

## DRAFT

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

#### **HELD:**

This regular meeting of the Board was held on Tuesday, March 13, 2007, at 7:30 p.m. at the Meyers pool. The agenda for this meeting is Attachment 1.

#### **ATTENDANCE:**

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

Also present for a portion of the meeting were Evelyn Brown, team Business Manager, Ruth Carter (re meal donations for meets) and Laura Arcilise (re meet concessions).

#### **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 Tuesday, February 13, 2007.

#### **FINANCIALS**

The Board reviewed P&L statements (i) as of February 2007, (ii) covering January 1 through March 10, 2007 and (iii) covering January 1 through March 10, 2006 (for the purpose of comparison). The Board reviewed Balance Sheets as of (i) February 28, 2007, (ii) March 10, 2007 and (iii) March 10, 2006 (for the purpose of comparison). In reviewing the P&L Statements, the Board determined that deposits from the Short Course State Meet had not yet been made and could be on the order of \$14,500. If this amount were added in, net income as of March 10, 2007, would be more in line with net income as of March 10, 2006. The Board accepted these statements.

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### **TEAM/COMMITTEE MEMBERS ADDRESS THE BOARD**

1. Ruth Carter reported on the following:
  - a. Noodles and Company was very pleased with the outcome of its donation of meals for the Short Course State Meet. Its Saturday business was the best ever and its Friday and Sunday business was strong as well. This was attributed to Noodles and Company's participation in, and exposure at, the meet. Heather Quick had provided Noodles management with information about the meet schedule, including when the breaks in the meet were, which allowed Noodles to arrange for appropriate staffing. Noodles would like to contribute for the upcoming meets (April, May and June 2007) and Heather has provided preliminary information.
  - b. Panda Express is interested in doing more (it only donated meals for 20 at the Short Course State meet), but needs to coordinate with its corporate office.
  - c. City Pizza remains interested in providing meals. Wild Oats and Whole Foods also wish to provide food for our meets.
  - d. Ruth is checking with Chipotle about getting meal coupons for heat winners.
  - e. Heather went to each of the meal donors and showed them how their information appeared in the meet program. This was a good way to confirm for the donors that NJST followed through on its commitments to these donors.
  - f. Ruth also reported that the team would hold a raffle at the June meet. Still checking on additional prizes.
2. Laura Arcilise provided feedback on several areas where the Board can help to make concessions and hospitality operate more smoothly and volunteering in these demanding less burdensome:
  - a. Communication – there is a lack of information about meets sufficiently in advance to assist concessions' and hospitality's preparation (e.g, meet size, when a surge of people is expected, when we would expect to serve meals, etc.). We discussed inviting Laura to Board meetings when the Board expects to discuss meet planning. Stephanie suggested forming a meet committee and developing a meet profile sheet that would have information relevant to these volunteer functions, completed/updated as far in advance as possible and provided to the leads for concessions and hospitality. Laura also asked that the Board meeting dates and times be posted on the website so she can check on that if she wants to attend. Carmen will follow-up on this.

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- b. Staffing – these functions are continually understaffed. The jobs are difficult and demanding. When few people volunteer it is that much harder and people don't want to volunteer again. There is not sufficient help for set up and tear down.
  
- c. Complaints – people with complaints come to concessions. They need help in this area.
  
- d. Donations and Supplies – the donation of goods does not always work out. People sometimes volunteer to donate items, but fail to. People sometimes donate quantities that are so small as not to be useful for the volume concessions and hospitality have to deal with. The Board agreed that it may be worthwhile to push for cash donations from member families so that Laura and Sharon are able to purchase the items they need, in the quantities needed. We will need to look at the number of families and the amount of money needed when deciding on how much to ask for as a minimum donation. Laura explained the difficulty of shopping for large, heavy items such as water and soft drinks, often by herself. Evelyn suggested that the team purchase beverages from the group the District purchases from. They cost a little more, but will deliver to the pool and have been accommodating in the past with putting the drinks wherever we need them placed at the Meyers pool.
  
- e. Splitting Money between Hospitality and Concessions – Laura explained that this is a hardship and makes the job more difficult than it needs to be. She and Sharon often back each other up with items one has and the other needs. They also shop for each other at times. Keeping the dollars separate is difficult.
  
- f. Meet Programs – Laura said that selling meet programs for a small meet isn't too difficult. However, large meets (especially prelim/final meets where there are new heat sheets at every session) are unmanageable for concessions with all the other activity they already have.
  
