

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

**HELD:**

This regular meeting of the Board was held on Monday, June 4, 2007, at 7:30 p.m. at the Meyers pool. This is one week earlier than the Board's normally scheduled meeting. The agenda for this meeting is Attachment 1.

**ATTENDANCE:**

The directors in attendance were Carmen Babcock, Dawn Fredette, Ronnie May, Mitch Menezes, Cindy Pacheco, Bob Roybal and Stephanie Urbanowicz. Jeff Geist and Brett Stoyell were absent.

Also present was Evelyn Brown, team Business Manager. Ashley Strickland joined the meeting to discuss a summer swimming program he will head up.

**CALL TO ORDER:**

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

**APPROVAL OF MINUTES:**

The Board approved the minutes from the regular Board Meeting held on Wednesday, May 2, 2007.

**FINANCIALS**

The Board reviewed P&L statements for May 2007, January through May 2007 and January through June 4, 2007 (and for the corresponding time periods during 2006). The Board reviewed Balance Sheets as of May 31, 2007 and as of June 4, 2007 (and for the corresponding time periods during 2006). The Board discussed some adjustments that would need to be made: (i) approximately \$5,260 from the Pentathlon meet needs to be paid to the Suburban League, (ii) the team should receive \$1,200 from CSI for the IMX camp. It appeared that the expense for rent (i.e., lane usage) was lower in 2007 versus 2006. This seemed inconsistent given the fact that lane usage fees have increased substantially. The Board believes that lower rent may be attributed to the attention the coaches

have paid to canceling lanes when not needed and reviewing the bills from the District to insure the team is billed correctly.

The Board tabled discussion of cash versus accrual accounting for the team, wishing to defer to the work being done by the Finance Committee. Upon motion duly made, seconded and unanimously carried, the Board determined that the Finance Committee would determine whether the team should change to accrual accounting.

The Board briefly discussed the Albrecht account and requested that the balance sheet reflect the amount remaining in the account after deducting amounts used to help with swimmers' meet fees. In addition, Ronnie requested that Evelyn work to minimize the amounts included in the "miscellaneous" category of the financial statements and, correspondingly, create more detailed categories to the extent necessary.

## **PRESIDENT'S REPORT**

1. Annual Picnic – Scheduled for Thursday, June 14, 2007 at the Secret pool. Volunteers are needed to bring items necessary for the picnic such as tables, drinks, tableware, napkins, plates, etc. The Board discussed having 5' sandwiches as the main dish with families bringing side dishes and desserts. Cindy will purchase the senior gifts. These are anticipated to be in the \$25-30 range, each.
2. NJPR Annual Father's Day car show – The foundation needs volunteers for set up and tear down. NJST will have a booth.
3. June Meet Volunteer Prizes – the Board discussed using Home Depot and iTunes cards left over from the December Silent Auction as volunteer prizes for the June meet.
4. Coach Replacement – the coaches are working on a plan to provide coverage when Eric leaves in the Fall.

## **DIRECTOR ITEMS**

1. Treasurer's Report (Ronnie May). Ronnie reported that she and Evelyn will discontinue the service that allows members to pay registration fees by credit card. We pay approximately \$500 annually for this capability, but no one has used it over the last year. The swimmer registration materials will need to be updated to reflect that credit card payment will no longer be accepted.

The Board discussed ACH payment and the consequences of a member having insufficient funds to meet its monthly payment obligation using ACH. The Board adopted at a high level the following policy: If an ACH payment is

not made due to insufficient funds, the Business Manager will notify the member of the failure to pay, which payment must be promptly made. After a second failure of an ACH payment, the member will no longer be able to use ACH and must pay the balance of registration fees owed for the current trimester. Ronnie and Mitch will draft and coordinate a written ACH policy, which will be posted on the team website.

Attachments 2 and 3, respectively, contain financial reports from NJST's May meet and the Pentathlon Meet. The report from the May meet is a preliminary report.

2. Team Website Matters. The Board discussed the fact that the domain names [www.northjeffcoswimteam.com](http://www.northjeffcoswimteam.com) and [www.northjeffcoswimteam.net](http://www.northjeffcoswimteam.net) are available and should be purchased by the team. Mitch will follow-up and make the purchases on behalf of the team.

