



P.O. Box 746396, Arvada, CO 80006

Board of Directors GENERAL MEETING MINUTES

5/2/23 | 7:30 PM | Meyers Pool

NOTE: THESE MINUTES HAVE NOT YET BEEN APPROVED.

- **Meeting called to order at 7:32PM.** In attendance were: Jaime Claeys, Mike Countryman, Kathy Hellard, Kim Daly, Lindsay King, Joanne Compton, Carmen Babcock and Dan Sung.
- **Approval of April 4 meeting minutes.** Dan motioned to approve the April 4 meeting minutes. Lindsay seconded. The motion passed.
- **President's Report**
 - Google for NJST is set up. Coaches are getting up to speed on new emails.
 - Putting policy and procedures in place to be more strategic going forward while leveraging the Google platform. This includes outlining roles, timelines and board functions so that we go into next year stronger than ever. Dan and Carmen will begin identifying, creating and bringing to the board these drafted policies and procedures so that we can operate more efficiently and effectively as an organization.
 - **Power Hour Recap**
 - Two-week timing was ideal.
 - Messaging highlighting (1) equipment goals and (2) only chance to get last-name swim caps was on-point.
 - Percentage of funds spent on food and incentives was high. Maybe get donations for food and giveaways next year.
 - Maybe include an MC, volunteer coordinator and other opportunities for parents to get involved while taking some of the workload off of coaches.
 - Profit was approximately \$14,500 after expenses.
 - Lindsay made a motion to purchase all the equipment on this year's wish list, including two underwater camera systems (\$10K), backstroke ledge (\$1K), pole counters (\$1K) and swim bench (\$1K) and swim clinic for the fall (\$5K). The board will make up the difference in costs. Joanne seconded. The motion passed.
- **Financial Update from Kathy.**
 - Balance sheet is healthy; shows \$310K in assets, \$14K in liability, and at least \$100K in net income YTD..
 - Dan and Kathy are going to spend some time cleaning up the financials, including setting up an annual operating plan and cash flow statement and will develop a report that reflects our net income on a month-to-month basis, show-year-over versus the current YTD format.
- **Coaches Report from Carmen**
 - Contacted Jason Lezak to bring a clinic to Meyers, paid for by the Power Hour. Approx \$5k.
 - **Triathlon Program.** Currently have 5 triathletes signed up for pre season and 1 for in season. Adding Open Water swimming practice and competition to the summer program. Incentivizing by giving those who participate a NJST bright colored cap to wear in open water.
- **Upcoming Events**
 - NJST Spring LC Open (5/19/23). Administrative Official (AO) covered by Jaime.

- NJST Summer LC Invite (6/2/23). Participating team covering AO on Saturday; JJoanne can do Sunday.
 - Narwahl Invitational, Mesa, AZ (6/16/23)
 - Numerous qualified, Carmen & Ashley? attending
 - 2023 American LC Meet, Garland, TX (7/19/23)
 - Futures Championship, San Antonio, TX (7/26/23)
 - 12&U LC State Championship, Grand Junction, CO (7/28/23)
 - Summer Picnic (TBD)
 - Annual Meeting (TBD)
 - BOD Meeting, Tuesday, June 13th, 6:00 p.m., Meyers
 - BOD Meeting, Tuesday, July 11th, 6:00 p.m., Meyers
 - BOD Meeting, Tuesday, August 8th, 6:00 p.m., Meyers
- **EXECUTIVE SESSION**
 - The board went into an Executive Session for the final ten minutes of the meeting to discuss a raise for Kathy, Team Manager, as requested at the April 2023 Board of Directors meeting.
 - The board unanimously decided to raise Kathy's salary to better reflect the increasing hours that the position requires as the team grows. The board felt this increase was both fair and necessary to retain her services.
- **Meeting adjourned at 8:48PM.** Next meeting date is scheduled for Tuesday, June 13 at 6PM.