



**MISSION STATEMENT OKS:** To develop excellence, character, and growth in swimming for all.

**VISION STATEMENT OKS:** To advance our core values of selflessness, excellence, leadership, integrity, inclusion, and development by increasing competitive swimming opportunities and developing relationships that promotes excellence and growth.

*Fall OKS House of Delegates-Held in conjunction with 2019 OKS Swimposium*

**Meeting Check In to commence at 4:00 pm**  
**Meeting Agenda Saturday September 28, 2019 4:30 p.m.**

Jenks High School

Item #/ Time Estimate	Topic	Item
A. 10 min	Call to Order (GC)	<ul style="list-style-type: none"> <li>• Call to order</li> <li>• Reading of OKSI Mission</li> <li>• Roll Call of Clubs(S)</li> <li>• Additions to the Agenda</li> <li>• Approval of Agenda</li> </ul>
B. 5 min	Approval of Previous Minutes (GC)	<ul style="list-style-type: none"> <li>• Fall 2018 House of Delegates</li> <li>• Spring 2019 House of Delegates-Special Meeting</li> </ul>
C. 7 min	Scholastic All American (S)	<ul style="list-style-type: none"> <li>• 1 year award</li> <li>• 2 year award</li> </ul>
D. 10 min	Athlete of the Year	<ul style="list-style-type: none"> <li>• Short Course 2018-19</li> <li>• Long Course 2019</li> </ul>
E. 5 min	Coach of the Year Announcement (GC)	<ul style="list-style-type: none"> <li>• Age Group Coach of the Year</li> <li>• Senior Coach of the Year</li> </ul>
F. 10 min	Reports of Officers and Committee	<ul style="list-style-type: none"> <li>• Attached in Packet               <ul style="list-style-type: none"> <li>➤ GC</li> <li>➤ AVC</li> <li>➤ AGC</li> <li>➤ SPC</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>➤ CR</li> <li>➤ SS</li> <li>➤ Athlete</li> <li>● Finance</li> <li>➤ Vote to approve budget</li> </ul>
G. 10 min	Committee & Coordinator Reports	<ul style="list-style-type: none"> <li>● Consent Agenda <ul style="list-style-type: none"> <li>➤ Governance</li> <li>➤ D &amp; I</li> <li>➤ Officials</li> <li>➤ Registration</li> <li>➤ Sanctions</li> <li>➤ Central Zone</li> <li>➤ Region VIII</li> </ul> </li> </ul>
H.	Proposed Legislation	<ul style="list-style-type: none"> <li>● None at this time.</li> </ul>
I.	New Business	<ul style="list-style-type: none"> <li>● Any new business items from the floor.</li> </ul>
J. 10 min	Elections	<ul style="list-style-type: none"> <li>● Report from the Governance Committee bringing forward the following nominations <ul style="list-style-type: none"> <li>➤ Finance Vice Chair-Michele Brown</li> <li>➤ Senior Program Chair-Chad Englehart</li> <li>➤ Secretary-Tracey Garrett</li> <li>➤ Officials Chair-Craig Hanson</li> </ul> </li> <li>● Nominations from the floor for any positions being voted on</li> <li>● Election of nominated candidates</li> </ul>
K. 10 min	2019 Phillips 66 Outstanding Service Award	<ul style="list-style-type: none"> <li>● Presentation of the 2018 Phillips 66 Outstanding Service Award <ul style="list-style-type: none"> <li>➤ The Phillips 66 Outstanding Service Award was established in 1981 to recognize volunteers for their invaluable contribution to USA Swimming. The award, sponsored by Phillips 66, is presented annually to an honoree named by each of the 59 LSCs. Selection criteria considers quality, level and years of volunteer service in elected or appointed positions from among the categories of administrator, official and coach. USA Swimming and Phillips 66 take great pride in honoring the role of the volunteer as an important investment in the future of all swimming athletes and the growth of the programs they represent. Volunteers have been the heart and strength of American swimming and their special gifts of time, talent and devotion to the local swimming programs to make USA Swimming what it is today.</li> </ul> </li> </ul>
L. 3 min	Confirmation of Calendar	<ul style="list-style-type: none"> <li>● SCY/LCM 2019-20 calendar</li> </ul>
M. 2 min	Adjourn	<ul style="list-style-type: none"> <li>● Next House of Delegates 2 weeks after USAS Convention. Location TBD</li> </ul>



OKLAHOMA  
SWIMMING



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7 **Oklahoma Swimming Mission Statement:** To develop excellence, character, and growth in  
8 swimming for all.  
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10 **Oklahoma Swimming Vision Statement:** To advance our core values of selflessness,  
11 excellence, leadership, integrity, inclusion, and development by increasing competitive  
12 opportunities and developing relationships that promote excellence and growth.  
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14 **OKLAHOMA SWIMMING, INC.**  
15 **FALL HOUSE OF DELEGATES MEETING**  
16 **AGENDA**

