

Ohio Swimming, Inc. Board of Directors Meeting

Conference Call – December 12, 2016 8:00 pm

APPROVED MINUTES

1. Call to Order and Roll Call @ 8:08

BOD members:		BOD Members:		BOD Members:	
General Chair – David Back	x	Senior Athlete Rep – Jessica Zaper		Safety Coordinator – John Pristash	x
Admin Vice Chair – Anne Lawley	x	Junior Athlete Rep – Kierstyn Cassidy	x	Sanctioning Chair – Anissa Kanzari	x
Senior Vice Chair – Chris Hadden		Ath Rep (C) – Owen McQuaid		Disability Swimming Chair – Jim Peterfish	
Age Group Vice Chair – Todd Billhimer	x	Ath Rep (NW) – Regan Bohm		Officials Chair – Pam Birnbrich	x
Secretary – Mark Johnson	x	Ath Rep (SW-D) – Katrina Kanzari		Technical Planning Chair – Steve Nye	x
Treasurer – Terry Anchrum		Ath Rep (SW-C) – Peter Breissinger or Taylor Contino		Safe Sport Chair – Mike Yeager	x
Coaches Chair – Kris Moellenberg	x			Diversity/Inclusion – Bernard Vrancken	
Coaches Rep – tbd					
Committee members:					
Chip Carrigan	x	Terry Anchrum			

2. Approve agenda AGENDA **APPROVED**

3. Consent agenda Consent **agenda approved with budget pulled.**

- a. Adoption of Nov 2016 minutes – With Changes. Remove BIO and Forth bullet indicating that the report is not accurate. Amended minutes **APPROVED.**
- b. Adoption of Executive Session minutes. Minutes **APPROVED**

4. Board Reports

- a. General Chair – USA Swimming Governing vs. Management
- b. Admin Vice Chair – Attached
- c. Senior Vice Chair – No Report
- d. Age Group Vice Chair – No Report
- e. Treasurer – Attached
 - Thanks to Kyle Goodrich for his service for past several years. Thanks to Terry Anchrum taking over as Treasurer on an interim basis. We never did get an explanation on numbers difference between Sept budget and current proposed budget. We just discovered that there is a 2016-17 Actuals with the budget that was not approved. This should be first shown to the board and then posted to the web. Budget **APPROVED.**
- f. Coach Representatives – No Report
- g. Athlete Representatives – No Report
- h. Safety Coordinator – No Report
- i. Sanctioning – No Report
- j. Disability Coordinator – No Report
- k. Officials Chair – No Report
- l. Technical Planning Chair – No Report
- m. Safe Sport – attached.
- n. Diversity and Inclusion – No Report

5. Committee Reports

- a. Membership/Registration – No Report
- b. Times/Records – No Report
- c. Open Water – No Report
- d. Outreach Coordinator – No Report
- e. Zone Team Coordinator – No Report

6. Old Business

7. New Business

- a. Meet Marshalls at championship meets. Miami did not have meet marshals present at the Senior championship meet with several incidents. This seems to be a recurring theme from this past summer. This is not new to them. As a board, what should be done. What they are wanting is officials to be meet marshals. They pulled some

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supposed marshals to be timers. Marshals should be clearly identifiable with a florescent vest and not wearing normal street clothes or a staff uniforms. We need to do a better job of getting the word out as to what our expectations are and everyone is held to the same standard. Mike to put together a letter pointing out policies and review by several board members that this affects.

8. Next BOD Meetings – Jan 10, 2017 8 pm
9. Adjournment at 8:58 pm.

Understanding Governance vs. Management



© BoardSource

**Dr. Todd A. Adams,
Board Source Certified Governance Trainer**

Four Types of Boards

- Fundraising board
- Management Board
- Representative Board
- Governance Board

Fundraising Board

- Ability to write big checks
- Relationship to big check writers
- Relationships to Foundations / Grant-making entities
- Symphony / museum boards
- Not really looking for guidance or industry expertise
- **Jim Collins reference:** Buy the boat or the bus

Representative Board

- Diverse make-up and large size
- Elected and empowered by “sections” of the membership
- Decision-making is influenced by lines of accountability
- Conflict is the primary hat is not a board member
- Board work-audit tends to be “receive, review, refer”
- Tension between management decisions vs. governance
- Trend is a lot of committees, task forces and working groups subject to approval by the larger body
- Means to engage multiple stakeholders in a pre-digital era
- **Jim Collins:** Aircraft carrier

