



P.O. Box 746396, Arvada, CO 80006

Board of Directors GENERAL MEETING MINUTES

02/12/2025 | 5:30 PM | Arvada Aquatic Center

NOTE: THESE MINUTES HAVE NOT YET BEEN APPROVED.

- **General meeting called to order at 5:37 PM.** In attendance were: Kim Daly, Kathy Hellard, Mike Countryman, Carmen Babcock, Lindsay King, Joanne Compton and Dan Sung.
- **Approval of January 2024 meeting minutes.** Carmen motioned to approve. Mike seconded. The motion passed.
- **Financial Report**
 - **Concessions/Hospitality** – Several receipts for small amounts were missing during the reconciling of the concessions checking account. There are several possible reasons for the missing receipts (Concessions/Hospitality misplaced or Kathy overlooked an email)
 - Solution: An expense report has been created to streamline and enhance the process.
 - Requested that Concessions/Hospitality the expense report and attach the receipts (either through hardcopies to Lindsay/Carmen or through emails)
 - Requested that employees access their W-2's through QB, but also emailed a copy to each employee
 - Requested that Maegen Tracy fill out an I-9 for last year's contracted services. She is the only person we paid over \$600 to in 2024. However, these expenses were entered under Host Swim Meet Expenses which don't register as needing a 1099; I moved them to Outside Contract Services.
 - Going forward, need to research flexibility within QB to track credits over 20% to identify those whom will require a 1099. Right now, all Volunteer Credits are lumped together under membership volunteer credit.
- **Coach's Report**
 - Sectionals March 14-17 in Federal Way, Washington, 13+
 - Currently 7 swimmers attending; 2 more looking to qualify; Kyle and Carmen attending
 - CoCo Invite, March 21-24, Wisconsin
 - Currently 16 swimmers attending; Kyle and Ashley going; 1 female chaperone
 - SWAGR in California March 21-24
 - Single age Q times & finals, 11-14yos.; Currently 12 swimmers attending; 3 more looking to qualify; Carmen going
 - **Likely Summer travel:** Sectionals Mt Hood, OR July 17-20; Florida Last Splash, July 24-27
 - Training camp at MESA in Grand Junction: June 16-19; Kyle, Carmen & Tim attending

- AAC Site
 - Working on storage for meet equipment and training gear. Agreed to split a storage container to store meet equipment, but that has not materialized. The majority of the team items have made their way to AAC.
 - Received, approved and paid January water bill.
- Westminster Swim & Fitness Site
 - Have practices scheduled when we are out due to HS meets at AAC through May
- Candelas
 - Met with Shannon about the program and she is taking it to the Candelas board meeting on February 18. Will contact Hannah and Anna about this summer but will need at least one instructor.
- Wheatridge Piranhas
 - Met with Jennifer Long to plan the summer season.
- Triathlon:
 - Tim will run a similar program to last summer. He is waiting on the summer schedule to finalize.
- Administrative Notes
 - Calls and emails have increased dramatically over previous years, especially for the Pre Competitive program. We are identifying potential new members.
 - Need to start group moves for the spring.
 - Working with APEX regarding summer practice schedule.
 - POWER HOUR set for Friday, April 25.

➤ President's Report

- **Updated Hospitality & Concessions Revenue/Expense Tracking.** Hospitality costs were high for Groundhog Invite, but the idea this season was to get our systems set up and running. Now that we have the foundations in place and are comfortable with operations, we can dial in expenses and better track profit/loss.

Dan evaluated the appetite for team sponsorships in Golden for their swim team. After making several phone calls to gauge interest, he reports there is strong potential for five-figure team sponsorships in the area. He will continue to research and provide a proposal to the board.

- **Committee Reports.** Dan drafted a letter to send to no-show volunteers. We will begin the process of assessing fees with the Groundhog Invite. Kathy will send the letters. Colleen will provide documentation to address potential disputes. Carmen motioned to approve the letter as drafted, including fees already approved by the Board, and to deliver to no-show volunteers from Groundhog invite as written. Joanne seconded. The motion passed.

➤ Meets

- Past
 - TOPS Invite (Formerly NJST Invite (11/15 - 11/17)
 - Gold Star Inner Squad (11/22/24)
 - HRA SLQ (11/24/24)
 - CSI Prelim Final (12/6 - 12/8)
 - Gold Star Inner Squad (12/7/24)
 - SL Distance Meet (12/14/24)
 - Narwhal Invite (12/14/24)

- Pineapple Invite (1/10/25)
- Groundhog Invite (2/7/25)
- Upcoming
 - Mile High Champs: Co-hosting with MACS

➤ **NJST Committee Reports**

- **Proposed 2024-25 Team Credits and Payments.**
 - NJST is well-positioned to continue providing volunteer discounts. However, the team would benefit from a more structured approach that takes into account each position's time commitment and difficulty in attracting a bench of volunteers.
 - The structure must also address instances of multiple credits, including more than one swimmer or volunteer per family
 - The board will ensure compliance with state and federal tax requirements.
 - Anyone who receives credits or dollars over \$600, we receive a 1099.
 - Once approved, the Board will bring all volunteer credits up-to-date for the 2024-25 short course season.
 - Proposed for Draft two:
 - **Meet Director:** \$500/meet + \$100/session
 - **Meet Referee:** \$500/meet + \$100/session
 - **Head AO:** \$200/session
 - **Assistant AO:** \$100/session
 - **Timing Console:** \$200/session
 - **Video Streaming:** \$50/session
 - **Officials:** 25% per month + two shirts each year
 - **Concessions Chair:** 50% per month
 - **Timing Chair:** 50% per month
 - **Communications Chair:** 20% per month
 - **Ambassadors Chair:** 20% per month
 - **Equipment Chair:** 20% per month
 - **Meet Set-Up/Take Down:** 20% per month
 - **Hospitality Chair:** \$35 per hour
 - **Board of Directors:** 20% per month
 - Next steps: Dan will dive deeper into the numbers, including estimated costs versus income so that the Board can make a final vote and roll out the new credit schedule.

- **Adjournment.** Kim motioned to adjourn the general session. Joanne seconded the motion. The meeting adjourned at 7:10 pm. Next meeting will be March 12, 2025 at 5:30PM at the Arvada Aquatic Center.