17 **Hosted by Oklahoma Swimming, Inc.**

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19 **Location: Glenpool Conference Center**  
20 **12205 South Yukon Avenue**  
21 **Glenpool, OK 74033**  
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23 **Member Organization Voting Confirmation begins at 1:00 PM**  
24 **OKS Secretary**  
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26 **These minutes are informational only and subject to review and approval at the next**  
27 **scheduled House of Delegates Meeting.**  
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29 **HoD Meeting begins 1:30 PM – 3:00 PM**  
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31 **New Board Member Orientation begins 3:15 – 3:45 PM**  
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33 **Schedule of Committee and Workshop Meetings:**

34 **Saturday October 13, 2018**

35 **Location: Glenpool Conference Center**  
36 **12205 South Yale Avenue**  
37 **Glenpool, OK 74033**  
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40 **CLBMS Workshop: Check- in 8:30 AM, Start 9:00 AM End 11:30 AM**

41           **Presenter: Randy Julian/PMT**  
42   **Coach CPR/Safety Certification Class: Contact Ali Baker for specifics**  
43  
44   **Safe Sport: Venue Safety/ Parent/ Athlete Bullying Program, 9:30 AM – 11:30 AM**  
45           **Presenter: Various**  
46  
47   **Safe Sport Committee Meeting: 12:30 – 1:15 PM**  
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49   **Finance Committee Meeting 11:00 AM – 12:00 PM**  
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51   **D & I Committee Meeting 10:00 AM – 12:00 PM**  
52  
53   **Meet Director Workshop 11:45 AM – 12:15 PM**  
54           **Moderator: PMT**  
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56   **Athlete Committee Meeting 11:40 AM – 12:30 PM**  
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59                           **House of Delegate Agenda**  
60                           **Saturday, October 13, 2018**

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62                   **Member Organization Voting Confirmation begins 1:00 PM**  
63                           **OKS Secretary**

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65                   **HoD Meeting begins 1:30 PM – 3:00 PM**

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67                   **New Board Orientation begins 3:15 PM – 3:45 PM**

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69                           **House of Delegates Agenda**  
70                           **Agenda – Order of Business**

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72                   **Reading of the OKS Mission and Vision Statement: OKS Secretary**  
73   **Oklahoma Swimming Mission Statement: To develop excellence, character, and growth in**  
74   **swimming for all.**

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76   **Oklahoma Swimming Vision Statement: To advance our core values of selflessness,**  
77   **excellence, leadership, integrity, inclusion, and development by increasing competitive**  
78   **opportunities and developing relationships that promote excellence and growth.**  
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81   **Welcome: Paul Thompson, General Chair**

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83   **Additions to the Agenda: General Chair (as appropriate)**

- 84
  - **Admin Review Board**

85   **Additions to Agenda from Board of Directors Meeting: (Friday, October 12, 2018 as**  
86   **appropriate)**

87 **Additions to Agenda from Committee Meetings (October 13, 2018 Saturday**  
88 **morning as appropriate)**

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91 **Additions or corrections to the Agenda: PT, GC**

- 92 • No additions or corrections
- 93 Motion to accept agenda 1<sup>st</sup> MB 2<sup>nd</sup> KM, All in favor Motion Passed

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97 **Introductions, Recognition of Guests:**

- 98 • Randy Julian

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100 **Confirmation of Member Organization Representation and voting delegate**  
101 **numbers: OKS Secretary**

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103 **American Energy - 4na 1a**

104 **Aquatic Club of Enid - 2na 1a**

105 **Bison - 3na 2a**

106 **Bixby - 2na**

107 **Greater Ada Swim - 2na 3a**

108 **Green Country Swim Club - 1na 1a**

109 **Jenks - 4na 1a**

110 **King Marlin - 2na 3a**

111 **Muskogee Sharks - 2na 2a**

112 **OBU - 1na**

113 **SAC Swim - 1na**

114 **Splash Club - 3na**

115 **Ponca Sailfish - 1na 1a**

116 **Raiders Swim Club - Absent**

117 **Sooner Swim Club - 2na 2a**

118 **Swim Tulsa - 3na 2a**

119 **Tablequah Stingrays - 2na 1a**

120 **Trident Aquatics - 2na 1a**

121 **Western Waterdawgs - Absent**

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123 **READING, CORRECTION AND ADOPTION OF MINUTES OF PREVIOUS**  
124 **MEETING: OKS Secretary (Minutes attached to final Meeting report)**

125 **Motion to accept Minutes 1<sup>st</sup> KM 2<sup>nd</sup> BH All in Favor Motion Passed**

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133 **Award Presentation: OKS SCHOLASTIC 2017-2018 ALL-AMERICANS:**  
134 **OKS Secretary: Tracey Garrett**

