

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, October 10, 2006, at 7:30 p.m. at the Meyers pool. The agenda for this meeting is attached.

ATTENDANCE:

The directors in attendance were Carmen Babcock, Dawn Fredette, Jeff Geist, Mitch Menezes, Cindy Pacheco, Bob Roybal, Brett Stoyell and Stephanie Urbanowicz. Ronnie May was absent.

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 Board Meetings held on Monday, September 11, and Saturday, September 23, 2006.

NJST WEBSITE:

Stacie Staub, the parent of a new swimmer (in the yellow group) has offered to develop a new website for NJST. She attended the Board meeting and provided the following information for the Board's consideration:

1. Stacie purchased a web address for the team: www.northjeffcoswimteam.org. She purchased in the team's name for \$9.99. The name registration is good for three years, at which time the registration will need to be renewed or the address will become available for others to use. She went ahead and purchased the name because she found that the name www.northjeffcoswimteam.com had already been taken by an unrelated group that uses the site for commercial

NJST BOARD OF DIRECTORS

Meeting Minutes

October 10, 2006

Page 2 of 11

purposes (e.g., links to companies). She set up a skeleton redesigned webpage for the Board to review (<http://www.northjeffcoswimteam.org/>). Most of the content links back to the current NJST website (hosted by Lornet).

2. Stacie and her husband own a website development company (activewebsite.com). Her belief is that with a more intuitive website address, the website will be found more easily. She indicated that a site that is easier to find and navigate would be a useful marketing tool for (i) recruiting younger swimmers and (ii) generating sponsorship revenue for the team (e.g., a company may pay a fee to have its name and a link to its website on the NJST website).
3. Stacie stated that she could train people to update the website and that it was as easy as updating a Word document. She would also make access to the site available to those with responsibility for updates. Updates could be made daily. We discussed the fact that Ken Pacheco usually sifts through a number of e-mails to determine what updates should be made to the website. Could that job be made easier by giving more people access to the website for updates? What controls would be needed so that multiple individuals updating information did not cross signals?
4. Stacie's firm usually charges \$30 per month to host and maintain a website for a non-profit group. She indicated that she would do it for free and take the monthly fee as a charitable donation for her firm. She also indicated that she would be willing to continue this arrangement even if she left the team and would be willing to enter into some kind of written agreement with the team. Stacie's e-mail address is: Stacie@staub.com

Following Stacie's presentation, the Board discussed issues surrounding moving responsibility for the team's website to a different organization, on a new server and putting it under the responsibility of a new team parent whose long-term commitment to the team is unknown at this time. The Board would like input and involvement from Ken Pacheco, the long-standing team webmaster, on this project. The Board would like a report from Ken with his thoughts on the advantages and disadvantages of making such a change and other options that may be available. The Board also discussed the fact that Lornet has hosted the team's website for many years, has been easy to work with and has never sought to charge the team for hosting the website. Items to consider with Stacie's company – (i) sale of the company, (ii) bankruptcy or going out of business, among others.

NJST BOARD OF DIRECTORS

Meeting Minutes

October 10, 2006

Page 3 of 11

FUNDRAISING:

Ruth Carter provided a written report, attached, regarding the team's fundraising efforts. It provided status on the Poinsettia sale, December Silent Auction and candy bar sales. Ruth's report requested that the team donate 5% of the proceeds from the Silent Auction to the Dan Linger Fund. Upon motion duly made, seconded and unanimously carried, the Board approved this request.

Bob Roybal introduced a new fundraising idea – to put on a cabaret style show. Bob has a number contacts who are entertainers who he believes would contribute their time for free. The team would need to arrange a venue for the show. Bob believed that we might get an appropriate venue free of charge if we are able to guarantee a certain amount of bar revenue. The team's out-of-pocket expenses should be minimal – flyers, tickets, posters, etc. This project would require that families commit to selling a minimum number of tickets. Bob described a few particulars: the show should (i) be held on a Saturday night, (ii) be in a venue that holds 250-300 people, (iii) last 100 – 110 minutes and (iv) cost approximately \$15 per ticket (\$25 for two). Three tentative dates were suggested: January 20, 2007 (first choice) with January 13 and February 3 as alternate dates.

FINANCIALS

The Board reviewed and accepted the P&L and Balance Sheet information presented by Evelyn Brown. This information was current through September 2006.

PRESIDENT'S REPORT

President's report items to be included in agenda item discussions described below.

