

Ohio Swimming, Inc. Board of Directors Meeting

Conference Call – March 17, 2020 8:30 pm

513-275-6543 (no PIN) or via computer: www.uberconference.com/ohioswim

UNAPPROVED MINUTES

Call to Order and Roll Call

Voting BOD members:		Voting BOD members:		Committee and Coordinators:		Committee and Coordinators:	
General Chair – Todd Billhimer	x	Senior Ath Rep – Braydon Kime	x	Diversity/Inclusion – Terry Anchrum	x	Zone Team – Brent Peaden	x
Admin Vice Chair – Mike Yeager	x	Jr Ath Rep – Caroline Holmes	x	Disability – George Leatherman	x	High School – Rich Morris	x
Senior Chair – Chris McKinney	x	Athlete At-Large (tbd)		Technical Planning – Kyle Goodrich	x	Office – Erin Schwab	x
Age Group Chair – Kevin Rachal	x	Officials – Pam Birnbrich	x	Asst. Coach Chair – Dan Cherok	x	Office – Kristi Princell	x
Finance Vice Chair – Joe Waller	x	Safe Sport – Lew Timberman	x	Operational Risk – John Pristash	x	Gov. Comm. – Jerry Ferritto	x
Treasurer – David Lloyd	x	Coach Chair – Kris Moellenberg		Sanctioning – Anissa Kanzari		Gov. Comm. – Mark Koors	x
		Secretary – Mark Johnson	x	Camps – Craig Schoenlein	x	Gov. Comm. – David Back	
Legal – John MacKay	x			Open Water – Chip Carrigan	x	Gov. Comm. – Paul Sampson	

1. Approve Agenda - Agenda **APPROVED**
2. Consent agenda
 - a. Adoption of February 2020 Minutes - **APPROVED**
 - b. Adoption of March 2020 Emergency Minutes – **APPROVED** with clarification of when the alternative date will be.
 - c. March Treasurers report – Discussed past due balances and how to handle these teams going further. First send out one last email after which fines of \$20 per day will be imposed. John will send out letter on his companies legal letterhead about potentially
 - d. General Chair report
3. Old Business
 - a. Proposed CoR Changes – Elections – Split up positions to have even number of positions up for elections/re-elections. No one loses any time on their term, those few would gain another “free” year. Motion to approve these changes and carry forward to the HOD for their approval - **APPROVED**
4. New Business
 - a. HOD Meeting – Received word from OSU that they had to cancel our HOD and banquet. Looking into having a virtual meeting on April 26 pursuant to meeting all the legal requirements. Motion
 - b. Annual Banquet – Postponed until a later date. Motion to postpone the banquet indefinitely – Motion **PASSES**
 - c. USA Swimming Delayed Competition till 30 April 2020 – Motion made to waive late sanction fees **PASSED**
5. Announcements
6. Next BOD Meetings – April 21, 2020 8:30 pm.
7. Adjournment at 9:33 pm



Treasurer's Report
Ohio Swimming BOD March 2020 Meeting

To: Ohio Swimming BOD
From: David Lloyd
Date: March 17, 2020
Re: OSI Treasurer's Report

1. Financials as of and for the six months ended February 29, 2020 (P5)
 - a. Net Inflows of \$197,703 YTD (\$9,030 in January) compared to \$146,094 YTD January 2019. Difference is due to higher swimmer surcharge.
 - b. Outflows YTD of \$153,066 (\$27,416 in January) compared to \$145,180 YTD January 2019.
 - c. Our YTD surplus is \$44,637.
 - d. Expenses overall well under budget. Our audit ended up coming in slightly over budget because of the review versus audit cycle.

2. Other Matters
 - a. Outstanding A/R is \$85,393, up from \$72,053 last month. Amounts overdue past 60 days total \$30,815, up from \$21,170 last month. Six clubs represent around 93% of that balance and follow-ups are ongoing.
 - b. Balance Sheet and Reserves: OSI continues to maintain a healthy balance sheet including sufficient reserves. Excess reserves remain approximately \$16,000.