- g. Feedback – Laura would like to get feedback on how concessions has done at each meet. We discussed providing the meet financial report Ronnie has developed.
  
- h. Attachment 2 is a synopsis of concerns provided by Laura and Sharon Roybal

## **PRESIDENT'S REPORT**

1. State Meet Follow-up. Dawn has not received much feedback on the success of the meet. She thought that having the rented bleachers where the trampoline

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normally sits added to congestion at the corner. Something to consider for the next time we rent bleachers. Dawn asked that thank you notes be sent to the volunteers. Bridgette and Mitch Menezes will work on that, but need the list of folks to thank.

2. Upcoming NJP&R Meeting. Dawn plans to attend, although it appears that not much will be discussed that relates to the team.

## **DIRECTOR ITEMS**

1. Treasurer's Report (Ronnie May). Dawn Fredette will prepare the meet report for the Short Course State Meet.

2. Website and Sponsorship. Mitch communicated with Stacie Staub regarding (i) taking down the draft NJST website she set up on her company's server, (ii) NJST's plan to use the [www.northjeffcoswimteam.org](http://www.northjeffcoswimteam.org) URL for the team website that Carmen Babcock, team webmaster, updated on the Lornet servers, and (iii) providing the Board with administrative information to permit the Board to control the upkeep of the registration for the URL. Stacie responded with her willingness to accommodate the Board's requests. After speaking with Ruth, Mitch drafted a short meal donation agreement. Restaurants may not want to use an agreement in this form, or at all. Ruth and Heather should provide feedback to Mitch and discuss what kind of arrangements the donors would like to establish with the team.

3. Fundraising Report (Jeff Geist and Stephanie Urbanowicz). Jeff and Stephanie's report is Attachment 3. Stephanie echoed the report provided by Ruth regarding meals that were donated for the state meet. Ticket sales are underway for the Spring Spin at Elitch Six Flags on April 22, 2007.

The Board accepted each of the reports described above.

## **COACHES' REPORTS**

Carmen Babcock's report is Attachment 4. No reports were provided by Brett, Eric or Ashley. Becky's report is incorporated into Carmen's report. One item included in Carmen's report is that the Long Course State Meet has been moved from Colorado Springs to Grand Junction.

The Board accepted Carmen's report.

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### **PAST/ONGOING ITEMS**

1. April, May and June Meets. Dawn will check with Sharon Roybal to see if she will coordinate the meet volunteers for these meets. She will also check on who will manage hospitality for these meets.
2. NJP&R Community Cleanup Day, March 31, 2007. The consensus is that the team should be represented at this event, as the cleanup focuses on the Meyers pool. The Board discussed having a pizza party after the clean up is done. We should request that those who wish to join in the pizza party contribute a few dollars per person. Some of the team will be gone this weekend at the Far Westerns Meet in California.
3. Swim Safe Swim Fun Fair, April 28. This is an event for the exploration of summer water programs sponsored by the NJP&R District. The Board discussed having a team table at the event staffed by coaches – perhaps Eric and Brett for two hours and Carmen and Ashley for two hours. We could have flyers and team tattoos at the table. Carmen may try to organize a relay as a demonstration of some of the swim fun.
4. The Pond Summer Lessons/Swim Team. The Pond HOA came back to Brett and advised it is no longer interested in pursuing this activity.

### **NEW BUSINESS**

Attachment 5 is a report from Ken Pacheco regarding certain equipment matters after the Short Course State Meet. The Board tabled discussion of these matters until the full Board is present.

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**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.

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Secretary of the NJST Board

Attachments:

1. Meeting Agenda
2. Synopsis of Analysis by Concessions and Hospitality Coordinators of State Meet Operations
3. Fundraising Report
4. Coach Carmen Babcock's Report
5. Ken Pacheco's Report re Equipment Matters

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**Attachment 1**

**AGENDA**

Monthly Meeting of the North Jeffco Swim Team

Date: Tuesday, March 13, 2007

Time 7: 30 p.m.