3. NJP&R and Fundraising. Stephanie's reports on the last District meeting and on fundraising are Attachments 4 and 5, respectively. Stephanie mentioned that the District is considering replacing the broken garage doors on the South wall of the Meyers pool building with glass blocks.

## COACHES' REPORTS

1. Carmen's Report. Carmen's report is Attachment 6. Carmen suggested the Board establish a minimum time that a member must be with the team before being able to join the NJST Board. The Board discussed one year and two years. Upon motion duly made, seconded and unanimously carried, the Board approved a one year minimum time with the team before a member is qualified to hold a position on the Board.

Carmen also mentioned she had given the option to the NJP&R to split the cost of new long course lane lines and they were willing to take our money if it was available. The cost to the team would be \$250. The background is that the team had lane lines and left them out on the patio at the Meyers pool. The District disposed of the lanes lines due to a possible safety issue and lack of notification by NJST the lane lines were ours. As a result, new lane lines were needed. The District did not realize NJST was using the lane lines. The lane lines were in an area that is not approved by the District for storage by NJST. Upon motion duly made, seconded and carried by the vote of six directors present (one director voted in opposition), the Board approved paying \$250 toward the purchase of the new long course lane lines. [Carmen: please adjust is this doesn't accurately reflect the background. My notes were a little thin on this.]

2. Ashley's Report. Ashley is planning to run swim camps this summer. He will set up lessons using the NJST name and U.S. Swimming. These swimmers are expected to be roughly equivalent to the Gold/Aqua level practice groups. Lessons will be for a maximum of one month for any swimmer (the longest trial period per year permitted by U.S. Swimming). The hope is that some of these swimmers will join NJST as a result of this program.

## **OTHER BUSINESS**

The Board tabled discussion about upcoming Board openings and the 2007/2008 budget/swim fees.

### **Action Items Captured from these Minutes:**

1. **Finance Committee to determine whether to move to accrual accounting**
2. **Evelyn to work on minimizing the "miscellaneous" category in the financial statements.**
3. **Dawn to follow up on picnic planning**
4. **Cindy to purchase the senior gifts to be presented at the picnic**
5. **Update swimmer registration materials to reflect that payment may only be made by cash or check (credit cards will no longer be an option).**
6. **Ronnie and Mitch to draft and coordinate an ACH payment policy**
7. **Mitch to purchase the domain names [www.northjeffcoswimteam.com](http://www.northjeffcoswimteam.com) and [www.northjeffcoswimteam.net](http://www.northjeffcoswimteam.net) for the team.**
8. **Update the Bylaws to reflect that a member must be with the team for at least one year before being eligible to be elected to the NJST Board of Directors.**

### **ADJOURNMENT:**

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

The foregoing 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.

Secretary of the NJST Board

Attachments:

1. Meeting Agenda
2. May Meet Report
3. Pentathlon Meet Report
4. Report on NJP&R District Meeting
5. Fundraising Report
6. Coach Carmen Babcock's Report

# Attachment 1

## AGENDA

### NJST Board of Directors Monthly Meeting

Date: Monday, June 4, 2007  
Time: 7: 30 p.m.  
Location: Meyers Pool  
7900 Carr Drive  
Arvada, CO 80005

