



P.O. Box 746396, Arvada, CO 80006

Board of Directors GENERAL MEETING MINUTES

3/12/24 | 6:00 PM | Meyers Pool

NOTE: THESE MINUTES HAVE NOT YET BEEN APPROVED.

- **Meeting called to order at 6:04 PM.** In attendance were: Kathy Hellard, Jennifer Wherry, Mike Countryman, Carmen Babcock, Kim Daly, Lindsay King, Joanne Compton and Dan Sung.
- **Approval of February 8, 2024 meeting minutes.** Jennifer motioned to approve. Lindsay seconded. The motion passed.
- **Financial Report**
 - **Transition from First Bank to On Tap Credit Union.** Set up 4 accounts: General Savings & Checking, Concessions Savings & Checking. Credit cards distributed.
 - **Separated Concessions/hospitality from general Host Meet Income in QB so we can run reports on earning.** This year we cleared approximately \$3000 from Concessions & have set ourselves up to make much more next year.
 - **Income Statement & Balance Sheet.** Even with the increase in revenue from a lower volunteer credit & host meet income, we are clearing approximately \$30k less than last year to date due to much higher payroll costs and the costs of transitioning into a more organized top notch swim team. We also have a slightly smaller number of members. I believe overall, we are setting up to do much better in 2024-25.
 - USA Swimming is up to date.
 - The question was raised about sending a message to all the Wheat Ridge swimmers and Myers Future & Rock Stars reminding them that there is a 30-day notice for suspension if they will be leaving the team for Summer League. I gave them the option of April 15th, 30th or May 15th. We don't want to facilitate people leaving, but it made it much easier to coordinate. Should Kathy send the same email this year? It was proposed that Tim and Carmen will communicate with swimmers and parents on staying versus going rather than an email from Kathy.

- **President's Report**

- Getting our revenue and team organized before we move to the new pool has been a priority this year. With the Olympics and a new pool coming soon, we are anticipating a 15% increase in the size of our team. Because the WR site is not currently set up to accommodate this increase, the team is exploring the option of splitting up WR and moving the WR senior swimmers to North High School.
- Now that we have finished the short course hosting season, Dan will conduct a meeting of the committee chairs in early April to debrief and identify opportunities for improvement. Timing is the only area that did not work to run as a committee and needs to be revamped prior to the next short-course season. Timing will be mandatory for all families and we will advertise widely going forward so that expectations are clear. It may make sense to have a two-strike policy. The ultimate goal is to build culture and community among parents.

- **Coaches Report**

- Travel through the summer camp is mostly final.
 - Sectionals March 14-17 in Federal Way, Washington, 13+
 - 9 swimmers attending, 2 more looking to qualify
 - Kyle and Carmen attending as coaches and chaperones
 - CoCo Invite, March 21-24, Wisconsin
 - 16 swimmers attending
 - Kyle and Ashley going; Stephanie Sung is chaperoning
 - SWAGR in California March 21-24. Single age Q times & finals, 11-14 yos.
 - 13 swimmers attending
 - Carmen is attending; Brian Arnold-Renicker is chaperoning
- Human Resources
 - Kristina Domashevich has two long timeframes where she is not available May-July. I am working with Anna
 - Austin to get her USA certs to fill in for Kristina during this time.
 - I need to hire 1-2 coaches for WRP.
 - I need to hire 1 coach / lesson instructor for Candelas and maybe a sub.
 - Bringing on Anna Austin to fill in for Kristina when she is out for Mines Field Study
 - Bringing on Kalea Meyer to fill in for Adam and sub in where needed.
- Administrative Notes
 - Calls and emails continue and swimmers are placed in groups with openings. The Rock Stars at WR has a waitlist.
 - The summer practice schedule is set! I will be sending this to members ASAP.
 - APEX BOD meetings on March 7.
 - Finalizing competitive group progression and group prerequisites. I will be meeting with Mike, reviewing the 8&U groups and then revisiting with TIm before turning it over to the comms committee to put on the website.
 - Working with the NOCO head coach to set up a co hosted June Invite at the outdoor Greeley pool. Team list includes Evergreen, NOCO, HRA and NJST.
 - Summer meet schedule posted to the website.
 - I will begin moving timing equipment not needed for the April pentathlon out of Meyers.
 - All championship meet apparel has been ordered.

- Group moves are being discussed. Graduation letters will be sent in the next 10 days. New groups begin April 1.
- Adam is ending his employment with NJST due to scheduling conflicts. Triathlon summer program has been redesigned based on participation and feedback from last year. Registration is now open.
- Carmen will poll the kids and order a summer gear item for the long course season swimmers (tank top or bucket hat).
- Power Hour is scheduled for April 19; promo efforts will begin approximately three weeks prior.
- **NJST Committee Reports**
 - **Club Credit Requests.** Frost Family requested credit and was approved. Jennifer also sent Kathy four requests for console timing volunteers.
 - **College Recruiting.** Committee is working on hosting a presentation by USAFA.
- **Old Business**
 - **Swimmer Code of Conduct.** No movement yet.
 - **Board Policy Manual.** No movement yet.
- **New Business**
 - **Coach Compensation.**
 - Dan walked the board through a spreadsheet outlining where current compensation is for coaches. Worked through a methodology that (1) breaks down the number of hours each coach is expected to spend in various areas, including water practice/dryland/prep time/communications/education; and (2) assigns an hourly rate for each type of work.
 - Regarding implementation, we will not run timecards for salaried employees, but we will set clear expectations based on the methodology above. Hourly employees will need time cards and we can use a weighted average to develop an hourly rate. We can fund the \$50K increase in coaches compensation with the current \$150K in reserves for the next year. In subsequent years, we can fund it through the new meet schedule as well as the 15% projected growth in swimmers. The board will review in detail and vote in April.
- **Adjournment.** Kim motioned to adjourn. Jennifer seconded the motion. Meeting adjourned at 7:03. Next meeting is scheduled for April 11, 2024 at 6PM.