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136 **Athletes and club:**

137 **1-year award winners:**

138 Luke Davis - AESC  
139 Hunter Denison - AESC  
140 Kellie Fischer - AESC  
141 Asa Stewart - ACE  
142 Kate Janzen - KMSC  
143 Aiden Hayes - SSC  
144 Jonathan Tang – SSC  
145 Erin Downey – P66

146 **2- year award winner:**

147 Hanna Newby – AESC  
148 Richard Wagner - KMSC

149 **3- year award winner:**

150 Greta Olsen – P66  
151 Katherine Steward – P66

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153 **These athletes will be recognized on the USA-Swimming website and each will**  
154 **receive from USA-Swimming three certificates- one for the swimmer, one for their**  
155 **club and one for their school. Each member will also receive a commemorative bag**  
156 **tag. Those being recognized as three-time award members will receive a special gift.**

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159 **Presentation of OKS Long Course Athlete of the Year Awards: Ben Harlow**

160 **10& Under Female – Addie Howze, P66**  
161 **10& Under Male – John David Thurman, SSC**  
162 **11-12 Female - Peyton Ross, AESC**  
163 **11-12 Male – Ryan Healy, KMSC**  
164 **13-14 Female - Piper McNeil, AESC**  
165 **13-14 Male – Trenton Von Hartitzsch, ST**  
166 **15-16 Female – Kate Janzen, KMSC**  
167 **15-16 Male – Aiden Hayes, SSC**  
168 **17-18 Female – Hanna Newby, AESC**  
169 **17-18 Male – Luke Davis, AESC**

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171 **OKS Coach of the Year Announcement: OKS Coach Representative**

172 No coach was nominated for Coach of the Year

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179 **REPORTS OF OFFICERS: (as appropriate)**  
180 **Reports will have already been submitted and were in the general information**  
181 **packet provided (October 7, 2018) to the membership prior to the meeting.**  
182 **Information packets also posted on the OKS web under the HoD tab October 7,**  
183 **2018. Reports on Saturday will be limited to updates or brief summaries that were**  
184 **not available at that time. OKS Officers welcome comments or questions from the**  
185 **Delegates as appropriate.**  
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- 187 • **General Chairman – Paul Thompson:** GC report previously submitted.
- 188 • On behalf of Carole Lee: Reviewed Flex Membership Changes, Concussion
- 189 training in future for coaches and officials. Sudden Cardiac Arrest Training also
- 190 coming. Safe Sport, see something, say something.
- 191
- 192 • **Admin Vice Chair- Deanna Oliphant:** Nothing to Report. Report previously
- 193 submitted.
- 194
- 195 • **Finance Vice Chair- Michele Brown.** Presentation 2019 Budget. Presentation of
- 196 updated 4-year planning budget 2019-2022. Recommendations and reports from
- 197 BoD meeting this weekend.
- 198
- 199 • Swimposium will be held September 28<sup>th</sup>, 2019 - Covered costs
- 200
- 201 • Athletes have asked for a Banquet - \$3000
- 202
- 203 • David Lynn requested a balance sheet be made available to the LSC Membership
- 204
- 205 • Motion to approve – CE, 2<sup>nd</sup> KM Approved with majority, 1 -Nay Adopted as
- 206 presented: 2019 Annual Budget and 2019-2023 Quadrennial Budget Revised.
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- 210 • **Secretary- Tracey Garrett:** Nothing to Report
- 211
- 212 • **OKS Athlete Report:** Athlete reports from 2017 Leadership Summit, LSC
- 213 Practice and Leadership Training, USA-S Convention Report, OKS Athlete
- 214 Elections, OKS Athlete Committee.
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- 216 • **Sr. Athlete Representative – Annie Kramer**
- 217 • **Sr. Athlete Representative- Dylan McClain**
- 218 • **Jr. Athlete Representative – Rachel Brown**
- 219 • **Jr. Athlete representative – Kayley Henderson**
- 220
- 221 Friday/Saturday Committee meeting report updates:
- 222 Finance
- 223 Safe Sport
- 224 Diversity/Inclusion:

225 Athlete:  
 226 Other:

227 **REPORTS OF COMMITTEES AND COORDINATORS: (as appropriate)**

228 **All of these reports have been previously submitted and were available in the**  
 229 **general information packet distributed (October 7, 2018) to the membership prior**  
 230 **to this meeting. These reports were also posted on the OKS web site under the HoD**  
 231 **tab on October 7, 2018. Only brief summaries or updates of information that were**  
 232 **not available prior to this distribution will be expected at this meeting. Questions or**  
 233 **comments are welcomed from the Delegates as appropriate.**

