



**MINNESOTA  
SWIMMING**

## **MINNESOTA SWIMMING, INC. BOARD OF DIRECTOR'S MEETING**

Minutes 21 September 2010 **Draft**

Call to Order - 7:31 pm

### **Executive Board Members**

#### **Present**

Natalie Kuramoto-General Chair  
Jim Hanton-Administrative Vice-Chair  
Dennis Dale -SR Coach Rep.  
Van Donkersgoed -SR Athlete Rep.  
Terri Meeks-Finance Vice Chair  
Eric Seversen-Age Group Vice Chair  
Dave Bentz -Jr Coach Rep.  
John Bradley-Senior Vice Chair

### **Appointed Executive Board Members non-voting**

**Present** Michael Gibbons-Legislative - Chair

### **Other Elected Board Members (voting)**

#### **Present**

Kelly Czech-Secretary  
Paul Lundsten-Ex-Officio Member

#### **Absent**

Stephanie Fix- Safety Chair  
Phil Smith- Technical Chair  
Rick Biggs-Officials Committee Chair  
Matt Chida- JR Athlete Rep

### **Appointed Standing Committee Chairs (non-voting)**

#### **Present**

Sheryl McGuire-Sanction  
Dave Bentz-Camps Coord  
Jim Hanton- Policy Manual  
John Witzel-Nominating Chair  
Chris Whipple-Equipment Chair  
Cassy Shapley- Registration Membership Coord/Office  
Michael Bougie-Times/NTV/T-16  
Catherine Grant-Board of Review

#### **Absent**

Kim Bettcher-Public Relations  
B. Robrock, P. Anderson-Central Zone  
Paul Windrath-Web Master  
Kate Lundsten-Records Chair  
Denise Carlson-Disability Chair  
Tom Kuzmich – Diversity Chair

### **Others Present:**

Olga Espinosa – SCSC  
Bryna Lester – HOP  
Bob Pearson – MAC  
Rocky O’Neill – BDOG  
Carl Schulze - WOLF

### **Approve Previous Minutes**

July 2010 minutes read and corrected. Motion to approve minutes as modified- Hanton, Second – Lundsten. Motion passed.

### **Finance Report**

Terri Meeks provided the July and August financial reports. Discussion regarding having excessive revenue from fees and what we can do about possibly returning any of this money to swimmers or clubs. Several comment that this is part of the strategic plan we need to define. It will give us a policy to follow in the future.

### **Approve Consent Agenda**

John Bradley pulls Senior vice Chair report.

Point of order from Bob – any report with issues should be pulled, so in this case General Chair, Sr Vice Chair, age Group Vice Chair, Safety Coordinator, Central Zone Meet, Policy Manual Updates.

Hanton motions to accept consent agenda. Second- Donkersgoed. Motion passed. Pulled reports will be discussed in new business.

### **New Business**

#### A) Waiver of fines – Hanton

In July 2009, Alexandria had a lake swim with a large number of unregistered swimmers, mostly from the Alexandria club. The club never actually registered the swimmers, and a fine of \$1400 was directed toward the club. The fine has not been paid to date.

There is a new coach and new board for the Alex swim club now. New board president has requested that the fine be waived due to the club being financially unable to pay. The club is the only club with a bid in for the fourth A/B Finals meet for the short course season. However, MSI’s policy is that it will not sanction a meet for a club if the club owes money to MSI, so this needs to be resolved.

Hanton moves that the fine be waived. Bradley seconds. Discussion points:

- Alex’s coach is unable to attend tonight but they are sending 2-3 people to the club leadership meeting.
- There was a sanctioned race there again this year with no issues. (Note that MSI should not have sanctioned this event, but the fine issue was mistakenly overlooked.)
- This is a major violation and we need to be consistent with enforcing fines, despite a club’s inability to pay.
- Two other clubs were involved. One (Richfield) paid the fine, the other (Red Wing) had a legitimate explanation and the fine was waived.
- The club is trying to remedy past issues and move forward. Can we reduce the fine? Can they pay it from this year’s proceeds?
- Some urge defeat of motion and it would entail changing policy “on the fly.” The club can always appeal the fine.
- However we gave Foxjets half of their very late reimbursement request, so we need to be consistent in that way too. Strictly going by policy, they were not entitled to the half they received, but we gave it to them anyway.

Vote on motion to waive fine: One in favor, all others opposed. Motion is defeated.

Hanton will talk to the Alex club and explain their options.

B) Facility Funding Policy – Hanton

Hanton suggests skipping this for the moment.

C) Executive Director Position Description and Hiring Plan-Hanton

Committees met and came up with a report stating that we need a position to help MSI move smoothly and provide consistency in leadership since the board turns over frequently.

Hanton moves to approve proposed job description and to post it for candidates. Meeks second.