Respectfully Submitted,

David Lloyd

OSI Treasurer

Ohio Swimming
Profit & Loss Budget vs. Actual
September 2019 through February 2020

	<u>Sep '19 - Feb 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Memberships/Dues(USA Swim)				
2019 Income Recieved in 2020	0.00	20,000.00	-20,000.00	0.0%
Club Membership Dues	10,905.00	13,755.00	-2,850.00	79.28%
Club Membership Dues Expense	-4,630.00	-4,970.00	340.00	93.16%
Flex Membership	3,955.00			
Flex Membership Expense	-1,950.00			
Non Athlete	52,530.00	63,750.00	-11,220.00	82.4%
Non Athlete Expense	-44,020.00	-51,000.00	6,980.00	86.31%
Outreach	240.00	400.00	-160.00	60.0%
Outreach Expense	-245.00	-400.00	155.00	61.25%
Premium Athlete	430,079.57	495,000.00	-64,920.43	86.89%
Premium Athlete Expense	-379,688.00	-396,000.00	16,312.00	95.88%
Seasonal Swimmers	5,951.00	26,600.00	-20,649.00	22.37%
Seasonal Swimmers Expense	-3,870.00	-21,000.00	17,130.00	18.43%
Total Memberships/Dues(USA Swim)	<u>69,257.57</u>	<u>146,135.00</u>	<u>-76,877.43</u>	<u>47.39%</u>
Other Income				
Approved/Meet Obsvervation Fees	1,500.00	1,900.00	-400.00	78.95%
Interest Income(Ckg/Saving)				
Dividends	57.52	200.00	-142.48	28.76%
Total Interest Income(Ckg/Saving)	<u>57.52</u>	<u>200.00</u>	<u>-142.48</u>	<u>28.76%</u>
Misc.	3,000.00	3,905.59	-905.59	76.81%
Total Other Income	<u>4,557.52</u>	<u>6,005.59</u>	<u>-1,448.07</u>	<u>75.89%</u>
Sanctions & Meet Revenue				
Entry Fees	41,025.00	95,000.00	-53,975.00	43.18%
Facility Fund	0.00	0.00	0.00	0.0%
Sanctions	3,889.00	3,800.00	89.00	102.34%
Senior Circuit Entry Fees	0.00	6,300.00	-6,300.00	0.0%
Swimmers Surcharge	78,973.50	175,000.00	-96,026.50	45.13%
Total Sanctions & Meet Revenue	<u>123,887.50</u>	<u>280,100.00</u>	<u>-156,212.50</u>	<u>44.23%</u>
Savings(From)				
Tfr from Olympic Travel Fund	0.00	28,000.00	-28,000.00	0.0%
Total Savings(From)	<u>0.00</u>	<u>28,000.00</u>	<u>-28,000.00</u>	<u>0.0%</u>
Total Income	<u>197,702.59</u>	<u>460,240.59</u>	<u>-262,538.00</u>	<u>42.96%</u>
Expense				
Operations				
Administrative Review Board	0.00	100.00	-100.00	0.0%
Administrative Vice Chairman	0.00	500.00	-500.00	0.0%
Age Group Chairman	0.00	100.00	-100.00	0.0%
Athlete Representative	0.00	1,000.00	-1,000.00	0.0%
Camps/Clinics Coordinator	4,800.00	11,200.00	-6,400.00	42.86%
Coach Representatives				
Coach Education/Training	847.95	1,000.00	-152.05	84.8%