- 236 • Membership / Registration Coordinator – Carole Lee Submitted by GC
- 237 • Officials Chair – Craig Hanson
- 238 • Central Zone Report – Paul Thompson OKS site for 2019 will be Fargo ND.  
 239 JTSC-OK won bid for one of the 2020 14& Under Championship meet sites.  
 240 Minnesota is the second site for 2020. Pam Lowenthal-IL elected to CZ Non-  
 241 Coach Director position. Replaces term of Amy Hoppenwrath. CZ D&I Camp  
 242 moves to administration of National D&I. CZ Multi-Cultural Camp remains as  
 243 an administered CZ event for the time being.
- 244 • CSRVIII Representative- Chair Paul Thompson: JTSC awarded bid to host  
 245 summer 2019 championship meet. CZ Coaches adopt a proposal to support travel  
 246 of officials who work assigned positions at national events. Funding is similar to  
 247 requirements already in place for athlete participation/travel fund policy.  
 248 2019 Spring Columbia, MO. March 7-10, 2019  
 249 2019 Summer July 17-20 Jenks Trojan Swim Club  
 250 Administrative Board of Review Committee Chair – Patrick Garrett: explained  
 251 what they do and where you can find information on the website. Report has been  
 252 submitted and is posted on website.
- 253 • Top 16/ Records Coordinator – Deanna Oliphant

Topic	Discussion	Action	Person Responsible
1. Any action items brought forward from the Executive Committee/Board of Director meeting Saturday October 12, 2018	OKS Spring BoD Meeting scheduled <del>Stillwater, OK</del> <b>April 5-6, 2019</b> <b>Location to be announced</b> <del>No OKS Spring HoD meeting effective Spring HoD 2017 decision</del> Fall OKS BoD Meetings <b>Sept. 27-28, 2019</b> Location TBA Fall OKS HoD Meetings <b>Sept 28, 2019</b> Location TBA New Business proposed from floor New business proposed from floor	April 6, 2019 Spring Special HOD to vote for OKS <b>By-Laws</b> at 1:30. Current Plan is to submit Bylaws to clubs by 1 <sup>st</sup> of February Location to be at Edmond Convention Center.  Fall OKS BoD Meetings <b>Sept. 27, 2019</b> Location Jenks Fall OKS HoD Meetings <b>Sept 28, 2019</b> Location Jenks following Swimposium  15-19 B Heat will be removed	1 <sup>st</sup> 2 <sup>nd</sup> All in favor



Topic	Discussion	Action	Person Responsible
		<p>from the LSC State Championship Meet</p> <p>Late Entry Deadline for LSC State will be Thursday at noon prior to the General Meeting.</p> <p>All meet fees for LSC State will be paid by scratch deadline for Friday's events. If not paid by deadline there will be a \$200 fine for the team or \$100 for unattached athletes not represented by a club.</p> <p>Swimposium will be held Saturday September 28, 2019 in Jenks OK. HoD will commence 15 minutes after the conclusion of the last program. Approximate start time will be between 4-5PM.</p>	
<p>2. Any other new Convention business/Legislation affecting OKS coming from the USAS Convention in Jacksonville FL, September 24-28, 2018</p>		<p>By Law Changes</p>	<p>PT</p>
<p>3. Legislation presented to the Delegates via e-mail Pre- Meeting and posted on the OKS Website: <b>Flex Membership. Attached to this report.</b></p>	<p>No Discussion</p>	<p>Legislation PASSED</p>	<p>1<sup>st</sup> KM 2<sup>nd</sup> MB  All in Favor</p>
<p>4. Legislation Proposed from the floor: To be determined</p>	<p>None</p>		

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**5) OFFICER ELECTIONS: Positions to be elected Fall 2018. Unless notified differently the current officers may agree to provide mentorship to any newly elected officers from this meeting.**

Prospective applicants should submit to the Nomination Coordinator, a brief resume of LSC experience, community life and business experiences, goal and vision that you are bringing to the position being sought in service to the LSC. In order to be placed on the Agenda, that will be distributed Sunday October 7, 2018, notification with nomination information must be received by the Nomination Coordinator Bob Staab *no later than Thursday at 6:00 pm October 4, 2018.* Applications or nominations received after this date will be placed for voting from the floor. Please use the OKS Application Form to be listed on the Friday updated agenda report.

Applicants may be self-nominated or be placed into nomination by a representative from the floor at the time of the meeting.

Nominations from the floor should include a brief explanation of your years of LSC experience, club experience, community/business experience, goals and vision you are bringing to the nominated position should be outlined now. Reference the OKS Application Form for further details.

**Positions to be elected Fall 2018:**

**General Chair: Deanna Oliphant (application attached to this report)**

No nominations from the floor, motion to approve the nomination, KM, 2<sup>nd</sup> MB Passed Unanimously.