Location: Meyers Pool  
7900 Carr Drive  
Arvada, CO 80005

1. Call to Order
2. Approval of Minutes
3. Team/Committee Members Address the Board
  - a. Ruth Carter - Noodles & Company sponsorship, Elitch's, etc.
  - b. Laura Arcilise – Concessions matters
4. Financials/Budget – Evelyn
5. Potential Grant Awards - Evelyn
6. President's Report
  - a. State meet follow-up
  - b. Upcoming NJP&R meeting – Dawn will attend
7. Director Items/Reports
  - a. Ronnie (absent)
    - i. March meet report – Dawn is preparing
    - ii. Bylaws and financial methods committee reports - Table
  - b. Mitch
    - i. Restaurant sponsorship agreement (see Mitch's email)
  - c. Bob (absent)
  - d. Jeff and Stephanie
    - i. Jeff's report from District meeting
    - ii. Summary of feedback on matters involving Hospitality, meal donations, and Concessions
    - iii. Fundraising
  - e. Meet Director
8. Coaches Reports and Newsletter
  - a. Brett
  - b. Carmen

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- c. Ashley
  - d. Eric
9. Past/Ongoing Items:
- a. April, May and June meets
    - (i) Meet workers – Sharon has sent out April list; also handling May/June?
    - (ii) Hospitality
      - Sharon is training new people during April/May meets for June meet
      - meal donations?
    - (iii) Concessions – discussed above with Laura
    - (iv) Raffle items?
    - (v) Additional meet items
  - b. NJP&R Community Cleanup Day, March 31 – Sharon Roybal has provided flyer
  - c. Swim Safe Swim Fun Fair, April 28 – Sharon has not yet seen flyer
  - d. The Pond summer lessons/swim team – Brett
10. New Business
- a. Equipment Matters (see Ken Pacheco email)
11. Other Business (?)
12. Adjournment

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**Attachment 2**

**Synopsis Of Analysis By Concessions And Hospitality Coordinators Of State Meet Operations**

**Communication about numbers and scheduling. Who will be here and when? When should they expect to serve the most food (hospitality & concessions)? How can we make our #'s realistic?**

**Concessions need to evaluate staffing levels and the times of the shifts. These may not coordinate with the other workers shifts.**

**Both see the opportunity to work together to improve efficiencies, i.e shopping, staffing, food items.**

**Consider the future...who are we grooming to pass or share the responsibilities of these areas**

**Specific to concessions is the program sales issue**

**Laura will be at our meeting to discuss her perspective on concessions in further detail**

**5.1**

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### **Attachment 3**

March Fundraising Report – Stephanie Urbanowicz and Jeff Geist

**Donated Meals for State** - Still compiling final data on what was actually donated and what advertising was requested and given. We will continue to work with Ruth, Heather, Cindy and Sharon to provide a more complete overview.

Heather and Ruth met and discussed donations for future meets. Noodles and company has agreed to be a "permanent sponsor" for all meets in the future. Heather will be contacting Mitch regarding a banner. His comment to donate puts him in the \$1500 donor category. Also Noodles was very happy. He did his largest all time sells on Saturday of the meet. The other two days were also good. The team is still working with Noodles & Company see Restaurant Agreement provided in Mitch's report.

Wild Oats/Whole Foods has also asked for a partnership for future meets. Whole Foods needs a 10-week advancement for donations. Heather will be contacting them for the June Meet early next week. She will find out what and how much they are willing to donate.

Panda Express has also expressed willing to do a meet on a large scale. The manager at the 100th & Wadsworth was not able to contact their corporate office prior to the State meet. Heather will give her the dates of the upcoming three meets. She will let us know which meet she can do for a "complete" meal. At the State meet she was only able to provide enough to feed 20.

There has also been concern over the number of meals we paid for. Also, we need to make sure we don't have the same type of foods for lunch and dinner.

We will venture to places such as Boston Market, Kentucky Fried Chicken, etc.

#### **Raffle for State**

Ruth and Heather are planning for a large raffle during the June meet and small ones during the other two meets

#### **Script Program**

No new information at this time

#### **Elitch Spring Spin**

- April 22, 2007
- Ruth Carter has tickets.
- Will send request for groups reps to help sell tickets
- Ruth needs to send copy of flyer to Carmen to post on website and to provide information for the April newsletter

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**Attachment 4**  
**CARMEN'S MARCH 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>	10	1 from yellow	3 to red	15
<i>Black</i>	14	6 from white	1 to silver	6
<i>Silver</i>	11	1 from black		15
<i>Yellow</i>	9	1	1 broken arm	8
<i>Aqua</i>	12			11

**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 (4)</i>	<i>8&amp;UB (3)</i>	<i>9/10G (4)</i>	<i>9/10B (1)</i>	<i>11/12G (2)</i>	<i>11/12 B (4)</i>	<i>13/14G (6)</i>	<i>13/14 B (5)</i>	<i>15+ G (1)</i>	<i>Total</i>
<i>Silver State</i>		1		1			3			5
<i>JO / State</i>					2	4	3	5	1	16
<i>Far Westerns</i>			1			4	1	4	1	11
<i>Zones</i>			1			1		2	1	5
<i>Sectionals</i>							1	1	1	3
<i>NRT</i>										
<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>
2/23-25	Silver State	13	62	41	66%
3/2-4	State	15	125	96	77%

**Travel:**

Far Westerns arrangements have been made and given to coaches and swimmers. Black and silver group swimmers will get the week off as it corresponds with Jeffco schools' spring break.

