen's Report

Attachment 2 Brett's Report

CARMEN'S NOVEMBER BOARD REPORT

Swimmer Numbers:

Group	Total # of Swimmers	# of New Swimmers	# of Lost Swimmers	Last Year's Total
Gold	16	3 + 3 finishing try out		4
Black	6			9
Silver	20	1 – Kayla's back		10
Red	18	2		12
Yellow	13	1		10
Aqua	16			11
White	15	1 trying out		13

Time Standard Qualifiers Black & Silver Groups:

Meet / Time Standard	9/10G ()	9/10B (1)	11/12G (2)	11/12B (2)	13/14G (13)	13/14 B (5)	15+G (1)	15+B ()	Total
Silver State			1		7	1		1	10
JO / State		1	2		6	6			15
Far Westerns		1	1		3	2			7
Sectionals						1			1
NRT									
State Records									

White group 9 silver state qualifiers
4 state qualifiers
1 Far Westerns qualifier

Red group 1 silver state qualifier

Swim Meet Performance:

Date	Meet	# of Swimmers	# of Swims	Best Times	% B.T.
10/18&19	MACS	Gold 5	20	18	90%
		Red 7	46	38	83%
		White 11	75	53	71%
		Black 5	38	29	76%
		Silver 18	125	94	75%
11/2	Ever SLQ	Yellow 8	29	16	55% (11 DQs)
		Gold 8	31	19	61% (7 DQs)
		Aqua 2	6	5	83% (1 DQ)
		White 1	4	3	75%

Travel:

January 16-18 All Stars in Kansas [no practices missed – Girls HS Jeffco Invite is the same weekend]
March 10-15 Sectionals in Washington
April 2-5 Far Westerns in Morgan Hill, California

Work Out Schedule Notes:

1. HS swimming starts November 12th.
2. I have requested information on renting the pool over winter break for practice and possible camps. The days and times are available. We did this last year when we discovered there was an under 4 hour rental rate of \$310.
3. With the start of HS dual & tri meets on Saturday, practices will be split to accommodate the fewer lanes for the 2 hour block. It was ok'd by Beth and Nathan.

Notes:

1. Attended CSI Board retreat on October 25 & 26.
2. Scheduled an informational meeting on swimming November 6th. This was lead by an official who wishes to do this for as many teams as possible. I am using NJST as a test for the presentation to other clubs as part of my responsibilities as the Age Group Chairman for the Colorado Swimming.
3. Team uniform has been selected with the help of the senior athletes and MI Sports notified. NJST will be put on the back of sweat jackets and suits from here on out.
4. Caps with NJ logo on it have been ordered and will arrive by the December meet.
5. MI Sports is providing Pineapple Open tees at the price of \$4 to be sold and money donated to the DJL fund. Jennifer Hack said she would sell them.
6. The CSI board retreat leader sent out a board evaluation to help keep the BOD meetings on track and I have attached it for use with our meetings. I think it will help us stay on task on not get caught up in discussing things to death or irrelevant conversation.
7. From the questions and information I presented at the new parent meeting last month I put together a new parent packet which includes all paperwork, policies, fees, general information, etc. to be used with new swimmers. I have done this in the past and it may or may not have helped. The most difficult part is making sure there are copies available for the coaches. Ronnie is removing the red ink from it.
8. Purchased underwater camera to replace broken one. It will be paid for through the grant given to NJST as a silver medal club earner.
9. Purchased and hung new practice fees box to separate meet entries from payments. Beth ok'd this.
10. I am going to look into another place to host our website. The guy hosting it now left the CSI board under strenuous circumstances and has done some potentially mean things to CSI as the CSI website host. I have a positive relationship with him and he has not said anything about it and I have spoken to him about other items. The easiest might be to have Go Daddy host since they are the ones we purchased our domains from. I will bring information to the board as I do the research.
11. The water bill for October was accurate.

New Business: None

Monthly Goals: November Goals

Research new host for NJST website	
Hang new drop box	
Finish new parent packet and post to website	
Work with girls HS swimmers & coaches for cooperative practice schedule	

Monthly Goals: October Goals

Review underwater video of swimmers who set up a time with me	Yes
Contact Beth about lanes when HS swimming starts	Yes
Finish new swimmer packet and make copies	No

2008 / 2009 Goals

More emphasis on skills and kicking in practice.	
Team building including sportsmanship, leadership and practice environment.	
Perfect practices skill wise.	
Maintain current swimmer database on Team Manager.	
Get entries to other teams in a timely manner without errors.	
Attend NJST Board Meetings when in town.	
Maintain open lines of communication with swim parents.	
Keep Lori current on group changes from gold, red, aqua, yellow black & silver for email list.	
Keep Evelyn informed of changes in groups for database.	

Board Meeting Evaluation Form**Date** _____

Please complete the following evaluation by answering each item with a **Yes or No** response. Thanks! Your input will help make board meetings more productive and enjoyable.

- _____ The consent agenda and previous minutes were received in a timely manner.
- _____ The meeting was scheduled at a convenient time and location.
- _____ The majority of the board members were in attendance.
- _____ The agenda was appropriate. Topics were relevant to the mission and goals of our organization.
- _____ Items were clearly identified as for information, discussion or decision.
- _____ Time was used effectively. Discussions were focused and on task.
- _____ The meeting structure and leadership encouraged the right amount of participation.
- _____ Appropriate information/evidence was available to support the board in making informed decisions.
- _____ All recommendations and decisions made by the board are documented and monitored to ensure implementation.
- _____ Board members conduct was positive and productive, respectful and results oriented

SWOS Board Analysis: Please give up to three ideas in each box.

Strengths 1. 2. 3.	Weaknesses 1. 2. 3.
Opportunities 1. 2. 3.	Suggestions 1. 2. 3.

Comments:

November Board Report for Brett Stoyell

#1 We will be hosting a Jan Tri meet on Sat/Sun Jan 10-11. It will be 1 session Sat afternoon and 1 session Sun AM. TOPS and STARS will attend. We will have approx 330-360 swimmers. I am going to be sending in the sanction tomorrow for the meet.

a. Still looking for Meet Ref

b. have spoken to Cindy about worker positions. We will not need a Hospitality person or Concessions. Tops and Stars will help provide timers as well.

c. We will be holding 1 session each day for all age groups.

#2 I am making flyers for Christmas camps. I will be running a Senior camp for HS girls during non contact week. not sure about age group camp for summer club kids yet.

#3 Almost all details for Jr Nationals (Dec 10-14th)complete. Still looking into car rentals.

#4 I am encouraging all of our senior athletes to attend all sessions of the pineapple open. The meet is considered a Colorado Senior Championship meet and all should attend.

#5 HS girls swimming starts Wed and the B/Nat practice changes to 4:30-6:30 in water and DL 4-4:25 on M/W/Fri

Saturday practices will move to 7-9am starting in december due to meets as well.

#6 Waiting for new camera to come in (Last one is broken) in order to Videotape senior swimmers.

#7 I encourage all families to purchase new sweats. They would make a good X-Mas present and will help our team look more like a team.

#8 I will be coaching the Jr National camp all weekend at DU we have 11 athletes attending the camp from the senior groups.