

North Jeffco Swim Team

P.O. Box 746396
Arvada, CO 80006

Board of Directors MEETING MINUTES

Zoom Meeting | January 12, 2021 | 7:30pm

Attendees: Marie Marschner, Amy LeRoux, Brett Stoyell, Carmen Babcock, Jamie Claeys, Joanne Compton, Lana Hearne, Lana Starbuck,,Monica Ryan

Past Meeting Minutes Approval

New Business, Information and Updates

- **WANTED: BOD Secretary....**
 - Board members will take turns taking notes.
 - January - Jamie C., March - Lana S., May - TBD
- **Head Coaches BOD Reports and Team Updates/Information (Carmen / Brett)**
 - **Upcoming Swim Meet January 30**
 - Volunteer Needs
 - **Marie:** Carmen, how are things going with the next swim meet
 - Everything is good. We just need to move forward step by step
 - Not anything new to be made aware of
 - **Carmen:** Dana is not responding, but is usually pretty good at responding
 - Carmen needs planning with numbers
 - **Marie:** Will swimmers do some of the volunteering or parents?
 - **Carmen:** We do not want kids to time, if at all possible.
- **Recent Health Orders / Pool Capacity / Water Time / Practice Schedules**
 - **Carmen:** Staying above water with training schedules
 - It's been a lot this past week with multiple, various changes. As we roll into HS, we will see what happens
 - We will lose a practice every week in February because we can not make up like we did last year
 - Can practices follow HS meets? Possible, but there are internal scheduling conflicts
 - APEX needs a better understanding of the culture of swimming. Is it possible to discuss swim culture so they can understand their user groups and prioritize relationships better
 - Waiting to see how HS schedule is run once practice starts practicing next week.
 - Limited by numbers and time during the day. But, we were able to get all swimmers back to 60%. We are optimistically waiting to get back to 100%
- **APEX Masters Swim Team Management**
 - There has not been additional info from APEX - asking if we are still interested. Could be COVID related and reduced numbers.
 - Marie would like to hear where everyone stands on this idea, especially coaches. Not necessary to reach out to APEX.
 - Lana H: Were we supposed to come back to APEX with a plan? What were the next steps?
 - Last presentation: Jeffco was told:
 - Apex would still manage the reservations of the members on their website and manage. APEX would manage water time
 - The coach would become our employee → does this affect workshare?
 - Would not affect our coaches. We would acquire this employee through another worker group.
 - Dues would not align with the general public or our swimmers are paying to swim

- Jeffco H. was supposed to research (Sarah) youth swim teams who have a similar program, how they operate, dues, etc. Awaiting research results
 - No other candidate to take over the swim team
 - Soft transition goal was to happen in February
- Lana H: we should move on this because it could be positive for everyone
 - Full plan details outstanding
 - Hypothesize that APEX is waiting for us to come to them with answer
- Marie to reach out to Sarah regarding research and reach back to APEX and see what their thoughts are with respect to the initial plan.
 - Masters have not been spoken to regarding transition or changes. This is important and they need to be assured they will be taken care of.
- Lana H's concern is water time. Can we charge enough to cover the water?
- There is not a lot of work needed to be done to acquire another employee.
- What benefits are there for Jeffco Swim team to take this on?

• Bookkeeping (Lana)

- **Financial and Budget Update**
 - Emailed an update to the board last week
 - Our cash flow is positive → has taken the pressure off. Need to take into consideration following bullet points.
- **WorkShare Program**
 - Will come to an end at the end of ~February (26 weeks)
 - There was a change with the unemployment website. The employer has to now go in and verify hours of work. Lana had to go in this week to do that.
 - This was the first week she could historically see what has been going on. Saw there were weeks where employees were "denied". Inquired if coaches can review their accounts to verify the data.
 - With other examples a denial letter was received as an explanation
 - Concerned about our coaches well-being and financial status so further inquiries will be made about the denied claims
 - Starting in March, our expenses will increase by ~\$6,700 / month once work share ends.
 - Future thinking is critical to ensure a positive financial outlook
 - We will not be able to reapply until August 2021 if we desire to go back on the workshare program - if it's still being offered.
 - Once we are off of workshare, there will be an additional \$40K in payroll expenses to maintain. But, we are maintaining a reasonable margin each month.
 - If we can start doing swim meets, it will help make up for lost margin
 - Using historical numbers from swim meets, we can profit \$3-5K for each meet. Hosting a swim meet each month will not put us in a positive cash flow territory, but could put us closer.
 - Having swim lessons and summer club does not help (traditionally ~\$1K revenue)
 - **Lana:** Power Hour needs to be considered. We need to decide what we want to do for a big fundraiser. We have to start getting serious about fundraising this spring and what it's going to look like.
- **Revisit Dues Increase**
 - The dues are set to decrease in March for the next trimester. On average, we will lose \$3k m/m revenue starting in March.
 - **Question (Marie):** As of March 1, do we reverse dues back to 10%. We need to decide
 - Review the live budget spreadsheet for potential scenarios and Lana will continue to keep it current week by week
 - A lot of members did not take the discount. Offered a discount in January, but we are not certain we should offer a 20% discount for February.
 - February will reflect full dues. Can be reconsidered in March.
 - Limited feedback from the board, but on a positive note, Carmen has seen interest in joining the team (20-25 kids). Can't add to the team just yet due to Covid restrictions on capacity.
 - WR added 3 more swimmers to the Wheat Ridge team this past week (1/11/2021)

- Discuss historically who / why accepted the dues credits to determine how to move forward taking into consideration insurance premiums, work share ending, and the possibility of additional grants.
- Interested in a comparison of other teams' dues structure to better plan for fall potential permanent dues increase
- **Marie:** In summary, all board members think we should continue the 10% in dues for the next 3 months and then reevaluate another 10% increase or permanent increase in dues around the June time frame.
- **Official vote: Reevaluate the dues. Continue with 10% increase**
 - All thumbs up with this. No one opposed

Swim Team Community, Activities and Events

- **Dineback Night - January / February**
 - December MOD Pizza - \$244.58
 - Saw several parents sitting in parking lot waiting to get pie
 - Reached out to other places in January. All declined due to little or no profit at this time
 - One mom reached out thinking to set something up with Marco's pizza.
 - Please let us know if there are other ideas for places
- **Power Hour**
 - Looking at opportunity to host Power Hour
 - Other local teams have had recent improved success with increased donations
 - Carmen to inquire about their methods as something new for our team
 - **Carmen:** Are we eligible for another PPP loan
 - We are eligible and will apply when opportunity available

Questions, Comments and Announcements

- Marie's resolution to make these meetings shorter moving forward. This was successful tonight. Good job.

Meeting Adjournment

Next meetings: (1st Tuesday/Month):

March 1

May 4

Annual Picnic July