



P.O. Box 746396, Arvada, CO 80006

Board of Directors GENERAL MEETING MINUTES

12/14/23 | 6:00 PM | Meyers Pool

NOTE: THESE MINUTES HAVE NOT YET BEEN APPROVED.

- **Meeting called to order at 6:05PM.** In attendance were: Kathy Hellard, Jennifer Wherry, Mike Countryman, Carmen Babcock,, Kim Daly and Dan Sung.
- **Approval of November 11, 2023 meeting minutes.** Jennifer motioned to approve. Mike seconded. The motion passed.
- **Financial Report**
 - **Taxes.** Spoke with Valentine Seevers, our tax accountants. They have access to our QB account and will process our taxes in the next month or two. Our taxes are not due until July so there is no rush.
 - **USA Swimming Renewals** are due by December 31 . USA swimming is sending out reminders. Beginning on the 15th of this month, Kathy will run reports to see who still needs to renew and send out targeted emails to these accounts every 5-to-7 days.
 - **Bonuses.** \$7500 is budgeted for bonuses in December and then another \$7500 in July. These amounts were figured from last year's bonus numbers with some padding added. If we are going to give out a December bonus, I will need the amounts before payroll on December 21. The board discussed raising the budget to ensure there is enough to effectively compensate our coaches. It doesn't all need to be used, but having extra dollars allocated ensures we don't come up short. Kim motioned to increase the total budget from \$15K to \$20K and to give Carmen full discretion on how to allocate it. Mike seconded. The motion passed.
 - **Financial Hardship Request.** WR Gold member since 9/2022 – timing volunteer for all swim meets – received volunteer credit last year each month. Father is currently unemployed and has not been able to find a job yet. Recommendation: waive membership dues until they can afford to pay. If waiving of membership dues lasts more than three months: Once their finances are back on track, reinstate their payment plan on the 11-month option (paying through July) for the remainder of the year. Any additional fees (meet fees, travel, etc.) will not be waived. Kim motioned to approve. Jennifer seconded. The motion passed.

- **President's Report**

- **Meyer's Timing Equipment Loan.** Kathy, Lindsey and Dan met with On Top Credit Union regarding the loan. Paperwork has been submitted and NJST is well-positioned financially with no debt and expects no issues. We asked for a loan for \$220K to cover any increase in costs of the equipment or unforeseen circumstances. We'll likely close on the loan in the second quarter of 2024.
- **Meyer's Memorandum Of Understanding (MOU).** NJST will seek, facilitate, obtain, and directly purchase the Gen 7 Sports Timing System, Full Color Video Display Board and 16 Myrtha Starting Platforms in connection with the new Meyer's pool. In consideration of the services, the District grants NJST the right to priority usage of lap lanes for scheduled practices and meets, including, but not limited to, USA Swimming sanctioned events.
 - Use of lap lanes in the 50M pool is subject to Jefferson County School District high school swim team and schedule. Shared usage will be considered upon mutual approval between North Jeffco Swim Team, Jefferson County School District, and Apex Park and Recreation District.
 - NJST will also have access to an on-site storage facility for the safe storage of all purchased equipment. In addition, the District grants NJST the right to rent the timing system for non-NJST meets which will be secured via locked storage while not in use.
 - NJST agrees to pay the resident rental rate as approved annually by the Apex Board of Directors
 - Jennifer motioned to have NJST legal counsel review the agreement next. Mike second. The motion passed.

- **Coaches Report**

- Allyson Pham and Elsa Sung made the 2024 All Stars Team
- Travel
 - Sectionals March 14-17 in Federal Way, Washington, 13+
 - 3CoCo Invite, March 21-24, Wisconsin
 - SWAGR in California March 21-24. Single age Q times & finals, 11-14yos.
 - Summer travel Narwahl Invite, Mesa, AZ
 - Senior Championship Travel TBD
- Camps, Clinics & Presentations
 - LC raining camp MESA in Grand Junction June 17-24
 - Nutrition presentation being set up for January 6 at Woodrow Wilson Academy 11-12pm (tentative)
 - Future presentations: recovery to include rest for an athlete, the mental game, triathlon
 - Ivan Korolev is doing mental training 20-30 minute talks with the white, black, silver, HP, CP and National groups on Fridays for the next few months.
- Longcourse practices set for December 20, 22, 23, 27, 29, 30; February 17,24; March 2.
- Wheat Ridge (WR)
 - WR gold, red, white and black groups have Saturday practices at Meyers on their practice schedule with Tim attending. The goal is to build team camaraderie, provide leadership opportunities and sportsmanship across both sites as well as provide parent education.
 - On Fridays where there is a meet at WR, the white and black groups will be given the opportunity to practice at Meyers.
 - Notified lane fees at WR will likely increase to \$18.00/lane/hour in January.