Ohio Swimming

Profit & Loss Budget vs. Actual

September 2019 through February 2020

	Sep '19 - Feb 20	Budget	\$ Over Budget	% of Budget
Coach of Yr Clinic, Scholarship	750.00	4,000.00	-3,250.00	18.75%
Coach of Yr Plaques	0.00	400.00	-400.00	0.0%
Total Coach Representatives	1,597.95	5,400.00	-3,802.05	29.59%
Disability Swimming Coordinator	0.00	3,000.00	-3,000.00	0.0%
Donations	0.00	1,500.00	-1,500.00	0.0%
General Chairman	0.00	5,000.00	-5,000.00	0.0%
Interest Expense	1,041.84	720.00	321.84	144.7%
LSC Conventions/Clinics/Dues				
Central Zone Dues	0.00	100.00	-100.00	0.0%
D&O Insurance	0.00	525.00	-525.00	0.0%
House of Delegates Meeting	480.58	1,975.00	-1,494.42	24.33%
USAS Convention	14,857.27	18,000.00	-3,142.73	82.54%
Workshops	2,822.84	1,957.00	865.84	144.24%
Total LSC Conventions/Clinics/Dues	18,160.69	22,557.00	-4,396.31	80.51%
Officials Chair				
Background Check	722.00	2,300.00	-1,578.00	31.39%
Background Check Renewals	450.00			
Official Dues (\$6.00)	-1,424.00	-1,800.00	376.00	79.11%
Officials Chair(Tshirts&Badges)	355.32	500.00	-144.68	71.06%
Officials Travel	2,572.00	15,200.00	-12,628.00	16.92%
Officials Travel Olympic Trials	0.00	3,000.00	-3,000.00	0.0%
Wkshops,Meetings,Recog,Training	1,756.45	3,000.00	-1,243.55	58.55%
Total Officials Chair	4,431.77	22,200.00	-17,768.23	19.96%
Outreach/Diversity				
CZ Diversity Select Camp	0.00	2,500.00	-2,500.00	0.0%
Diversity	432.40			
Diversity/Inclusion Clinic	0.00	2,000.00	-2,000.00	0.0%
Learn To Swim	0.00	2,000.00	-2,000.00	0.0%
Multi Cultural Camp	0.00	2,500.00	-2,500.00	0.0%
Outreach-Gear	9,231.91	12,000.00	-2,768.09	76.93%
Outreach Travel	400.00	11,000.00	-10,600.00	3.64%
Total Outreach/Diversity	10,064.31	32,000.00	-21,935.69	31.45%
Permanent Office				
Bank Charges	37.00	85.00	-48.00	43.53%
CC & Electronic Fees	828.25			
Office Expense	3,899.52	7,171.00	-3,271.48	54.38%
Payroll Expenses	3,035.13	98,907.59	-95,872.46	3.07%
Payroll Wages	36,960.04			
Subcontractor Work	5,230.00	20,000.00	-14,770.00	26.15%
Worker's Compensation	115.00	310.00	-195.00	37.1%
Permanent Office - Other	0.00	0.00	0.00	0.0%
Total Permanent Office	50,104.94	126,473.59	-76,368.65	39.62%
Safe Sport Coordinator	1,175.13	2,400.00	-1,224.87	48.96%
Safety Coordinator	0.00	600.00	-600.00	0.0%

Ohio Swimming Profit & Loss Budget vs. Actual September 2019 through February 2020

	Sep '19 - Feb 20	Budget	\$ Over Budget	% of Budget
Secretary	0.00	110.00	-110.00	0.0%
Senior Vice-Chairman	0.00	2,500.00	-2,500.00	0.0%
Treasurer				
Audit	8,595.00	6,000.00	2,595.00	143.25%
Tax Prep	2,135.00	2,900.00	-765.00	73.62%
Taxes	100.00	100.00	0.00	100.0%
Total Treasurer	<u>10,830.00</u>	<u>9,000.00</u>	<u>1,830.00</u>	<u>120.33%</u>
Total Operations	102,206.63	246,360.59	-144,153.96	41.49%
Recognition Banquet				
Recognition Banquet Exp	1,800.00			
Recognition Banquet - Other	0.00	9,420.00	-9,420.00	0.0%
Total Recognition Banquet	<u>1,800.00</u>	<u>9,420.00</u>	<u>-7,620.00</u>	<u>19.11%</u>
Swimmer Support				
Awards				
Age Group	8,963.54			
Seniors	1,428.40			
Awards - Other	0.00	15,530.00	-15,530.00	0.0%
Total Awards	<u>10,391.94</u>	<u>15,530.00</u>	<u>-5,138.06</u>	<u>66.92%</u>
Championship Facility				
Copier Rental	452.63	0.00	452.63	100.0%
Open Water Championship	0.00	3,500.00	-3,500.00	0.0%
SC Sr Championships	6,105.00			
Championship Facility - Other	0.00	55,500.00	-55,500.00	0.0%
Total Championship Facility	<u>6,557.63</u>	<u>59,000.00</u>	<u>-52,442.37</u>	<u>11.12%</u>
Meets				
Distance Meets	2,500.00	5,000.00	-2,500.00	50.0%
Senior Circuit Meets	0.00	9,000.00	-9,000.00	0.0%
Total Meets	<u>2,500.00</u>	<u>14,000.00</u>	<u>-11,500.00</u>	<u>17.86%</u>
Open Water Programs				
Open Water-Awards	0.00	430.00	-430.00	0.0%
Open Water Camps	0.00	0.00	0.00	0.0%
Zone Team-Open Water	0.00	2,500.00	-2,500.00	0.0%
Total Open Water Programs	<u>0.00</u>	<u>2,930.00</u>	<u>-2,930.00</u>	<u>0.0%</u>
Senior Travel Fund				
Coach Travel	0.00	0.00	0.00	0.0%
Futures	0.00			
Long Course	0.00			
Olympic Trials	0.00	28,000.00	-28,000.00	0.0%
Open Water	0.00			
Spring 2019 (pd 2020)	63.14	0.00	63.14	100.0%
Spring 2020 (pd 2020)	0.00	5,000.00	-5,000.00	0.0%
Summer 2019 (pd 2020)	28,505.83	45,000.00	-16,494.17	63.35%
Winter 2020 (pd 2020)	0.00	20,000.00	-20,000.00	0.0%
Senior Travel Fund - Other	0.00	0.00	0.00	0.0%

