

North Jeffco Swim Team
P.O. Box 746396
Arvada, CO 80006

Board of Directors MEETING MINUTES

Meyers Pool, Arvada CO | September 29, 2021 | 7:00pm

In Attendance: Marie Marschner, Sarah Corcoarn, Michael Neisser, Jamie Claeys, Lindsay King, Kim Daly, Monica Ryan, Joanne Compton, Carmen Babcock, Brett Stoyall, Lana Hearne (Bookkeeper) & Kathy Hellard (Team Manager).

New Business, Information and Updates

- Approval Annual Membership Minutes - Approved
- Team Manager (Lana and Kathy)
 - Financial and Budget Update as of 8/31 is the end of the fiscal year so that's why the numbers look big. Bank statements will be reviewed and financial statements sent out monthly going forward. Ended the year well and doing well this year at 246 members. Having some growing pains as the team grows but will work through those. Hitting membership numbers & have the income we need. PPP program money x2 was forgiven and went into the grant program. Have \$65K in net income for wiggle room in case we don't make fundraising or membership goals. Looking financially healthy.
 - Have (8) \$100 Natural Grocer gift cards we need to get rid of. It was decided we will offer them to members for "Buy one get one 50%."
 - Taxes: Last year Lana did taxes; this year she reached out to new accountants. Needs to be done by November and she is hopeful the individual she found - who has done taxes for the Evergreen team for a few years - will be able to get them completed before she leaves. Lana will make herself available if need be after 10.31 to complete the process. Should cost about \$650, \$100 more than the last provider who was not prompt with service. Taxes are officially due on 11/15.
 - Financial review: Per policy, can put together three team members who are willing to review the information. Very important that we do that. Lindsay, Michael and Monica volunteered to complete this process. Lana will design a templated checklist from which to work. Deadline to complete is 11/1.
 - SafeSport Training for new Board Members. Required every two years for board members and parent volunteers. Videos/tests/questionnaires online. Register for USA Swimming and create a DeckPass account through their website to take the course.
 - It was voted to increase the per meet fee of \$4 to \$5. This spreads around the cost of mileage, per diem and hospitality.
 - Employee Policy Handbook Update and Approval.
 - Minor Athlete Abuse Prevention Policy was added last year per USA Swimming
 - Current additions:
 - Bonuses are contingent upon performance evaluations. All employees are eligible for a bonus in December *contingent upon submitting a satisfactory performance evaluation for each employee, full-time and part-time.*
 - *Hourly employees are eligible for paid sick leave, accrued at one hour for every 30 hours worked up to a maximum of 48 hours in a year. Paid sick leave must be used within the swim year in which they accrue and will not be carried over to following years. If an employee terminates*

employment, that employee will not be paid for any accumulated but unused paid sick leave (per new law in effect as of 2022).

- The board voted to approve the above updates on the contingency that we will review and update the employee performance evaluation documents and process.

Discussion Topics

- **Communication Improvements.** As the team and number of employees grows, is a full staff meeting needed at some frequency throughout the year to connect the whole coaching staff and promote a one-team mentality? It was mentioned it would be beneficial to know what's going on at all sites, prevent things from slipping through the cracks, learn what's working, what's not, what's missing, what's challenging, and identify goals. Would be helpful to keep everyone on the same page and promote cohesiveness between coaches, as well as decrease conflict that has occurred as of late between coaches as well as coaches and parents. Recommended to get together at a frequency that makes sense. **Action item for Nov. 3 meeting: coaches to make a presentation.**
- **Dryland program evaluation in progress.** All candidates previous and new are under review by Head Coaches to ensure the program is impactful for specific age groups. Alternative programs may be evaluated for the younger swimmers. **Action for Nov. 3 meeting: dryland plan for 13/14 swimmers.**
- **Coach Training Requirements / Renewals / Requests.** It was mentioned that in the past, the team had a budget for continuing education. It was suggested that if there was any training a coach wanted, a request could be submitted and we can see if it's monetarily feasible. Dryland in particular was mentioned.
- **Team Survey.** Last one was done in October 2018. It was discussed to do one yearly and one should be put out soon. Discussed doing it in April and will put it back on the agenda for the January or March meeting.
- **Review Travel Policy.** Hasn't been updated since 2008. Heightened awareness over cleanliness and precautions at Florida meet and potentially not enough chaperones. Do driver's still need to submit proof of insurance and driver's license? It was confirmed the latter happened for the Florida meet. Do interested parents still need to submit an application and sign an agreement to chaperone? One chaperone for every 10 swimmers? Partnering with Evergreen for travel meets and perhaps address having chaperones from both teams. Need to revise policy to match current guidelines and procedures. Lindsay will review the policy to highlight those areas that should be updated.

Coach Updates and Information (Carmen / Brett)

- **Brett:**
 - Capacity was too crowded at this past meet to be COVID safe. How do we manage the numbers? It was recommended we limit the number of entries as well as one parent per swimmer.
 - Marie mentioned Brad Schultz wants to do concessions at the hosted meets. It was requested we add set-up and closing volunteer slots for concessions.
 - Brett's parent meeting is Oct. 6.
 - Mid-season self-evaluation report cards are being provided to swimmers this fall for preparation of Dec. meets. He meets with each swimmer if they wish to discuss.
 - Seeking help in running more developmental summer programs. They are beneficial over time for building the team. Perhaps we can find parent support in the community who can speak with various HOA boards.
- **Carmen:**
 - **APEX water update.** Working on one getting one point of contact for Dana so she isn't getting emails from everyone on the team.

- Livestream is not working because the developer has not created the software we need to program for the short-course pool. Robert, an Evergreen parent, is working with the developer and it is a priority. Update is requested and the system must be working for the Pineapple Meet.
- **Dolphin Watches.** 19 watches but we need 20 and 4 are broken. USA Swimming committee is researching whether the times being reported are accurate. We can still use them for now.
- **Wheat Ridge.** Closing in October for three weeks for maintenance. The Wheatridge groups will join the Meyers swimmers for practice times,

Swim Team Community, Activities and Events

- **New Fundraiser with PuraVida Bracelets.** They charge \$3 per bracelet. Minimum order of 50. Recommended to sell for \$6-\$10. The board voted to purchase 200 in black/gray/white and sell them at the Pineapple Open.
- **Restaurant Night.** Will recycle the same ideas as last year unless anyone has any additional ideas. Chuy's was recommended.
- **December Holiday Celebration.** Did a community Outreach in 2019 for socks/underwear for a homeless organization. Feel like it's important for a community organization like ours to support a holiday initiative. Think of ideas for the Nov. meeting.

Meeting Adjourned at 9PM.

Next meetings: November 3, 2021