Management Board

- Make day-to-day operational decisions
- Minimal professional staff
- Meet frequently
- Homeowners associations, local religious communities, LSC's and Swim Clubs
- Limit the organization's size by the function of the board
- **Jim Collins reference:** Control the bus or boat

Governance Board

- Empowered and elected by the total membership (owners)
- Actions are in the best interest of owners and stakeholders
- Focus on policy creation and accountability
- Written guidelines and clear objectives
- Goal is to empower the “doers / staff”
- Transfer of authority from board to staff
- Focus on policy compliance and strategic thinking
- Board only has committee’s that it needs to do its work: Governance, Finance, Compensation, Executive
- **Jim Collins:** Bus with a focus on right people / seats

Management vs. Governance

Organizations with Management Boards	Organizations with Governance Boards
Limited to no staff	Professional staff with ED/CEO accountable to the board
Day to day operating decisions / actions	Operates w/ policies and guidelines giving direction to staff
Heavy committee structure	Board has committees needed to do the board's work – staff may have program / support committees of volunteers
Meeting focus - work of volunteers	Meetings focus: staff accountability, strategic thinking and monitoring policy
Program creation	Mission creation – strategic and generative thinking
Frequent meetings	Meetings schedule around organizational life-cycle – 2-4 times per year

Role of Management vs. Role of the Board

Management's Role (staff)	Governance Board's Role
Run the organization within the guidelines of the board; Seek the board's counsel; and Keep the board educated and informed	Hire the CEO / Executive Director; Establish goals and objectives; and Establish a process for accountability
Develop and deliver high level goals for board endorsement and implement	Approve high level goals and objectives; hold CEO accountable to these
Frame major decisions in the context of mission, vision, core values and ends statements to the board.	Make major decisions and think generatively
Mobilize directors to leverage their networks and connections	Act as external diplomats, fundraise, and increase community presence

Definition Fiduciary

According to the Council of Non-Profits:

"Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as making sure the nonprofit has adequate resources to advance its mission."

Definition Strategic

According to the Balanced Scorecard

"Strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organization's direction in response to a changing environment."

Definition Carver Governance

Carver model is a system for organizational governance.

Policy Governance defines and guides appropriate relationships between an organization's owners, its board of directors, and its chief executive.

Focus is on ENDS (what) and MEANS (how). Ends belong to the board. Means belong to the staff.

Definition Governance

According to BoardSource:

"To govern is to steer, to control, and to influence from a position of authority. Governance deals with the legitimate distribution of authority throughout a system—whether a country or an organization."

Proposed Common Definition of Governance for USA Swimming

To govern is to lead as a board through clearly defined outcomes (ends) which seek to empower staff to create the process (means) of fulfilling the organization's role within USA Swimming. To govern is to act as a fiduciary body - responsible for the overall mission and resources among which are athletes, volunteers and financial resources, holding oneself to the highest ethical and legal standards by fulfilling the duties of care, loyalty and obedience. To govern is to empower staff through clearly defined policies. To govern is a commitment to think generatively in order that together, we can build the base, promote the sport and achieve sustained competitive success. – Todd Adams, CGT

ADMINISTRATIVE DIVISION REPORT – DECEMBER 2016

Bylaws/Legislation/Rules –

- Group chartered to work on the Term Limits request from HOD. David is leading this effort. Refer to his report.

Elections –

- The following offices are up for election at spring HOD and should be identifying successors if the incumbent is not eligible or willing to serve:
 - General Chair
 - Age Group Vice Chair
 - Treasurer
 - Officials Chair
 - Technical Planning Chair
 - Senior Vice Chair
- The Nominating Committee is meeting the first week in December and will be contacting all incumbents to ascertain whether they will be running again (if eligible) and ask for potential successor they have been working with if they are not running. Slate is due to be published April 1, 2017.

Membership/Registration –

- Still researching possible existing Deck Marshal/Deck Access information that could be used.

Special Events

- The group working on Banquet/Swimposium/SwimJitsu is making steady progress. The following have been identified:
 - Athletes attending (including banquet) – Elizabeth Beisel and Jason Lezak
 - Coaches – 2 tracks:
 - Physiological Track
 - Coaching philosophy
 - Officials – Pam is working on this
 - Jane Grosser will moderate a panel discussion as well as present parent tracks
- All events will be held at the Blackwell. Rooms have been reserved.