- Hosting some Friday practices at WR when Meyers has HS meets.
- Westminster Swim & Fitness
 - Westy will possibly re-open mid February.
 - Will likely move something to Westy fall of 2024 to maintain a positive relationship, push out any teams looking to start up in our area and have as a backup for when the team is kicked out of Meyers for HS meets. This will likely be the Stars groups.
- **Candelas:** The Candelas BOD is limiting the pool space for lessons and the swim team in 2024. Their second pool is undergoing major repairs and will not open. Trying to get clarification to plan accordingly.
- **Additional Items of Note**
 - Calls and emails have picked up this month and swimmers continue to be placed in open groups. The Rock Stars at Meyers is running a wait list.
 - A summer practice plan has been built and the pool time APEX is made available at outdoor pools and Westminster Swim & Fit will be adequate for the team to run the same number of practices. Still need to inquire about LC time at VMAC.
 - Worked with Colorado Swimming to set up LC practices at Meyers for the Olympic year, December 21 11-1, 28 1030-1230, 30 10-12, March 2 10-12. These are open to all sectional qualifiers from Colorado. Water time will be paid for by CSI.
 - APEX BOD meetings on December 7, 21. The 2024 schedule has not been set yet.
 - Submitting a purchase order for timing equipment for New Meyers. PO payment isn't needed until items are shipped.
 - Kyle will take over the HS networking with the girls and boys coaches.
 - Finalizing competitive group progression and group prerequisites. Carmen will be meeting with the group coaches to finalize this before the comms committee puts it on the website.
- **Events Report**
 - Pineapple Open (11/10 - 11/12)
 - CSI Prelim/Final (12/1 - 12/3)
 - FAST (12/8 - 12/10)
 - SL Distance Meet (12/16)
 - 10U Grand Prix #2 (12/17)
 - NJST Senior Sprints (12/17)
- **Committee Reports**
 - **Club Credit Requests (vote).** The board reviewed the recommended volunteer credits for Oct & Nov.. Jennifer motioned to approve as is. Carmen seconded. The motion passed.
 - **Committee Resource Requests (vote).** The board reviewed the most recent requested expenditures from NJST committees. They included: (1) A PC laptop setup with printer for better meet management; a router for better connectivity at meets; and (3) NJST logo'd coffee sleeves for hospitality. Comes to \$1600K total in cost.. Jennifer motioned to approve. Carmen seconded. The motion passed. The board all discussed purchasing a gift card for \$500 for Monica Ryan for her continued service as meet director at our events as we could not host them without her. We will also order a big card and have all the swimmers sign it. Kim made a motion to approve. Dan seconded. The motion passed.

- **College Recruiting Committee.** First event was successful and well-attended.
- **Ambassadors Committee.** Gifts needed for coaches. The board will bring this to the co-chairs of the Ambassador Committee for action.
- Old Business
 - **Presidential Volunteer Service Award.** The board discussed providing opportunities for the kids to gain volunteer hours in a reputable, age-appropriate way. Carmen will keep this in mind going forward and will develop opportunities as we move forward.
- New Business
 - **Disciplinary Incident at FAST.** The Board went into Executive Session to discuss a disciplinary matter that occurred at the FAST meet in Fort Collins on Friday night of the event. It was also noted that the Board will review the Swimmer Code of Conduct to make it stronger on the conduct side as it is currently heavier on language regarding sexual misconduct.
 - **Internal Personal Matter.** The Board went into executive session to discuss an internal personal matter relating to a coach. In addition to the discussion and resulting action, it was agreed that the Board needs to revisit and potentially update the NJST Coaches Code of Conduct.
 - **Team Support for Travel Meets (championship levels and above).** This was tabled until the next meeting due to time constraints.
- **Adjournment.** Jennifer motioned to adjourn. Kim seconded the motion. Meeting adjourned at 7:38. Next meeting is scheduled for January 11, 2024 at 6PM.