DIRECTOR ITEMS

1. Meet Director's Report. A renewed request was made to the Board to spend \$200 to repair the pickles. Upon a motion duly made, seconded and unanimously carried, the Board approved this expenditure.
2. Bylaws. This discussion was tabled.
3. December Board Meeting/Dinner. The Board members agreed that spending team money on a dinner out for the Board is not appropriate while the team has financial difficulties. Bob Roybal offered to host a potluck dinner at his home. The

NJST BOARD OF DIRECTORS

Meeting Minutes

October 10, 2006

Page 4 of 11

date will be determined at a later time. One possibility mentioned was the night of the regularly scheduled December Board meeting.

4. Donation Recognition. The team will send thank you notes to vendors that make contributions to the team. In addition, if individuals make contributions to the team valued at \$50 or more (cash or other), the team will provide a thank you note. Brigdette Menezes will work on the notes. This will be a regularly scheduled item at Board meetings to insure that the vendors and individuals are recognized.

5. Newsletter Feedback. The Board received positive feedback on Carmen's newsletter.

COACHES' REPORTS

Brett reported that he received a donation of weight training equipment. He's not sure the team will be able to keep the equipment. It may be difficult to find a permanent location at the Meyers pool and there may be general safety considerations. Brett will provide the name of the individual/company who made the donation so the team can provide a written thank you.

Carmen and Eric each provided written reports, attached. These were accepted by the Board.

PAST/ONGOING ITEMS

1. December Meet. Dawn Anderson will be the head of the group representatives for the December meet. Dawn needs a volunteer list. The Board discussed the Meet Marshall volunteers, acknowledging that there are enough Meet Marshalls for the afternoon meet sessions (older swimmers), but that there are not enough Meet Marshalls among the parents of the younger swimmers. Brett will ask Becky and Eric to talk with their swimmers' parents to encourage volunteers. Susie Ellis volunteered to do post meet follow-up. She will send a brief thank you to all the parents that volunteered at the meet and a note to those parents that did not help providing a gentle reminder that the team needs the help of all parents at home meets.
2. 2007 Short Course State Meet. Tabled.
3. Fundraising Projects. Stephanie suggested the use of a coffee vendor, Java Cruiser) at NJST meets. The individual Stephanie spoke with is the former aquatics director at Foothills. Java Cruiser works from a vehicle parked outside the Meyers pool building and would provide free brewed coffee for the meet

NJST BOARD OF DIRECTORS

Meeting Minutes

October 10, 2006

Page 5 of 11

volunteers. Java Cruiser prepares different types of coffee drinks. The team does not need to pay a fee to have Java Cruiser present at meets and Java Cruiser would be expected to provide a fee to the team. The Board expressed interest in following-up on this opportunity and would like additional discussion at the November Board meeting.

4. Recruiting/Marketing. Board members discussed the fact that not many individuals are stepping up to volunteer at parent/teacher conferences.
5. November Elections. Envisioning North Jeffco wants a contribution from the team. Board members quickly looked at the Bylaws to see if there is a prohibition on making such a contribution. The initial view is that such a contribution is prohibited by the Bylaws and the Internal Revenue Code, however, follow-up is needed.
6. Scholarship Program. As mentioned above, the Board approved the contribution of 5% of the Silent Auction proceeds to the Dan Lunger Fund. It was mentioned that the Hacks may be able to assist with information the team may need to educate those attending the December meet about the Dan Lunger Fund.

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. Ruth Carter's Fundraising Report
3. Coach Carmen Babcock's Report
4. Coach Eric Godsman's Report

NJST BOARD OF DIRECTORS

Meeting Minutes

October 10, 2006

Page 6 of 11

Attachment 1

AGENDA

Monthly Meeting of the North Jeffco Swim Team

Date: Tuesday October 10, 2006

Time 7:30 p.m.

Location: Meyers Pool
7900 Carr Drive
Arvada, CO 80005

- 1. Call to Order**
- 2. Approval of Minutes**
- 3. Team/Committee Members Address the Board**
 - a. Stacie Staub – website and marketing
 - b. Ruth Carter – fundraising update
- 4. Financials – Evelyn Brown**
- 5. President's Report**
- 6. Director Items**
 - a. Meet Director's Report
 - b. Bylaws
 - c. December Board Meeting/Dinner
 - d. Donation Recognition
 - e. Newsletter Feedback
- 7. Coaches Reports – lane management update**
- 8. Past/Ongoing Items:**
 - a. December Meet
 - head of group reps
 - post meet volunteer follow-up
 - b. 2007 Short Course State Meet
 - c. Fundraising Projects
 - d. Recruiting/Marketing
 - parent/teacher conferences
 - e. November Election
 - donation request
 - f. Scholarship Program
- 9. New Business**
- 10. Adjournment**

Attachment 2
Fundraising Committee Report (by Ruth Carter)

NORTH JEFFCO SWIM TEAM
December 1-3 Meet
Fundraiser Committee Report
October 10, 2006

We have decided to run two fundraisers this trimester (September - December). We have begun work on a silent auction at the December meet. We will also be selling poinsettias for the holidays. The on-going fundraiser we have are the grocery coupons and the Extended-scrip program.