**Work Out Schedule Notes:** There were a lot of lane cancellations leading into the state meet and sectionals.

**Notes:**

- All equipment for Dartswim which has been donated by the Lungers is purchased and being put together. A bill to the team will be put together along with two sets of receipts so the team can bill the Lungers and provide receipts.
- Continuing work with Brett and Ashley on the age group level to the IMX Camp in April.
- This past 14 & U state meet was the best I have ever been part of. The swimmers swam out of their mind. According to the psyche sheets NJST was supposed to be in 5<sup>th</sup> place and 500 points out of 4<sup>th</sup> place. At the end of the meet, 4<sup>th</sup> place was within 50 points.
- Silver state went much the same as state. There were 22 new state times made at silver state and all the swimmers had a great meet.
- There are six new swimmers to the black group from the white group. It's good to have new blood. The transition of all the swimmers to their new groups has gone good.
- Brett and I have decided this summer a travel meet is not in the best interest of fast championship meet swimming. In lieu of a travel meet, Brett and I are looking into a team raft trip. The full LC meet schedule was listed in the newsletter and is posted on the website.
- The LC State meet has changed venues from Colorado Springs to Grand Junction. A team hotel will be set up if possible and information sent to the team.

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9. Taking 11 swimmers to Far Westerns from orange, silver, black and national groups.

**New Business:** None

### Monthly Goals: February Goals

Get input from coaches on summer practice schedule	No
Get input from coaches on summer competition schedule	Yes
Get input from coaches on summer travel meet	Yes
Update TM with new information and swimmers	Yes
Put together state relays and send to team	Yes
Update website	Yes
Watch all age group practices	Yes
Emphasize technique and skills in practice	Yes
Send state and silver state entries to parents	Yes
Get Dan Lunger fund donation ordered	Yes

### Monthly Goals: March Goals

Emphasize technique and skills in practice	
Watch all age group practices	
Update TM with new information and swimmers	
Update website	
Get out goal sheets for Long Course	

### 2006 / 2007 Goals

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

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### **Attachment 5**

**From:** kandc30@aol.com [mailto:kandc30@aol.com]

**Sent:** Sunday, March 11, 2007 9:38 PM

**To:** mitchmenezes@comcast.net; rmroybal@msn.com; brettstoyell@hotmail.com; swimshady7@yahoo.com; dawnjfred@yahoo.com; drdjmay@comcast.net; JEAEBrown@comcast.net; marylutito@comcast.net; Stevie\_mu@msn.com

**Subject:** Equipment remarks

From the State Meet:

#### **Sound**

An official told me that people could not hear the announcements being made in some areas of the pool. People were also asking if there would be a way for the announcements to be projected in the hall area.

Question: Is this an issue we want to pursue? This will require follow up with the company we bought the sound system from to get more information. Is there any way to add in an extra speaker? As far as the hall way goes, we would have to tap into the speaker system. We have tried this in the past with no success. Again, we need to see what the limitations of our current system are.

We may just need to test out different placements of our speaker system and place the speakers at different locations. (This action costs nothing)

#### **Mats**

Our green mats are in bad shape and some have been thrown away. We need to look into replacing the mats. The mats we borrowed from the Denver Athletic club were great. They saved us on the new blue paint area what was very slippery when wet. Even though Parks and Rec said they used none slice paint is was very slippery. Should we look into this type mat or just go with the green carpet we got from home depot. (Guess we need to get some prices before this can be answered.)

#### **Pickles**

Lost several pickles at the meet. I will follow up and try to order some switches. (Last check they were \$12 per switch with a minimum order. A new pickle is up to \$40) We also need to pick up some of the two plug connectors from Radio Stack.

#### **Velcro Strips**

Some of the Velcro strips need to be re-glued. We need to buy the Velcro material and the liquid nails to do the re-glue. The strips may also require filing, sanding and cleaning before the re-glue.

#### **Radios**

This meet the meet marshals used radios. Do we need to order more radios for the meet marshals?

Ken