Ohio Swimming

Profit & Loss Budget vs. Actual

September 2019 through February 2020

	<u>Sep '19 - Feb 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Senior Travel Fund	28,568.97	98,000.00	-69,431.03	29.15%
Zone Team				
Zone Team Coaches	0.00			
Zone Team Expenses	1,040.90	15,000.00	-13,959.10	6.94%
Zone Team Income	0.00	0.00	0.00	0.0%
Total Zone Team	<u>1,040.90</u>	<u>15,000.00</u>	<u>-13,959.10</u>	<u>6.94%</u>
Total Swimmer Support	<u>49,059.44</u>	<u>204,460.00</u>	<u>-155,400.56</u>	<u>24.0%</u>
Total Expense	<u>153,066.07</u>	<u>460,240.59</u>	<u>-307,174.52</u>	<u>33.26%</u>
Net Ordinary Income	<u>44,636.52</u>	<u>0.00</u>	<u>44,636.52</u>	<u>100.0%</u>
Net Income	<u><u>44,636.52</u></u>	<u><u>0.00</u></u>	<u><u>44,636.52</u></u>	<u><u>100.0%</u></u>

Ohio Swimming Balance Sheet

As of March 4, 2020

Mar 4, 20

ASSETS

Current Assets

Checking/Savings

Edward Jones

Olympic Trial Funds (Reserved) 28,000.00

Edward Jones - Other 326,442.92

Total Edward Jones 354,442.92

Edward Jones Money Market 47,872.42

FMB Checking 4,940.22

Total Checking/Savings 407,255.56

Other Current Assets

Clearing account -0.08

Total Other Current Assets -0.08

Total Current Assets 407,255.48

TOTAL ASSETS 407,255.48

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 337.60

Total Other Current Liabilities 337.60

Total Current Liabilities 337.60

Total Liabilities 337.60

Equity

Opening Bal Equity 220,316.78

Retained Earnings 134,853.66

Net Income 51,747.44

Total Equity 406,917.88

TOTAL LIABILITIES & EQUITY 407,255.48



What Makes a GOOD BOARD MEMBER?

While all effective board members understand and meet their basic responsibilities, truly exceptional board members do more. They go beyond the basics and pay attention to *how* they approach board service. These six characteristics build on straightforward board duties and focus on key traits of exceptional board members.



BOARD CHAIRS: CREATE A PARTNERSHIP WITH THE EXECUTIVE DIRECTOR OR CEO.

The partnership between a nonprofit's board chair and CEO is one of the most important elements of a strong board and a successful organization. However, developing this relationship takes work and commitment from both individuals.

The role of chief executive can be lonely, so having a trusted colleague in the board chair is invaluable. A good board chair ensures lines of communication are open and serves as a much-needed sounding board for the CEO.



Don't Do: Board chairs shouldn't shy away from, or overreact to, bad news. A strong board chair-CEO relationship is built on trust. The CEO should be just as comfortable sharing bad news as good.



FOCUS ON LISTENING, NOT JUST PARTICIPATING.

To encourage robust discussion during board meetings, board members must be prepared to listen as well as engage. Exceptional board members are careful not to dominate discussions and ensure that everyone, including quieter board members, have a chance to share their opinions. Additionally, it is important to understand the reasoning behind individuals' comments, even when board members do not agree. After listening carefully to others' views, the board can work together to build consensus.



Don't Do: Avoid creating a homogenous board in which consensus is based solely on similar experiences and opinions. Diversity enhances decision making, so incorporating a number of different perspectives in discussions helps the board arrive at the best result.



UNDERSTAND THE BALANCE BETWEEN GIVING THE CEO AMPLE ROOM TO MANAGE THE ORGANIZATION AND ENSURING THAT ETHICAL STANDARDS ARE MET.