1. Call to Order
2. Approval of Minutes
3. Financials/Budget – Evelyn
  - a. Sample of cash vs. accrual? (possible financials committee item)
  - b. New computer/software status
  - c. Accountant/tax return status
4. President's Report
  - a. Annual Picnic – Thursday, June 14, 2007
  - b. NJPR annual Father's Day car show
  - c. June meet volunteer prizes (to be addressed in meet discussions below)
  - d. Coach replacement – the coaches are developing a coaching plan (for the Board's review at a subsequent meeting) which may not include the hiring of a new coach to replace Eric)
5. Director Reports
  - a. Ronnie:
    - monthly bank fee for credit card payments of swim fees
    - bylaws committee status
    - financials committee update
  - b. Mitch/Carmen: website matters
  - c. Stephanie:
    - NJPR meeting report
    - Meet committee (to be discussed below at 7.a.)
    - Stephanie/Jeff (absent): fundraising committee update (anything non-meet related)
  - d. Bob
  - e. Meet Director (to be included below at 7.a.)
6. Coaches Reports/Newsletter
  - a. Brett (absent)
  - b. Carmen -
    - lane lines
    - timeframe requirement for new families to become Board members
  - c. Ashley
  - d. Eric
  - e. Lane management update
7. Past/Ongoing Items:
  - a. June meet: director report, committee report, meet raffle, volunteer prizes, etc.
  - b. NJP&R Community Cleanup Day – reschedule a day for NJST only (table if necessary)

8. New Business (if time allows)
  - a. Board openings this fall (3)
  - b. 2007-2008 budget/swim fees
9. Other Business
10. Adjournment

**Attachment 2  
May Meet Report**

**NJST MAY LC MEET  
MAY 19-20, 2007**

INCOME

| <u>AREA</u>                        | <u>GROSS<br/>INCOME</u> | <u>INCOME</u>        |
|------------------------------------|-------------------------|----------------------|
| <u>Entries</u>                     |                         |                      |
| All teams entry fees               | \$11,011.50             |                      |
| \$2 surcharge (NJST – 62 swimmers) | <u>\$ 128.00</u>        |                      |
|                                    |                         | \$11,139.50          |
| <u>Programs</u>                    |                         |                      |
| All money deposited                | \$1,270.00              |                      |
| Minus starting bank                | <u>-\$ 300.00</u>       |                      |
|                                    |                         | \$ 970.00            |
| <u>Concessions</u>                 |                         |                      |
| All money deposited                | \$2,308.50              |                      |
| Minus starting bank                | <u>\$ 450.00</u>        |                      |
|                                    |                         | \$1,858.50           |
| <u>Other Income</u>                |                         |                      |
| MI Sports (10% of sales)           |                         | \$_____              |
|                                    | <b>GROSS INCOME:</b>    | <b>[\$13,968.00]</b> |

EXPENSES

| <u>PAID TO</u>                            | <u>FOR</u>         | <u>AMOUNT</u>    |
|---|--------------------|------------------|
| <u>Programs</u>                           |                    |                  |
| Office Max X                              | meet programs      | \$ 361.63        |
| <u>Awards</u>                             |                    |                  |
| Hasty Awards X                            | awards             | \$ 555.16        |
| <u>Concessions</u>                        |                    |                  |
| Costco X                                  | food               | \$ 25.97         |
| Costco X                                  | food               | \$ 228.15        |
| Costco X                                  | food               | \$ 57.38         |
| King Soopers                              | donuts             | \$ 10.38         |
| Sam's X                                   | food               | \$ 42.74         |
| Sam's X                                   | food               | \$ 913.86        |
| Santiago's X                              | breakfast burritos | <u>\$ 341.25</u> |
|   |                    | \$1,619.73       |
| <u>Hospitality</u>                        |                    |                  |
| City Pizza                                | pizza – Sunday     | \$ 100.00        |
| Costco X                                  | food               | \$ 263.67        |
| King Soopers X                            | sub - Saturday     | \$ 78.25         |
| King Soopers X                            | food               | \$ 8.30          |
| King Soopers X                            | food               | \$ 16.27         |
| King Soopers X                            | ice                | \$ 69.80         |
| Sam's Club X                              | food               | \$ 67.75         |
| Sysco X                                   | food               | <u>\$ 50.49</u>  |
|   |                    | \$ 654.53        |
| <u>Subtract From Hospitality Expenses</u> |                    |                  |
| Donated Goods                             |                    |                  |
| King Soopers                              |                    | \$ 95.94         |
| Walgreens                                 |                    | \$ 28.76         |
| Donated KS Gift Certificates              |                    | \$ 25.00         |
| Donated Cash                              |                    | <u>\$ 475.00</u> |
|   |                    | -\$ 624.70       |
|   |                    | \$ 29.83         |