Respectfully submitted,

Anne Lawley

Admin Vice Chair

All -

Attached is the 2016-2017 Ohio Swimming Annual Budget for your review ahead of the December meeting. At the December meeting, I will ask that the budget is approved and adopted for FY16-17.

The FY16-17 budget total is \$881,834. After reviewing the details and performing a deep dive, I feel this is a solid target for the fiscal year, given that our FY15-16 expense spending came in at \$762,599. While on the surface, it looks like our budget grew incrementally - and it did - by 14% on the income side and 16% on the expense side. There are a few one-time expense line items in this years budget (Swimposium, Multi-Cultural Meet, et al) that we're not expecting to carry forward annually. Likewise, we had some budget line items that grew and at the same time, some line items actually decreased from the previous year. I will work closely with the budget owners to ensure we stay on track with spending and will seek opportunities to reduce the expense spending where needed.

Fiscal Stewardship is very important to the vitality of any organization. My approach to fiscal stewardship is analogous to the iceberg. As we all know from history, what sank the Titanic isn't what Captain Smith was able to see. Instead, it was what he was unable to see below the water surface. I tend to focus from a fiscal responsibility perspective on the entire iceberg.

Going forward, Kristi and I are targeting to issue the Profit & Loss statement 5-7 days ahead of the monthly BOD call. They will be uploaded to the website and become part of the review packet. If we hit a delay or snag in the timing, I will advise in advance.

Lastly, I want to thank Kyle, Kristi and Erin for all of their hard work, dedication and effort on the budgeting and financials to date.

If you do have any questions regarding the FY16-17 Annual Budget, feel free to reach out to me directly at 513.919.3935 to discuss ahead of the monthly meeting.

Warmest Regards,*Terry A. Anchrum*
Ohio Swimming Inc.
Outreach Chair
outreach@swimohio.com
513.919.3935 (c)

Ohio Swimming
2017 Budget
 September 2016 through August 2017

	Sep '16 - Aug 17
Ordinary Income/Expense	
Income	
Memberships/Dues(USA Swim)	
Athlete(\$69.00)	479,550.00
Club Membership Dues (\$200.00)	13,650.00
Non Athl (\$69.00)	56,925.00
Outreach (\$5.00)	550.00
Seasonal Swimmers (\$35.00)	27,650.00
Total Memberships/Dues(USA Swim)	578,325.00
Other Income	
Approved/Meet Observation Fees	3,000.00
Banquet Income (C1)	7,000.00
Interest and Dividends (Edward Misc.)	60.00
Multicultural Camp Inc (C2)	2,400.00
Official Dues (\$6.00) (C3)	15,000.00
Officials (T-shirts,Badges) C3	1,960.00
Zone Team (C4)	500.00
Total Other Income	72,000.00
Total Sanctions & Meet Revenue	101,920.00
Sanctions & Meet Revenue	
Entry Fees	91,500.00
Facility Fund (Reserved Fund)	57,000.00
Sanctions	2,900.00
Senior Circuit Entry Fees (C5)	4,500.00
Travel Fund (Reserved Fund)	19,000.00
Total Sanctions & Meet Revenue	174,900.00
Savings(From)	26,689.00
Total Income	881,834.00
Expense	
Memberships/Dues Exp.(USA Swim)	
Athlete (\$56.00)	389,200.00
Club Membership Dues (\$70.00)	4,800.00
Individual Non Ath (\$56.00)	46,200.00
Outreach (\$5.00)	550.00
Seasonal Swimmers(\$30.00)	25,280.00
Total Memberships/Dues Exp.(USA Swim)	466,030.00
Operations	
Administrative Review Board	100.00
Administrative Vice Chairman	500.00
Age Group Chairman	100.00
Coach Representatives	
Coach of Yr Clinic, Scholarship	2,000.00
Coach of Yr Plaques	100.00
Total Coach Representatives	2,100.00
Disability Swimming Coordinator	1,030.00
Donations	500.00
General Chairman(Discretionary)	10,000.00
Legal	0.00
LSC Conventions/Clinics/Dues	
Central Zone Dues	100.00
D&O Insurance	1,500.00
House of Delegates Meeting	2,000.00
Recognition Banquet Exp (C1)	17,000.00
Swimposium	10,000.00
USA Membership Board of Dir.	1,680.00
USAS Convention	15,000.00