**Admin Vice Chair:**

Motion from the floor by David Lynn to nominate Denis Mink.  
Motion to approve the nomination CE, 2<sup>nd</sup> KM Passed Unanimously

**Age Group Chair: Ali Baker (application attached to this report)**

No nominations from the floor, motion to approve the nomination, CE, 2<sup>nd</sup> BH Passed Unanimously.

**Senior Program Chair: Chad Englehart (1 year remaining on term elected Fall 2018 no application provided at time of report distribution)**

No nominations from the floor, motion to approve the nomination, BH, 2<sup>nd</sup> KM Passed Unanimously.

**Treasurer: Allan Meier (application attached to this report)**

No nominations from the floor, motion to approve the nomination, KM, 2<sup>nd</sup> BH Passed Unanimously.

**Coach Representative: Elected by Coaches prior to HoD meeting**

John Brown reelected for a two- year term

Topic	Discussion	Action	Person Responsible
6. 2018 Phillips 66 Outstanding Service Award OKS: To be presented Spring of 2019:	<i>The Outstanding Service Award was established in 1981 to recognize volunteers for their invaluable contribution to USA Swimming. The award, sponsored by Phillips 66, is presented annually to an honoree named by each of the 59 Local Swimming Committees. Selection criteria considers quality, level and years of volunteer service in elected or appointed positions from among the categories of administrator, official and coach. USA Swimming and Phillips 66 take great pride in honoring the role of the volunteer as an important investment in the future of all swimming athletes and the growth of the programs they represent. Volunteers have been the heart and strength of American swimming and their special gifts of time, talent, and devotion to the local swimming programs make USA Swimming what it is today.</i>	<p><i>Nominees –</i></p> <ul style="list-style-type: none"> <li>• Paul Thompson Nominated by KM</li> </ul> <p>Motion Approved</p>	<p>1<sup>st</sup> KM 2<sup>nd</sup> MB</p> <p>All in favor</p>
7. OKS Calendar Confirmation Fall 2018 through Summer 2019. Draft report attached	David Lynn asked about how we determine site selection. Answer was that clubs submit interest and the BOD decides.	Calendar Approved with the addition of the Bison Turkey Meet on November 17-18, 2018	PT

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**Adjournment:**

Motion to adjourn by KM, 2<sup>nd</sup> by BH

Meeting Adjourned at 2:19 PM

**Mandatory new Board member orientation session following the conclusion of the HoD meeting,**

**Next Meeting:**

BoD Spring April 6, 2019 Edmond Convention Center with Special HoD Meeting at 1:30 pm for Bylaw vote.

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**VISION STATEMENT OKS:** To advance our core values of selflessness, excellence, leadership, integrity, inclusion, and development by increasing competitive swimming opportunities and developing relationships that promotes excellence and growth.

*OKSI Spring 2019 House of Delegates*

*Meeting Agenda Saturday April 6, 2019 1:30 p.m.*

*Meeting Check In to commence at 1:00 p.m.*

Hilton Garden Inn & Edmond Conference Center  
2833 Conference Drive (I-35 & Covell)  
Edmond, OK 73034

**Start Time: 1:31 PM**

**Call to Order:** Deanna Oliphant, General Chair

- Read Mission and Vision Statement

**Secretary: Roll Call of Club Delegates**

<b>Clubs:</b>	<b>Athlete:</b>	<b>Non-Athlete:</b>	<b>Total:</b>
American Energy Swim Club	1	4	5
Aquatic Club of Enid	0	2	2
Bison Aquatic Club	0	0	0
Bixby Swim Club	0	1	1
Greater Ada Swim Club	0	0	0
Green Country Swim Club	0	2	2
Jenks Trojan Swim Club	0	1	1
King Marlin Swim Club	5	0	5
Muskogee Sharks	0	0	0
Oklahoma Baptist University	0	0	0
Phillips 66 Splash Club	1	2	3
Ponca Sailfish Swim Team	0	0	0
Raiders Swim Club	0	2	2

Shawnee Aquatic Club	0	1	1
Sooner Swim Club	1	2	3
Swim Tulsa	1	2	3
Tahlequah Stingrays	0	0	0
Trident Aquatics Club	0	1	1
Western Waterdawgs	1	3	4

Topic	Discussion	Action	Person Responsible
A.  <b>Reading of Declaration of Conflict of Interest Statement:</b>	<b>Declaration of Conflict of Interest:</b> <i>Is any member aware of any conflict of interest (that is, of a personal interest or direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addresses under the USA-Swimming Conflict of Interest Policy". <u>If a board member determines there to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and or action is being taken, a declaration of a conflict of interest should be made at that time.</u></i>		TG-Secretary
Approval of Agenda:	The purpose of the meeting is to have the House of Delegates of OKSI approve the submitted Restated By Laws of OKSI.	1 <sup>st</sup> - CE 2 <sup>nd</sup> - CH  All in Favor – Motion passed.	DO – General Chair

