

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH JEFFCO SWIM TEAM**

HELD:

A regular meeting of the North Jeffco Swim Team Board of Directors was held on Tuesday, January 13, 2009, at 6:30 p.m. at Meyers Pool (copy of Agenda is attached).

ATTENDANCE:

Directors in attendance were Carmen Babcock, Lori Brown, Craig Ellis, Kurt Haeger, Ronnie May, Cindy Pacheco, Ann Scherrer, and Brett Stoyell. Absent was Mary Geist (absence excused). Also present was the team's Business Manager, Evelyn Brown.

CALL TO ORDER:

As a quorum of directors was present, the meeting was called to order.

APPROVAL OF MINUTES:

The Board unanimously approved the Minutes from its December 16, 2008 regular meeting.

FINANCIALS/BUDGET - Evelyn Brown:

The Board reviewed the following team financial statements: (a) Combined Budget 12/1/2008 to 12/31/2008; (b) Combined Budget 12/1/2007 to 12/31/2007; (c) Combined Budget 9/1/2008 to 12/31/2008; (d) Combined Budget 9/1/2007 to 12/31/2007; (e) Transaction List - General Account 12/1/2008 to 12/31/2008; and (f) Account Balances as of 12/31/2008 (copies of all are attached). After review and discussion, all financial statements were accepted as presented.

As of 1/13/2008, there are 141 families with the team (down from 147 in December) and 168 swimmers with the team (down from 182 swimmers in December).

PRESIDENT'S REPORT - Lori Brown:

APEX Parks and Recreation District has installed a lock on the team's front storage room at Meyers Pool. Keys to the room are held by Brett, Carmen, Ashley, Lori, Cindy, and Ronnie.

Cindy Kacynski has volunteered to act as the team's PR person. She will work closely with the Head Coaches and Lori to put together articles about the team to be published in local newspapers. Her first article should be coming out soon in the Arvada Press.

Terry Foulke has some fundraising leads for the team. He has a source who wants to donate Avalanche tickets, which the team can raffle off as a fundraiser. He also has been in touch with the owner of Rib City who would like to hold fundraising dinners for the team. Lori will touch base with Terry to get more details about which Avalanche games the tickets are for so the Board can decide at which meet to raffle them. Ann Scherrer is also going to talk to Terry about asking the owner of Rib City if he would be willing to provide food for hospitality for the team's home meets.

The team still needs to get the Concessions Book back from Ruth Carter so that Terry Foulke, as the new head of concessions, can work with it. Lori will follow up with Ruth.

DIRECTORS' REPORTS:

Treasurer - Ronnie May:

Income and expense information from the January 10-11 Tri-Meet have not yet been compiled. Ronnie will have a preliminary report for that meet at the Board's February meeting. Only a few swimmers were denied entry into the January meet due to unpaid meet entry fees from past meets (Carmen keeps track of these numbers and will report on them to the Board for future meets). The Board discussed the current procedure employed for billing for meet entry fees and advising members when their swimmer(s) may be denied entry into future meets due to past due meet entry fees. The Board discussed the importance of including Brett, Carmen, and Ashley on pertinent communications so that each of them can follow up with their swimmers when it looks as if they may be denied entry into an upcoming meet because of past due meet entry fees.

The employee evaluation process is complete. The Board discussed positives and negatives of the process. The Board decided to continue doing the employee evaluations on an annual basis but to change the timing so that the evaluations are done during the July-August timeframe before the change of directors in September. Ronnie proposed that the evaluation input provided by directors should not be anonymous in future years. That issue will be decided on in May or June, when this year's evaluation process starts.

Secretary/Meet Director - Cindy Pacheco: The January meet went well. Cindy needs the meet information for the team's February home meet so she can start working on putting that meet together.

Ann Scherrer: The team received positive feedback on its decision to provide a pizza party in lieu of ribbons/medals for the swimmers at the January Tri-Meet. Prior to future home meets, Ann will call the companies that are scheduled to donate hospitality food and confirm the details (amount, timing, etc.) of their donations.

Kurt Haeger:

Kurt talked to several sources, including Risk Management (the company through which the team receives its USA Swimming affiliation insurance), about insurance coverage

options for the rental cars used by the team at away meets. Because the commercial general insurance that the team receives through Risk Management is not a full-coverage type of CG insurance, the team does not have the option of adding a "non-owned car" rider to its policy and that type of coverage is not generally available as a separate policy. So the coaches need to make sure that all volunteers and coaches who drive rental cars on behalf of the team at away meets purchase the rental car company's insurance coverage. In addition, they need to make sure to get a copy of the driver's personal car insurance coverage card prior to letting any individual drive on team business. The Head Coaches will ask their own car insurance carriers what it would cost for them to obtain a business usage rider on their policies so that the Board can decide whether it wants them to obtain that rider (at the team's cost).

Kurt has been in touch with Kevin Crandell, the attorney who is working on the coaches' employment contracts. Kevin has provided Kurt with a list of questions about certain contractual provisions which Kurt will review and pass on to the Board.

Craig Ellis: Craig has started putting together a book of information about conducting future silent auction fundraisers. He will be following up with people who have worked on past silent auctions to get their thoughts on items that should be included in that book.

COACHES' REPORTS:

Brett Stoyell: Some of Brett's senior swimmers will be helping Becky out with coaching the younger age groups. See attached report from Brett for his complete report.

Carmen Babcock: CBS is unable to fix the team's copier so CBS will replace it with another used one. Carmen does not yet have a final date for the team's April Pentathlon meet but will follow up with APEX Park and Recreation District to get that date set. See attached report from Carmen for her complete report.

Ashley Strickland: See attached report from Ashley for his complete report.

PAST/ONGOING BUSINESS:

Ann Scherrer will attend the Elitch's luncheon in Cindy's place and pick up the team's tickets for the Spring Spin fundraiser.

The Board discussed the possibility of facilitating a swim apparel swap for its members at the team's annual registration in September. No decision was made at this time.

NEXT MEETING:

The next regular Board meeting will be held Tuesday, February 10th, at 6:30 p.m. at Myers Pool.

ACTION ITEMS CAPTURED FROM THESE MINUTES:

1. *Lori to get details from Terry Foulke about Avalanche tickets.*
2. *Ann to talk to Terry Foulke about asking Rib City to provide meals for hospitality.*
3. *Lori to follow up with Ruth Carter about getting the Concessions Book.*
4. *Coaches to check with their car insurance carriers to find out cost of adding a business coverage rider to their policies.*
5. *Kurt to forward questions about the coaches' employment contracts to the Board and collect input.*
6. *Craig to follow up with people who worked on past silent auctions to get input on items to include in the team's silent auction book.*
7. *Carmen to follow up with APEX to get a date set for the April Pentathlon meet.*

AJOURNMENT:

There being no further business to come before the Board at this time and upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

The forgoing Minutes constitute a true and correct copy of the minutes of the above-referenced meeting and were approved by the Board of Directors of the North Jeffco Swim Team.

Cindy Pacheco, Secretary

Attachments:

1. Agenda for NJST Board of Directors Monthly Meeting on 1/13/08
2. Financial statements consisting of (a) Combined Budget 12/1/2008 to 12/31/2008; (b) Combined Budget 12/1/2007 to 12/31/2007; (c) Combined Budget 9/1/2008 to 12/31/2008; (d) Combined Budget 9/1/2007 to 12/31/2007; (e) Transaction List - General Account 12/1/2008 to 12/31/2008; and (f) Account Balances as of 12/31/2008
3. Coaches' reports consisting of (a) Brett's BOD Report; Carmen's January Board Report; and (c) Ashley's Board Report