**Ohio Swimming
 2017 Budget
 September 2016 through August 2017**

	Sep '16 - Aug 17
Workshops	1,120.00
Total LSC Conventions/Clinics/Dues	48,400.00
Officials Chair (C3)	
Background Check	865.00
Background Check Renewals	425.00
Officials Chair (Tshirts&Badges)	360.00
Officials Travel	20,000.00
Subcontract Work	0.00
Wkshops,Meetings,Recog,Training	5,370.00
Total Officials Chair (C3)	27,020.00
Open Water	
Camps	3,000.00
Total Open Water	3,000.00
Outreach/Diversity	
Diversity	4,970.00
Multi Cultural Camp (C2)	16,000.00
Outreach-Gear	6,710.00
Outreach Travel	620.00
Total Outreach/Diversity	28,300.00
Permanent Office	
CC & Electronic Fees	6,135.00
Office Expense	7,585.00
Payroll Expenses	74,605.00
Subcontractor Work	215.00
Worker's Compensation	154.00
Total Permanent Office	88,694.00
Safe Sport Coordinator	470.00
Safety Coordinator	600.00
Secretary	100.00
Senior Vice-Chairman	100.00
Treasurer	
Audit	6,295.00
Tax Prep	2,695.00
Taxes	100.00
Total Treasurer	9,090.00
Total Operations	220,104.00
Swimmer Support	
Awards	
Age Group	15,000.00
Seniors	700.00
Total Awards	15,700.00
Championship (Facility Reserved)	
LC Jr. Olympics	6,270.00
LC Regionals	14,250.00
LC Seniors	6,270.00
Open Water Championship	3,420.00
SC Jr. Olympics	6,270.00
SC Regionals	14,250.00
SC Sr Championships	6,270.00
Championship (Facility Reserved - Other)	0.00
Total Championship (Facility Reserved)	57,000.00
Meets	
Distance Meets	5,000.00

Ohio Swimming
2017 Budget
September 2016 through August 2017

	<u>Sep '16 - Aug 17</u>
Senior Circuit Meets (C5)	9,000.00
Total Meets	14,000.00
Open Water	
Ohio Open Water Cup	500.00
Open Water Champ Meet Subsidy	0.00
Total Open Water	500.00
Senior Travel Fund (Reserved)	19,000.00
Zone Team	
Zone Team-Open Water	2,500.00
Zone Team Team Mgr (C4)	5,000.00
Zone Team - Other	82,000.00
Total Zone Team	89,500.00
Total Swimmer Support	195,700.00
Total Expense	881,834.00
Net Ordinary Income	0.00
Net Income	0.00



Safe Sport Chair Report Ohio Swimming BOD December 2016

To: Ohio Swimming Board of Directors
From: Michael Yeager
Date: December 12, 2016
Re: Safe Sport Report to the BOD

USA Swimming is committed to fostering a fun, healthy, and safe environment for all its members.

Safe Sport Mondays

December's campaign has not been sent yet because we have not received them from USA Swimming, as soon as they are received I will send them out to the following groups.

Send to Lists:

OSI Executive Committee
OSI Board Members
OSI Committee Members
2017 OSI Coaches
2016 OSI Coaches
OSI Head Coaches
2017 OSI Safe Sport Committee

2017 Safe Sport Leadership Conference

The 2017 Conference is our 3rd Safe Sport Leadership Conference. The 2013 and 2015 Conferences were great successes and we are looking forward to bringing you an even better experience in 2017! The theme for this year's Conference is **One Team, One Goal** and it is our objective to send attendees home with tangible, actionable tools that can be employed immediately to create a culture of safety at your club or LSC. This conference is ideal for Zone, LSC and club leadership – we're encouraging coaches and board members to attend together and return home with a plan to foster a Safe Sport environment at their club.

The Conference will be held at the Denver Gateway Marriott, January 22-23, 2017. There is no registration fee for USA Swimming attendees. More information including speaker bios and conference program to come and will be posted at www.usaswimming.org/sslc2017.

Central Zone Safe Sport Call

Agenda
LSC Committee - Does your LSC have one **Yes** - how best to utilize the committee
Club Contacts - Do you have club contacts **Yes, list is over one year old and we are waiting on office staff to update from club applications** - how best to get them - how best to utilize them
Is Safe Sport listed on your LSC website **Yes** - are you listed on your LSC website **Yes**
Meet Marshals - How are they being used in your LSC
Deck Access - How is your LSC management of – documentation?

It was a good call and Ohio Swimming is doing better than most of the zone when it comes to some of the checkpoints that USA Swimming is setting for LSCs.

Respectfully Submitted,

Michael J. Yeager

Michael Yeager
Safe Sport Chair