Board members are overseers, not implementers. The chief executive is in charge of managing the day-to-day activities of the organization, and the board should be careful not to [micromanage](#). Instead, board members are responsible for bringing complex, big-picture questions and opportunities to the organization.

However, the board must also ensure adherence to legal standards and ethical norms. Adopting a “hands-off” management approach does not mean that board members can turn a blind eye to ethical improprieties. All board members should be familiar with the organization’s bylaws and understand how best to respond to any ethical issues that might arise.



Don't Do:

When introducing issues or programs for the board

to consider, board members should be careful not to push their personal agendas. The needs of the organization should always come before personal connections and pet projects.



ASK “NAÏVE” QUESTIONS THAT OTHERS WANT TO ASK BUT MAY SHY AWAY FROM.

One of the most important roles of nonprofit board members is to ask questions. The board should constantly assess current and proposed projects to ensure they serve the organization’s mission and are setting the organization up for success.

In addition to bigger picture questions, exceptional board members are not afraid to ask what may seem to some as simple, more straightforward questions as well. Oftentimes, a more nuanced organizational business practice can take time to understand, or a new board member might not be familiar with the organization’s history. Good board members are not afraid to ask naïve questions because they trust their own instincts and want to improve their knowledge of the organization.



Don't Do: While asking questions is beneficial, board members must be prepared for rigorous discourse by reading all the materials provided to them during new board member orientation and in advance of a board meeting. Posing a question that has been answered in the materials provided may show a lack of attention or interest.

WHAT MAKES A GOOD BOARD MEMBER?



SERVE AS AMBASSADORS FOR THEIR ORGANIZATIONS AND UNDERSTAND THE RESPONSIBILITY THAT COMES WITH THAT ROLE.

As ambassadors, board members represent the board outside the boardroom. This can range from talking with colleagues and friends about the good work the organization does to attending meetings with legislators. Board members serve as a link between the organization and its members, stakeholders, constituents, and clients and are responsible for educating influencers and the community about the importance of the organization's work. For more information on board members' roles as advocates, visit [the Stand for Your Mission campaign](#).



Don't Do: While it is important to discuss the organization's work outside of the boardroom, board members must be careful not to gossip about confidential matters. No matter how informal the situation might seem, internal matters of the organization should remain just that — internal.



Above all else, good board members enjoy their role. They are passionate about the work of the organization and interested in learning more about its mission and the community served. Board meetings should not be seen as a chore; instead, they can help board members connect with their peers and maintain enthusiasm for their important responsibilities.

REMAIN ENERGETIC IN LEARNING ABOUT AND HELPING THE ORGANIZATION.



Don't Do: Be wary of board members who have lost their excitement for board service. Occasionally, fatigued or irritable board members are a sign of problems with the staff or board processes, but a lack of enthusiasm might also mean it is time for certain members to roll off the board.

Adapted from a featured speech at the 2007 BoardSource Leadership Forum by Susan V. Berresford, then president and CEO, Ford Foundation.



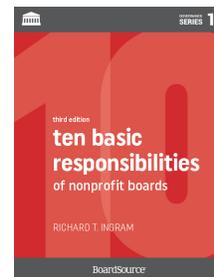
HELPFUL RESOURCES



[Board Fundamentals](#)



[Culture of Inquiry](#)



[Ten Basic Responsibilities of Nonprofit Boards](#)



[The Board Chair Handbook](#)

Ohio Swimming, Inc.
March 2020 Board of Directors Meeting
General Chair Report
March 17, 2020

I want to start by thanking everyone for their time this past week. I know situations like we encountered make serving on the board even more of a challenge. Our decision last week to postpone JO's was a good decision and resulted in many Ohio LSC families being able to avoid unnecessary travel charges associated with the JO Championship meet. While postponing the meet was the last thing any of us wanted to do, it ultimately was the correct one. I appreciate the lively debate and all of the ideas that were presented. I believe we exhausted every option possible. I know that we do not have control over what lies in front of us but we will continue to move the LSC forward with the information given to us.

We need to monitor the COVID-19 situation on a daily basis and be prepared for whatever heads our way, including the possible delay to the start of the long course season. I believe there are alternate plans in the works that will help us address this scenario. We must be transparent with any decisions we make and clearly communicate those decisions to our members.

It is an unusual time for everyone, we will take things one day at a time but we need to prepare for any all possibilities.

Respectfully Submitted,

Todd Billhimer
General Chair