DRAFT

Facility

|          |             |                   |              |
|----------|-------------|-------------------|--------------|
| NJP&RD X | pool rental | [\$1,600.00]      |              |
| NJP&RD X | dumpster    | <u>[\$165.00]</u> |              |
|          |             |                   | [\$1,765.00] |

Misc.

|                  |                         |                 |           |
|------------------|-------------------------|-----------------|-----------|
| Costco X         | radios                  | \$ 159.98       |           |
| Costco __ [D.F.] | duct tape               | \$ 12.99        |           |
| King Soopers X   | batteries               | \$ 26.14        |           |
| Office Max X     | power strip             | \$ 9.99         |           |
| Office Max X     | computer desk supplies  | \$ 5.50         |           |
| Office Max X     | duct tape/register tape | \$ 29.67        |           |
| Walgreen's       | batteries               | <u>\$ 28.67</u> |           |
|                  |                         |                 | \$ 272.94 |

**TOTAL EXPENSES: [\$ 4,604.29]**

**NET INCOME: [\$ 9,363.71]**

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**BREAK OUT**

|                            |                     |
|----------------------------|---------------------|
| Concessions                | \$ 1,858.50         |
| Minus concession expenses  | <u>-\$1,619.73</u>  |
|                            | \$ 238.77           |
| Minus hospitality expenses | <u>\$ 29.83</u>     |
|                            | \$ 208.94           |
| <br>                       |                     |
| Programs                   | \$ 970.00           |
| Minus printing             | <u>-\$ 361.63</u>   |
|                            | \$ 608.37           |
| <br>                       |                     |
| Entries                    | \$11,139.50         |
| Minus all other expenses   | <u>-\$ 2,593.10</u> |
|                            | \$ 8,546.40         |
| <br>                       |                     |
| MI Sports                  | \$ _____            |

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**[\$ 9,363.71]**

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**ATTACHMENT 3**

**PENTATHLON**

**April 15, 2007**

INCOME

| <u>AREA</u>               | <u>GROSS<br/>INCOME</u> | <u>INCOME</u>     |
|---------------------------|-------------------------|-------------------|
| <u>Entries</u>            |                         |                   |
| Event fees (all teams)    | \$6,060.00              |                   |
| \$2 surcharge (NJST only) | <u>\$ 170.00</u>        |                   |
|                           | \$6,230.00              |                   |
| <u>Programs</u>           |                         |                   |
| Sales                     | \$553.00                |                   |
| Minus starting bank       | <u>-\$200.00</u>        |                   |
|                           |                         | \$353.00          |
| <u>Concessions</u>        |                         |                   |
| Sales                     | \$900.12                |                   |
| Minus starting bank       | <u>-\$200.00</u>        |                   |
|                           |                         | <u>\$700.12</u>   |
|                           | <b>GROSS INCOME:</b>    | <b>\$7,283.12</b> |

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EXPENSES

| <u>PAID TO</u>     | <u>FOR</u>                     |                  | <u>AMOUNT</u> |
|--------------------|--------------------------------|------------------|---------------|
| <u>Programs</u>    |                                |                  |               |
| Office Max X       | meet programs                  |                  | \$104.00      |
| <u>Awards</u>      |                                |                  |               |
| Hasty Awards X     | awards                         |                  | \$602.75      |
| <u>Concessions</u> |                                |                  |               |
| Costco X           | muffins/bagels/fruit           | \$ 94.75         |               |
| Sam's X            | drinks/candy/ice/misc          | \$329.16         |               |
| Santiago's X       | 30 breakfast burritos          | <u>\$ 52.50</u>  |               |
|                    |                                |                  | \$476.41      |
| <u>Hospitality</u> |                                |                  |               |
| Costco X           | drinks/cooler/misc             | \$365.87         |               |
| Walmart X          | baking supplies                | \$27.49          |               |
| Safeway X          | baking supplies                | \$24.68          |               |
| Tuesday Morning X  | coffee maker                   | <u>\$43.21</u>   |               |
|                    | Subtotal Hospitality Expenses: | \$461.25         |               |
|                    | <u>Subtract Donated Cash</u>   | <u>-\$595.00</u> |               |
|                    |                                |                  | -\$133.75     |
| <u>Facility</u>    |                                |                  |               |
| NJP&RD X           | pool rental                    |                  | \$800.00      |

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Misc.