Discussion points:

- Friendly amendment from Bob – we need a posting date and location. Jim says the plan is to post on the MSI web site until October 15.
- Discussion of possible salary. Executive director salary range of other LSCs, and other youth organizations with similar missions is \$35,000 to \$95,000. It is very difficult to directly compare organizations as they all operate differently. Dennis would like to see a breakdown of which LSCs have an executive director, how many members those LSCs have, and what that executive gets paid.
- Jim – this position will be key in accomplishing some of the items that have not been getting attention. Volunteers are already doing what they can. It's a transitional position to get MSI through the next 12 months. After that, we may or may not need this person.
- Dennis thinks once we have this person in place (if we do), there will be no going back to not having one.
- Natalie reminds us that there is no wiggle room on the February 2012 completion date for LEAP, and that the board will turn over again before that date.
- Paul wonders if we need to do this by October 15. Is there a reason to hurry?
- This motion is not a hiring decision. There are still questions and concerns, but there is a lot of work that needs more attention than it is getting. Also, there is someone who has mentioned being interested in this position.
- Jim says we have made the decision that an executive director is part of the strategic plan. Now we are trying to implement something the board has already decided on. If we are reconsidering the position, then the whole strategic plan has to be amended. The timeline may be short, but that is somewhat intentional. The purpose of this position is not to replace the work that volunteers are doing, but rather to address the work that is not getting done. We have a student intern available to help, but no one to direct that effort. Also, the LEAP deadline is really more like April, 2011, as some items require approval by USA Swimming's House of Delegates.
- Bob suggests amending the motion to discuss job description only, not the posting. Already seconded. Further discussion.
- Paul – will this person reach out to outstate swim clubs?
- Jim – amend motion to add "#5 Communication – Maintain active communication with member clubs."
- This job description is higher level; specific measurable items will be defined as performance goals.

Vote on amended motion. Motion passes.

Jim moves that the approved job description be publicized to solicit applicants for the position, to be posted as soon as possible with a close date of October 15, 2010. Meeks seconds.

Discussion points:

- Friendly amendment from Paul to change close date to October 31 so that we have another board meeting before the close.
- Jim agrees that we should post on USA Swimming, and also include specific qualifications.

- MUCH discussion about salary and qualifications.
- Jim understands that everyone wants input on this, but reminds us that there is a committee to do this, and they will determine the qualifications and salary range before the job is posted. Also, any hiring has to be approved by the board.

Vote on amended motion. Motion passes.

D) Facility Funding Policy – Hanton.

Motion to table until the next meeting by Hanton. Second by Severson. Motion passes.

E) Summer Nationals Meet Report

How do we want to handle this report going forward? We would like to try to eliminate some of the overlap with the information on the website. We need to publish a report in order to see trends, and also to have them as part of the permanent record. Van is working with kim to develop a plan for what MSI should release. Michael can get the general and LSC report from backups and send to John.

F) Summer 2011 Team Standings

Form is already done. Cassy to post to web site.

G) Safety – Paul Lundsten

The current safety coordinator now lives in Indiana. She is still willing to server in the position but is not really able to be effective from that distance. Paul suggests we fill the position with Bob Pearson. Natalie needs to talk to Stephanie Fix to be sure it is ok.

H) Central Zone Meet report –

Age Group - John Bradley

- Age group team placed third out of six teams in Kenosha.
- John recognizes Brenda Robrock's organizational skills, as he feels she did the work of three people.
- John thanks Rocky for helping Brenda with the meet entry issues.
- Recommendations for next year include online registration, more parent volunteers to help register swimmers during the state meet, and find vendors and get bids earlier (suits, bags, warm ups).

Senior – Eric Severson

- Meet in Bismarck was not a good location choice.
- Eric's group had 8 swimmers but still got third high point.
- Total of 120 athletes in the meet, 28 from Team Minnesota.
- The meet ran at a good pace, and a couple of kids qualified for short course junior nationals.
- There were 15-18 coaches, but Eric is not sure they were all utilized.
- There is a \$100 stipend from MSI for senior zone athletes. The deadline is September 30. John adds that Cassy made a form that can be emailed for reimbursements. Send as a Word document, not a .PDF file.

## **Unfinished Business**

None.

## **Unfinished Business – Discussion Only**

- A) A/B Finals fourth site – Issue can't be resolved until the financial issue with Alex swim club is resolved.

## **New Business – Discussion Only**

- A) National Convention – Briefing available at meeting and also on USA Swimming web site. Primary issue is the Child Protection Policy.

Natalie will send a letter to membership with her summary of the convention.

Mallory did well, and is now the Central Zone athlete rep.

All convention reports will be posted to the MSI web site before the October board meeting.

Coaches and non-athlete members have to have a background check and have to take a course on athlete protection.

- B) Winter season concerns

State meet evaluations? These were taken care of at the laswt ASCA meeting (John Bradley)

- C) Other:

Sunday, October 17 is the coaches' safety training. Location is TBD.

Bob proposes that MSI continue to follow Robert's Rules of Order. Hanton second. No discussion. Motion passes.

## **Executive Officers' Reports**

See attachments

### **Adjourn:**

Motion to adjourn

Motion: Lundsten, Second Donkersgoed

Motion passed

9:27 pm

Respectfully submitted,

Kelly Czech, Secretary