Topic	Discussion	Action	Person Responsible
<p>B. Restated OKSI By Laws</p>	<p>The By Laws are part of the consent agenda for this meeting. Further discussion of specific By Law section (s) requested by a member will be pulled for further discussion. All non-challenged sections will then be approved, and each pulled section will be addressed in order.</p> <p>Delegate JH thanked the task force for their hard work and verbalized his approval of the Restated OKSI By Laws.</p> <p>CE also thanked the task force.</p> <p>An athlete, AN read a statement against removing the D &amp; I Chair from the Board of Directors.</p>	<p>I move that the Oklahoma Swimming House of Delegates adopt these proposed bylaws as submitted to take effect immediately. – DM</p> <p>2<sup>nd</sup> – CE</p> <p>CE – Calls the Question</p> <p>Two-thirds vote was required to pass the motion. The vote was 28 Yay and 7 Nay, This equates to a four-fifth vote. Motion Passed.</p>	<p>DO, DM, PT</p>

Motion to Adjourn – CE, 2<sup>nd</sup> – AB, Motion passed  
**Adjourn: 1:40**

## Report of the General Chair and Admin Vice Chair of Oklahoma Swimming

September 2019

Jointly Submitted by:  
Deanna Oliphant, GC  
Denis Mink, AVC

### **Executive Summary:**

The theme of this past year has been administrative excellence. Our focus has been to lay the groundwork for an efficient, responsive, and forward-looking organization by strengthening our administrative foundation. From new by-laws and revamped Policies and Procedures to the LSC Championship Meets to the online presence of Oklahoma Swimming, our goals has been to prepare ourselves for a future of membership growth and high athletic performance.

### **Key Accomplishments:**

Bylaws – USA Swimming mandated that each LSC update their bylaws before the end of 2019. Using the starting point template from USA-S, the task force of Paul Thompson, Deanna Oliphant, and Denis Mink accomplished a complete re-write of the bylaws. We used this as an opportunity to update stale language to reflect current practice and eliminate conflicting or confusing language. All of this was done in close coordination with USA Swimming such that after working through eighteen internal versions of the bylaws, the final version was approved by USA Swimming less than a week after the OKSI House of Delegates vote for adoption. The new bylaws also streamlined the Board of Directors in accordance with USA Swimming best practices, clarified the key permanent committees, and allowed for the hiring of treasurer as a staff position. Oklahoma Swimming was amongst the first 9 LSCs in the country to fully complete the bylaw update process.

Policies and Procedures – Subsequent to completion of the new bylaws, we shifted focus to updating both the structure and content of the policies and procedures (P&Ps). The new P&P structure, which is online, modular, and includes a version control approach, lends itself to easy future maintenance and ability to clearly track changes and the authority that granted those changes. We also used the opportunity to revise several P&Ps to reflect current practice, and in some cases implement new procedures that increased the professionalism of our LSC. Examples of this include new P&Ps for everything from Zones team management to Officials travel reimbursement. All members our encouraged to read the Policies and Procedures online at oks.org under the BOD/HOD tab.

Online and IT administration – The OKS website has been updated for usability. New online forms have been published to the website throughout the past year allowing our coaches, athletes, officials, and parents to more easily and efficiently request funding and otherwise interact with the LSC. Using non-profit access from Google, a new G-Suite account has been set up which allows for oks.org e-mail addresses, cloud storage, even online meetings. This has been rolled out on a trial basis for the past few months and will be further rolled out in the coming year. Persistent cloud storage allows for easier preservation of important documents that need to be shared and preserved beyond the tenure of a single officer. We have also set up a free non-profit Microsoft account, further reducing IT costs for LSC users of Microsoft Office products. Finally, our domain account was updated and control was transferred to the current officers of OKSI.

Treasurer and Staff Management – Working with the Finance Vice Chair, we wrote new policies and procedures to allow for the hiring of staff and specifically for the hiring and management of a treasurer. After decades of loyal service and well-deserved thank you to our previous treasurer, we identified and hired a new treasurer and moved all book keeping online. Various officers of the LSC now have near instance access to the financial health of the LSC without compromising, and in fact, improving the security of our accounts. Members now receive checks from an online service quickly and efficiently.

Governance Committee – The new bylaws called for the creation of a new committee to assist OKSI and the Board of Directors with governance of the LSC. This committee also serves as a nominating committee for officers and other elected positions. Committee members were recruited and appointed over the past several months and the committee is now well on it's way to helping improve the LSC. The newly appointed members represent a healthy cross-section of very experienced leaders within Swimming and also very successful leaders from industry, politics, and other non-profit organizations.