Office Max X computer desk supplies \$19.18

**SUBTOTAL EXPENSES: \$1,868.59**

Payment to Suburban League

Entries (not including \$2 surcharge) \$6,060.00

Minus pool rental cost \$ 800.00

\$5,260.00

**TOTAL EXPENSES: \$7,128.59**

**NET INCOME: \$154.53**

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**BREAK OUT**

|   |                    |                    |
|---|--------------------|--------------------|
| Concessions   | \$700.12           |                    |
| Minus concession expenses                               | <u>-\$476.41</u>   |                    |
|   | \$223.71           |                    |
| Minus hospitality expenses                              | <u>+\$133.75</u>   | \$357.46           |
| <br>  |                    |                    |
| Programs  | \$353.00           |                    |
| Minus printing  | <u>-\$104.00</u>   | \$249.00           |
| <br>  |                    |                    |
| Entries   | \$6,230.00         |                    |
| Minus all other expenses                                | <u>-\$1,421.93</u> |                    |
|   |                    | <u>\$4,808.07</u>  |
| Subtotal without accounting for Suburban League Payment | \$5,414.53         |                    |
| <br>  |                    |                    |
| Minus Payment to Suburban League                        |                    | <u>-\$5,260.00</u> |
|   |                    |                    |
|   | <b>NET INCOME</b>  | \$154.53           |

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**ATTACHMENT 4**

NJPR Report

May 17, 2007

Stephanie Urbanowicz

Project Update

1. Garrison St.:
  - a. Initial architectural plan completed by PRS who worked on APEX project
  - b. Will include 2 indoor fields and a permanent gymnastic gym in rigid fabric building. Traditional construction will house lobby, lockers
  - c. No pool on site just a Splash Fountain
  - d. Will move ahead with civil engineering work up and construction evaluation
2. Community Rec Center - repairs done by Saturday following the meeting
3. Arvada Tennis Center – Plans approved and construction starting
4. **Meyers Pool**
  - a. **Revision of plan to remodel entry – door replacement only**
  - b. **Remodel lobby bathrooms**
  - c. **Update lighting to more energy efficient system**
  - d. **HVAC update planned for June 2007**
  - e. **Extra funds from planned lobby redesign reallocated. Stephanie U from NJST requested that other projects at Meyer’s pool be looked at to use the funds especially the repair of the garage doors. Mike Miles will investigate but thought that was a reasonable plan.**
5. Apex roof still leaking – ongoing issue
6. Majestic View Tennis Center renovation in process will add tennis lessons and programming at this city site.
7. Spin Room at Apex will test on Friday following meeting and start classes following that.
8. Outdoor hard surface practice area to be added for Arvada hockey at Apex cost and supervision to be provided by the association.

Next meeting cancelled.

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**ATTACHMENT 5**

**Fundraising**

**Board Report June 4, 2007**

**Jeff Geist/Stephanie Urbanowicz**

**Fundraising Activities**

- **June meet raffle-** Discuss at meeting.
- **Script Program** – No new information at this time
- **No new fundraising activities currently planned** – discuss at board meeting expectations of fundraising for the fall as it relates to support of team in lieu of fees

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**ATTACHMENT 6**

**CARMEN'S JUNE COACH'S BOARD MEETING REPORT**

**CARMEN'S JUNE BOARD MEETING REPORT**

**Swimmer Numbers:**

| <i>Group</i>  | <i>Total # of Swimmers</i> | <i># of New Swimmers</i> | <i># of Lost Swimmers</i> | <i>Last Year's Total</i> |
|---------------|----------------------------|--------------------------|---------------------------|--------------------------|
| <i>Gold</i>   | 3                          |                          |                           | 5                        |
| <i>Black</i>  | 12                         |                          |                           | 6                        |
| <i>Silver</i> | 11                         |                          |                           | 13                       |
| <i>Yellow</i> | 1                          |                          |                           | 3                        |
| <i>Aqua</i>   | 5                          |                          |                           | 2                        |