The silent auction is in full bloom. I have delegated various duties amongst volunteers. The amount of volunteers is spread evenly among the groups. Many new parents with prior silent auction experience have stepped up.

**We are asking for a budget for mailings. We will have a total of (250) letters to mail out to businesses and past team families.

I am doing all the printing at work and will only need stamps. At this time I need \$58.50 (today).

There are many GREAT ideas flying around. The December meet will be one of our greatest outside of the water.

We will need the silent auction mentioned in the meet information prior to it going out to the teams. We would also like to give 5% to the Dan Lunger Fund (if approved by the Board). This would all need to be announced to teams.

****Cindy we will also be adding the silent auction bid items to the program as well as all contributors mentioned.

We have set a time line for the entire silent auction procedure and have structured having this information printed by Thanksgiving Week, November 20, 2006. We hope only to have to add a few last minute items.

Information regarding the poinsettia sell will come soon.

We are targeting World Finest team wide candy bar sells for late January.

As of now Elitch Gardens will be doing their fundraiser. We will know more as it gets closer. The goal for this will be (5) friends per swimmer $150 \times 5 = 750 \times \$5 = \$3750.00$ (and whatever the incentive).

Ruth Annette Carter
Fundraising Committee Chairperson

NJST BOARD OF DIRECTORS

Meeting Minutes

October 10, 2006

Page 8 of 11

**Attachment 3
Coach Babcock's Report****CARMEN'S OCTOBER 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>	4			15
<i>Black</i>	9			7
<i>Silver</i>	10			15
<i>Total</i>	23			37
<i>Yellow</i>	8	1		?
<i>Aqua</i>	8	1		?

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 (3)</i>	<i>8&UB (1)</i>	<i>9/10G (1)</i>	<i>9/10B (0)</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				1		1	3
<i>Zones</i>									1	1
<i>Sectionals</i>									1	1
<i>NRT</i>										
<i>State Records</i>										

Travel: N/A**Work Out Schedule Notes:**

1. No signification workout changes throughout the remaining short course season.
2. Black / Silver group will be practicing at 4pm on Halloween with the developmental groups' practices being cancelled.

Notes:

1. Keeping record of lane usage when on deck every half hour and making notes regarding who is in certain lanes we might get billed for and shouldn't be. I cannot be responsible for lanes when not on deck.
2. NJP&R was notified of lane reduction and the bill should reflect this reduction as of Wednesday, September 20. Brett and I will need a copy of the bill to ensure NJST is being charged correctly. This was sent to her as reported would be done at the August board meeting.
3. Lanes have been cancelled when a group is not in the water or the team not swimming on Saturday.
4. Sent athlete USA Swimming registration to CSI electronically. CSI prefers this method of registration and Janet was very thankful. This is done through TM. Evelyn previewed all the information prior to being sent and is filing hard copies of registration materials.
5. NJST won free club membership and 5 non-athlete registration for 2007 at the HOD meeting on Sunday, October 8.
6. Being contacted by swimmers who left for the summer and are finishing up a fall sport about returning to the team.
7. CSI is looking into holding a meeting with club presidents in the spring. No information available yet.
8. Attended CSI scheduling meeting, Coaches meetings and HOD. All coaching members will be required to complete a background check through USA Swimming every other year starting in 2007.
8. No longer hold Age Group Chair position as I have been term limited out.
9. Clay Myers was elected to the nominating committee at HOD meeting.

NJST BOARD OF DIRECTORS

Meeting Minutes

October 10, 2006

Page 9 of 11

10. Sent team newsletter for October, haven't received any feedback either positive or negative. Coaches are doing a great job of getting me information to put in there.
11. Reviewing hotels for LC State. Hotel will probably be one on the extended script program list.
12. NJST has one new parent training to be an official. John Gedney has passed the tests and will be on deck at the Evergreen Halloween meet.
13. NJST needs 10% of its membership number as officials and referees.

New Business: N/A

Monthly Goals: September Goals

Get out goal sheets.	Yes
Plan parent meeting for October.	No
Work on getting NJST fliers to schools.	No
Emphasize technique in practice.	Yes
Watch all age group practices.	Yes
Update TM with new information and swimmers.	Yes
Start reviewing dryland training program with black and silver groups.	Yes
Get fliers out to schools for recruiting.	No
Set up coaches meeting.	No

Monthly Goals: October Goals

Review goal sheets with athletes.	
Complete dryland training program for swimmers.	
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.	
Start reviewing dryland training program with black and silver groups.	

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.	