LSC Championship Meet – Administrative improvement of the LSC is not only limited to it's business functions. This year, a new committee was formed to specifically review the format of our LSC championship meets. This committee conducted surveys of athletes, coaches, and other stakeholders and reviewed past meet formats and timelines. A completely new meet book reflecting this work has been published and voted on for use at the 2020 Championship meet. This committee will continue to analyze the performance and satisfaction levels of the meet and recommend changes as needed.

Beyond the Board – Both of us continue to actively participate as non-athlete members of USA-S beyond our roles as officers of Oklahoma Swimming. We both served our athletes as officials, collectively contributing more than 1000 hours in support of meets in Oklahoma and beyond.

#### **Next Steps:**

The 2018-19 year has been a successful year focused on administrative excellence. But, while a well-administered LSC may facilitate high performance, it should not by itself be confused by for a high performing LSC. Oklahoma Swimming has much to be proud of in the pool, with several athletes representing us at national level competition and our coaches and clubs being recognized beyond the borders of the LSC. That said, we have more to do. We need to continue to 1. Build our base; 2. Promote our Sport; and 3. Drive athletic performance. In the coming year, we will continue to build on our administrative accomplishments, but also renew our focus on all three of these strategic imperatives. In particular, OKS needs to grow – both in terms of membership, but also the geographic range of that membership. In the 2019-20 year, we'll be asking ourselves how we can help leverage Olympic year excitement to grow by hundreds of new members.



Hello all,

This year was extremely eventful for Oklahoma Swimming! We hosted our first ever LSC-wide banquet, created new leadership and educational opportunities for everyone involved in the state, gained national recognition for the Safe Sport Wheel, to name a few of our accomplishments. The Athlete Representatives have taken on new responsibilities with our development as an LSC, and are proud to be able to supply Oklahoma swimmer's with tons of new events and opportunities to join in on.

Here is a summary on all of recent events:

1. The LSC Wide Banquet (April 6th 2019): The first ever banquet our LSC hosted went extremely well! Planning began roughly in February and the organization for the event was completed in a timely manner. The event lasted for a total of 4 hours, with dinner, an awards ceremony, a guest speaker and dancing filling up the time. Two hours were specifically allocated for socializing and dancing. The food was catered in buffet style and received high praise. The presenters for the awards were Annie Kramer, Dylan McClain, Kayley Henderson, Rachel Brown, and Abby Oliphant. The guest speaker was Josh Davis and a DJ was present to run music during the entire event. Improvements for next year's event would include: ensuring the voting results do not get skewed (some athletes voted multiple times, which changed the results), removing a DJ as not many athletes danced and preferred being able to socialize on their own, securing a larger room for the event (although if we remove the DJ stand that would open up space), and cut the event down from 4 hours to 3. Overall, the event was a big hit with athletes and parents alike. It is always great to get the LSC together even when we are not in the water.

2. The LSC Practice Day (August 24th 2019)- The feedback about the Oklahoma Swimming LSC Practice Day was mostly positive! From the 11 athletes that responded (we had athletes from JTSC, KMSC, AESC, BSC and ST respond), the one thing that most needed improvement was the dry portion, with almost all of the athletes requesting more interactive games, with less presenting and more discussion time. Based off of my discussions with other athletes who attended the Practice Day, they too agreed that the dry portion needed more interactive time. The workbook was also a point that needed improvement, although I think that would be because athletes would prefer to discuss their answers rather than writing it down. As for the games, the athletes greatly appreciated all of them, a favorite being the puzzle game. Athletes really enjoyed the competitive games especially. As for whether or not athletes would like to attend future LSC Practice days, we had 6 answer yes and 5 answer maybe. The Swimposium question received 6 athletes answering yes to attending the event, and five answering no. As for how athletes heard of the event, Social Media played the largest role in gaining athlete attendance, followed by friends/teammates and parents. The athletes did not hear about the event from coaches, based off the polling.

As for the reps.' opinion, we thought that this year's LSC Practice Day was our best yet. We had a large increase in athlete participation during the presentation, and the added games helped to guide discussions and keep athletes interested. The most challenging aspect of the presentation was trying to keep everything on a time schedule. We had to cut a few games in order to go over Governance, and based on the poll results, we think that the Governance portion should be covered largely by way of small group discussion. Leading scenarios about LSC Governance and providing information as athletes ask questions would probably help in keeping the athletes' attention and also allow for more engaging opportunities to learn. The Core Values and Leadership style session was great, and we think this session should go more in-depth. The Goal Setting portion was good, although again more discussion time would be beneficial. Overall, we really think that for next year's Practice Day it would be good to focus more on small group discussions and more interactive learning opportunities.

4. The Safe Sport Wheel (Ongoing)- Mrs. Brown created the Safe Sport Wheel, and it has won the nomination for it's category in the Bright Idea's contest. At convention, we will work on preparing a presentation in hopes of winning the Grand Prize of \$1,000. There will be a voting process, so the athlete reps will campaign to get votes for the SafeSport Wheel. The younger athletes really enjoy spinning the wheel, and prizes often go fast. It provides a great opportunity for kids to learn more about what goes on in the LSC outside of swimming.