**Time Standard Qualifiers:** Swimmers are noted according to their age at the time of the upcoming meet.

| <i>Meet / Time Standard</i> | <i>8&amp;UG (1)</i> | <i>8&amp;UB (2)</i> | <i>9/10G (1)</i> | <i>9/10B (1)</i> | <i>11/12G (2)</i> | <i>11/12 B (3)</i> | <i>13/14G (7)</i> | <i>13/14 B (8)</i> | <i>15+ G (3)</i> | <i>Total</i> |
|-----------------------------|---------------------|---------------------|------------------|------------------|-------------------|--------------------|-------------------|--------------------|------------------|--------------|
| <i>Silver State</i>         |                     | 2                   |                  | 1                |                   |                    | 5                 |                    |                  | 8            |
| <i>JO / State</i>           |                     |                     |                  |                  | 2                 | 3                  | 2                 | 6                  | 1                | 14           |
| <i>Zones</i>                |                     |                     | 1                |                  |                   | 1                  |                   | 2                  | 2                | 6            |
| <i>Sectionals</i>           |                     |                     |                  |                  |                   |                    |                   | 2                  | 2                | 4            |
| <i>NRT</i>                  |                     |                     | 1                |                  |                   |                    |                   |                    |                  | 1            |
| <i>State Records</i>        |                     |                     |                  |                  |                   |                    |                   |                    |                  |              |

**Swim Meet Performance:**

| <i>Date</i> | <i>Meet</i>      | <i># of Swimmers</i> | <i># of Swims</i> | <i>Best Times</i> | <i>% B.T.</i> |
|-------------|------------------|----------------------|-------------------|-------------------|---------------|
| 5/19&20     | NJST May LC Open | 19                   | 146               | 89                | 61%           |

**Travel:** Long course state in Grand Junction.

**Work Out Schedule Notes:**

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Summer schedule begins June 4 for age group groups.

**Notes:** None

**New Business:**

Item #1

I would like to amend the bylaws to state individuals running for the board must have been on the team at least two years if they have jumped from another team to NJST.

Rationale: There is a family out there who has now been part of four teams and their oldest child is 14. This family was on the board of two teams during which the team was destroyed, just as they left. A member needs to know and understand the atmosphere of NJST before leading the team so the team does not run into discontent due to philosophical differences. The coaches I have spoken with regarding this matter believe it is a very good idea in order to maintain the consistency, growth and integrity of the team. I believe this needs to take place prior to elections this fall.

Item #2

The NJP&R purchased 10 lane lines from the School of Mines to use for longcourse set up this summer. Beth Graf would accept a 50/50 split on the cost of the lane ropes, which would be \$250. I propose we split the cost of the lane lines with the NJP&R and issue them a check for \$250.

**Monthly Goals: May Goals**

|   |  |
|---|--|
| Emphasize technique and skills in practice  |  |
| Watch all age group practices               |  |
| Update TM with new information and swimmers |  |
| Update website                              |  |

**Monthly Goals: June Goals**

|   |  |
|---|--|
| Emphasize technique and skills in practice  |  |
| Watch all age group practices               |  |
| Update TM with new information and swimmers |  |
| Update website                              |  |

**2006 / 2007 Goals**

|   |  |
|---|--|
| More emphasis on kicking in practice.                                       |  |
| Team building including sportsmanship, leadership and practice environment. |  |

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|  |  |
|--|--|
| Perfect practices skill wise.  |  |
| Maintain current swimmer database on Team Manager.                                   |  |
| Send registration to CSI electronically as new members join the team.                |  |
| Get entries to other teams in a timely manner without errors.                        |  |
| Attend NJST Board Meetings when not on a swim trip.                                  |  |
| Give copies of meet entries to each participating coach.                             |  |
| Maintain open lines of communication with swim parents.                              |  |
| Put out monthly team newsletter.   |  |
| Keep Lori Brown current on group changes from gold, black and silver for email list. |  |
| Keep Evelyn informed of changes in groups for database.                              |  |