



P.O. Box 746396, Arvada, CO 80006

Board of Directors GENERAL MEETING MINUTES

9/27/22 | 7:30 PM

NOTE: THESE MINUTES HAVE BEEN APPROVED.

- **Meeting called to order at 7:30PM.** In attendance were: Jaime Claeys, Dan Sung, Mike Countryman, Nate Rothman, Kathy Hellard, Kim Daly, Lindsay King, Joanne Compton and Carmen Babcock.
- **Mike McQuitty Presentation on T-Shirt opportunity.**
 - New t-shirt/hoodie/sweatshirt business with an order window of two weeks. In exchange for access to the team via emails we send ourselves, 10% of profits would go back to NJST. Nate made a motion to accept the proposal. Jaimey seconded. The motion passed.
- **Approval of Last meetings minutes**
 - 8/31/22 Special Board meeting AND 9/15/22 Special Board Meeting.
 - Kim made a motion to approve. Jaime seconded. Both were approved.
 - It was noted that going forward, we should maintain two versions of the minutes if we go into executive session to discuss sensitive matters.
- **Financial Update from Kathy.**
 - Currently at 3% above budget.
 - New setup with USA Swimming is complete.
 - A motion was made to remove Lana Hearne and Marie Marcschaer from the NJST bank account and add Nate Rothman to the account. Mike seconded. The motion passed.
 - A motion was made to remove Carmen as the guarantor on the NJST credit card with First Bank. Carmen seconded. The motion passed.
 - Kathy will go to the bank first and set up the transfer and then notify the appropriate individuals so that they can then go in to sign the required paperwork.
 - Short course season kick-off meet: We made approximately \$455 in profit after purchasing concession items & hospitality costs. Going forward, the goal is to support hospitality costs with concession sales.
- **Coaches Report from Carmen.**
 - Multiple meetings are giving Carmen a chance to get to better know individuals at Wheatridge and Candelas, gaining valuable insight to improve operations at both sites and helping her to think through how to best organize all of the sites.
 - Would like to see Wheatridge become a more dedicated year-round team while still maintaining the Piranhas summer league. Because Paul is a year-round NJST coach, we need to discuss his ability to focus on the year-round team. We will potentially need to hire a part-time coach for the Wheatridge Piranhas. Danielle can continue coaching the Candelas summer league. Both summer leagues serve as strong feeders for the NJST.
 - It was suggested that we hold a special session to discuss the overall direction of the team.
 - Dan and his daughter will attend the virtual FSA meeting.
 - Carmen received a grant for Microsoft Office Suite this week that is good through 2035. Dan recommended Google Suite enterprise version rather than Microsoft Office for consistency going forward. It's affordable and more user-friendly across platforms.
 - Working with Ashley to determine fall and spring travel meets.

- Time standards have been updated on the website and goal sheets sent to swimmers.
- **Group Parent Meetings.**
 - White: 5:45 on Wednesday, 9/28.
 - Wheatridge: Thursday 9/29
 - Future stars & Gold: 5:00 on Tuesday, 10/4.
 - Rock Star 5 Star: 5:45 on Wednesday, 10/5.
 - Black / Silver: 6:00 on Thursday, 10/6.
 - One board member will be present at each meeting. [Sign up sheet here.](#)
- **Amazon Smile/King Soopers**
 - Board members will review these passive giving options for parents at the upcoming parent meetings.
- **Volunteer for Photography.** Stephanie Trowbridge (steph.tbridge@gmail.com) emailed about the possibility of taking photos in exchange for volunteer credit. She asked for a wish list from the BOD & coaches for marketing/website/social media. She would take photos at events she is in attendance at, as well as arrange a photo shoot for coaches and one for swimmers and siblings. For the latter it would be a spring 2023 fundraiser for which she would create a sign up, take the photo and deliver it to the personal email provided with a donation of \$10/kid or \$15/sibling photo. The families would have the rights to the image and NJST would get the proceeds. Goal is 100 photos in total. She recommends having someone else run the spreadsheet and keep the emails organized; her business can run all these things. She can also take payment and give a large donation to the team at the end. Kim made a motion to approve this volunteer opportunity for the full 2022-23 short course season. Carmen seconded. The motion passed.
- **Above and Beyond Volunteer Recognition Ideas.** The board will begin awarding volunteer recognition to parent volunteers on a regular basis going forward as these volunteers go above and beyond. They will be rewarded with a custom Yeti brand coffee mug with the NJST logo and celebrated in the newsletter.
- **Safe Sport Training/USA Registration for board members.** All board members must be current with USA Swimming and must renew yearly. Nate will review who is current and who needs to be renewed and email them accordingly.
- **USA Swimming Club Leadership Business Management School.** Free for board members. Dan and Nate are going to look into it and enroll. Your Sports and BoardSource are additional resources for board members to refer to in terms of function as we move forward.
- **Dan has started the legwork for an overall coach compensation strategy.** Based on feedback from the last board meeting, he is looking at creating a competitive base pay structure as well as a bonus structure that is based on swimmer results. He is currently reviewing financials and will present a plan at the next meeting. Whatever policy we move forward with, we can make it retroactive for coaches back to Sept. 1.
- **Upcoming Meets**
 - Grand Prix Meet #1 (10/29/22).
 - Pineapple Open (11/11/22-11/13/22).
- **Meeting adjourned at 9:09PM.** Next meeting is scheduled for Tuesday, October 25 at 7:30PM.