NJST BOARD OF DIRECTORS

Meeting Minutes

October 10, 2006

Page 10 of 11

Attachment 4 Coach Godsman's Report

RED GROUP AND WHITE GROUP FOR THE BOARD-
ERIC GODSMAN-COACH

RED GROUP:

As of October 2, 2006 the numbers that I have for the RED group are 17 swimmers. We had 18, but lost one due to schedule conflicts (Marco Borghi). I received a very nice letter from his mother on September 20th that said how Marco was very sad that he could not keep swimming with me (Eric) at NJST. His mom said that they want to come back to the team when she can figure out a better work schedule.

Other than that, I have a swimmer on the Red group that does not like to swim with the boys. A few weeks ago she came in late and I accidentally put her into a lane with three boys because the other lanes were full. This agitated the father and we had an argument at the pool. They were late, and he had been having a bad day. I just want the board to know that I will not tolerate parents that break our team rule of showing "proper respect, sportsmanship, and courtesy towards coaches..." I will speak with parents after practice or over the phone. I have not seen this parent at the pool in two weeks. Though, his wife and I are able to have civil conversations. Their daughter is learning to communicate with me more and more each week. I just have to remember to have her with only girls at practice. I spoke with Mike U (former president of the board/team) about this and told him that if it happens again I would consider calling the police for harassment. Other than that, I am having a great time coaching the Red group and have had no incidents with anyone else.

RED Group coaching Strategies for September/October:

- working on listening skills with swimmers
- breathing patterns (3, 4, 5, 5-2, 7, 7-2 patterns)
- working on head position in short and long axis strokes
- we are using fins/kicking more on Mon/Thurs/Saturday's
- we are working on drills and longer sets Wednesday and Friday
- for group development I have them do relays on days we are in the deeper end of the pool
- no passing during drills
- working on legal back to breast turns for the IM
- working on 25's, 50's and some 100's during practice. Not many 200's of non stop swimming if any. Need to develop consistency before having them do longer distances.
- Working on swimming butterfly with different amounts of full strokes off each wall (between 4 and 12) before switching to freestyle. This is to minimize overdevelopment and teach them correct technique slowly.

RED Group attendance:

- Monday: between 13-16 swimmers out of 17
- Wednesday: between 13-15
- Thursday: between 14-15
- Friday: between 10-14
- Saturday: between 4-11 swimmers out of 17

NJST BOARD OF DIRECTORS

Meeting Minutes

October 10, 2006

Page 11 of 11

Goals for RED group:

I hope to have better attendance on Fridays and more consistent attendance on Saturdays. I also would like to see the swimmers working on better streamlines off their walls for the month of October. We will continue to work on head position for all of the strokes, along with working on better flip turns and back to breast turns.

WHITE GROUP:

As of October 2, 2006 the numbers in my WHITE group are 11. This has given me a chance to work with them on specific stroke technique. We have also been able to practice some more difficult swimming sets where we are swimming with limited rest for over a half hour. I am trying to build up the swimmers endurance so they are more prepared for races like the 200's and 500 freestyle. I keep reminding them that they are doing great and not to race during drills. We actually have a rule that there is no passing during drills. This is because drills are for stroke technique and they should actually be slowing their stroke (recovery) down during the drills. They should be less competitive during the drills too, so they can actually think about how to make their technique more efficient and safe for their shoulders/muscles.

WHITE Group coaching Strategies for September/October:

- breathing patterns DURING FREESTYLE (3, 4, 5, 5-2, 7, 7-2 patterns)
- working on head position in short and long axis strokes
- we are using fins/kicking more on Mon/Thurs/Saturday's (ex: 8X50's @ :55, :50, :45, :40) WITH FINS ON
- we are working on long IM/freestyle sets (ex: 12 X 100's freestyle @ 2:05/1:55/1:45)
- no passing during drills
- working on FASTER back to breast turns for the IM
- working on finishes (especially freestyle and backstroke)
- longer freestyle (100-400 yards at a time)
- kicking on front with limited breaths per 50 (approx 5-12 breaths per 50 during sets)
- Skulling and pulling with pull buoys

WHITE Group attendance:

- Monday: between 9-10 swimmers out of 11
- Wednesday: between 8-9
- Thursday: between 7-10
- Friday: between 7-10
- Saturday: between 6-8 out of 11

Goals for WHITE Group:

I hope to keep building onto their endurance through longer sets. I also would like to have them develop better habits on back to breast turns to make them faster. We will be working on more efficient backstroke starts this coming month as well. I will continue to work on catch up freestyle where they are pausing for a certain amount of kicks (4, 6, 8, 10 or 12) because this promotes a better catch phase of the stroke and kicking during freestyle as well. Finally, we will be working on getting them out of their comfort zones, when it comes to swimming strokes they do not always like (mostly fly and breaststroke).