

October 14, 2015
Board of Directors
Conference Call – Approved Minutes

8:15pm Call to Order

Announcements

Adoption of previous meeting minutes

- No changes to the minutes, motion to approve, 2nd, all in favor, none opposed
- Convention Expenses: Polled Anissa and Terry who thought the per diem went well and was very convenient.

b. Policy Book (to be approved as a block unless items are pulled):

- Chapter 8 Officials – travel reimbursement policy added
- Chapter 12 - Travel & Expense Reimbursement process added
 - Outreach Travel Expense Policy: It reads how Terry said that it would; Terry says it looks good; it includes the travel expenses for outreach, and is separate from the \$150.00/swimmer for equipment
- Chapter 13 - Officials Travel Expense Policy added
- Appendix 11 – Update of OSI meet entry fees. Description of \$2 surcharge also added
 - No changes
 - **Anne Lawley questioned whether Appendix 10 will be updated
- Appendix 14 – Meet Observation process added to policy book
 - David Back has drafted a letter and will send it to Erin. She needs meet observation procedures and it will be ready
- Appendix 15 – social media policy added (approved at March 2015 BOD meeting)
 - Mike Yeager has a Twitter account
 - Anne Lawley: it just goes to the athletes right now (just for the LSC athlete Twitter accounts)
 - Rina: Leave it just for the athletes
 - Anne Lawley: We probably need a social media policy for coaches, etc.
 - Mike Yeager: Leave it to the Sr/Jr athlete to manage or have it trickle to all athletes.
 - Dave Back: confirm just athletes
- Appendix 16 – addition of OSI org chart
 - David Back likes it; appears to flow well
 - Anne Lawley: makes it clear
 - Mike Yeager: Is a line missing from the Admin Review to the General Chair?
 - David Back: Unless the Admin Review is about the General Chair, he/she should already know what's going on.
 - Erin Schwab will add a dotted line
- Appendix 17 – Officials travel expense policy

- David Back: Looks good, but we may need to tweak it. Wants to run with it and see how it goes.
- Pam Birnbrich: Is concerned now that it is out there everyone will be asking for reimbursement.

- Appendix 18 – Hierarchy Document
Nothing changed

4. Discussion Items – Policy Book

a. Chapter 1 – OSI Inc.

- Conflict of Interest Policy
- Organizational Structure (Appendix 16)
***Tabled; Request by Anne Lawley to finalize later; Pam 2nd.
- Volunteer Travel Policy (Appendix 19)
- OSI Crisis Management Plan (Appendix 20)
***Mike Yeager says this looks good and we need to have one.
***Anne Lawley has a friend looking at points/skill sets needed for OSI to shop around
***David Back: This isn't just for the OSI Board, but can be applied to clubs, coaches, swimmers.

b. Chapter 4 – Swim Meet Information

- ***Lifeguard is facility specific
- ***OSI requires lifeguards, but not always followed.
- ***Anne Lawley: require certified lifeguard on duty for OSI Championship meets
- ***Anissa Kanzari: Change to LSC sponsored meets
- ***There must be a certified guard on duty at OSI sponsored meets. Failure to have lifeguard at OSI sponsored meets will result in a club relinquishing subsidy. Question called: all in favor, yes; none opposed

- Section 4.6.1 – Marshal requirements update and penalty if not followed
***Question of whether marshals are included in a contract with Miami, OH. No, they are not.
***Mike Yeager: It is hard to find a balance between safe sport, safety, and facilities.
***Anne Lawley: USA Swimming is 4 marshals at Championship meets and no recommendation for invitationals.
***Mike Yeager: OSI should make it 4 for all meets.
***Pam Birnbrich: Some teams are concerned with this policy.
***Chip Carrigan: Marshal number is determined by the LSC (2015 USA Swimming Rulebook)
***After further discussion: Dave Back made the recommendation of a minimum of 4 marshals at OSI subsidized meets and a minimum of 2 ^ for all other OSI meets.
***Chip added "but recommend 4" at ^.
***Went back to David's original motion: All in favor, none opposed, motion carries.

- Section 4.6.5 – Lifeguards? Penalty?

c. Chapter 6 – Financial Policy

- Coach of the Year Award criteria needed (Ed)
 - Tabled; Ed was not on the Conference Call

d. Chapter 7 – OSI Zone/all-Star teams

- Erin Changed the language

- Admin Review Board for violations?
- e. Appendix 3 – Coach non-compliance process
- OSI currently has no Admin Review Board in place
 - Erin made language changes

f. Appendix 7 – JO time stds

- Same time stds for 2016?
- Todd Billhimer: staying the same

g. Appendix 8 – Senior Travel Fund Reimbursement

- Arena Pro vs Grand Prix?
- Need reimbursement figure for Futures meets
- Tabled

h. Appendix 10 – BOD, ARB, Officials listings

- Administrative Review Board?
- Anne Lawley: John MacKay is putting together

i. Appendix 13 – Ethics Document

- Do we still have an ethics committee?
 - Anne Lawley: This topic must now go to the Zone Board of Review
 - Chip Carrigan: Motion to remove this section; all in favor, none opposed; passes

j. Appendix 19 – OSI Volunteer Travel Policy

- Tabled

k. Appendix 20 – Crisis Management Plan (LEAP Requirement)

5. Old Business

- Chip Carrigan: See his document regarding Championship meet disbursements

6. New Business

- a. COPPA Policy - LEAP Requirement
- b. Championship Meet Subsidies (Chip)

7. Next Meetings:

- a. TUES Nov 17 8pm
- b. WED Dec 9 8pm
- c. THURS Jan 14 8 pm

****Erin: Anne Lawley needs Convention summaries by the 21st of October.

10:12pm Adjournment