5. Safe Sport Workshop (October 13th 2018)- The Safe Sport Workshop Athlete presenters included Kayley Henderson, Rachel Brown, Annie Kramer, and Kendra vonHartzsch. The event was held at the Glenpool Conference Center. The subject matter presented was venue safety and athlete bullying. The athletes also presented Onelove, which focused on unhealthy behaviors in relationships. It also covered topics on how to tell a positive friendship from a negative, and raised awareness about the importance of ensuring all athletes feel safe on their team. The athletes also included videos in their presentation which helped to provide more information on the subject as well.

Events coming up:

1. Swimposium-The 2019 OKS Swimposium will be held on September 28th at the Jenks Trojan aquatic center. Ashley Twitchell will be leading two separate athlete clinics, 12 and under & 13 and over. Samantha Livingstone and Susan Teeter will be having workshops also with the athletes.

2. LSC Servant Leadership Event- This event is currently set to take place on November 16th, 2019. It will be hosted in two locations, at food banks in Tulsa and OKC. The exact time the event will take place is still under question, and many more details are sure to follow once planning really gets underway.

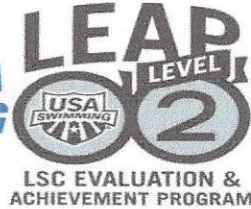
3. USAS 2019- All athlete reps. are planning to attend, as well as former athlete rep. Annie Kramer. Convention this year will hopefully be fantastic as usual, with an added bonus of a potential Bright Ideas win.

We would like to thank the Board for making all of these events possible, without your guidance and support we wouldn't have been able to see such amazing development in our LSC over the past few years and it truly has been great to work with all members on the Board.

Sincerely,  
The OKS Athlete Reps.



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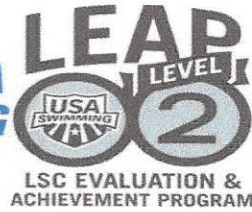
OKSI Governance Committee Agenda  
Location Hampton Inn & Suites  
915 W Ada Webb Drive Stroud OK 74079  
Start Time 1:00 PM End (not to exceed) 3:00 pm

OKS Mission Statement: To develop excellence, character, and growth in swimming for all.

1. Mission Statement: Partnering with the OKSI Board of Directors to provide resources and services that will ensure a high performing Board that intentionally supports the Mission of the LSC. (sample)
2. Roll call
3. Additions/Approval of Agenda
4. Minutes from previous meeting (as appropriate)
5. Election of Committee Chair
6. Review of Governance Committee History with OKSI, New By- Law structure
7. Orientation of Committee tasks
8. OKSI Fall HoD and Swimposium
9. Committee Planning Calendar next meeting and conference call schedule
10. Adjourn



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## OKSI Governance Committee Conference Call Agenda

Wednesday September 4, 2019

Call in Time: 7:45 pm

Call in # 712 -775- 7031

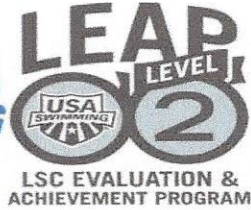
Participant Pass code: 149367088

Governance Committee Mission: Partnering with the OKSI Board of Directors to provide resources and services that intentionally supports the mission of the LSC.

1. Roll call
2. Additions/Approval of Agenda
3. Minutes from previous meeting (as appropriate)
4. Nominations for elected office:  
  
Chad Englehart Sr. Program Chair  
Tracey Garrett Secretary  
Finance Vice Chair Michele Brown  
Recommendation from Officials Committee for Officials Chair Craig Hanson
5. Fall HoD/BoD meeting opportunity
6. Action Items from August 24 meeting shared with committee members.
7. Adjourn



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MINUTES Draft

Submitted by Chair Paul Thompson

Minutes are submitted as information for further review by the committee members at this time. They are subject to review and correction prior to final adoption.

### OKSI Governance Committee Agenda

Location Hampton Inn & Suites

915 W Ada Webb Drive Stroud OK 74079

Start Time 1:00 PM End (not to exceed) 3:00 pm

OKS Mission Statement: To develop excellence, character, and growth in swimming for all.

Meeting starts at 1:00 pm.

1. Mission Statement: Partnering with the OKSI Board of Directors to provide resources and services that will ensure a high performing Board that intentionally supports the Mission of the LSC. (sample). Committee agrees to delete "that will ensure a high performing Board". Approved mission statement to read as follows: **Partnering with the OKSI Board of Directors to provide resources and services that intentionally supports the mission of the LSC.**
2. Roll call: Paul Thompson (PT) Scott Eudey (SE) and Max Myers (MM)
3. Additions/Approval of Agenda: Agenda approved without additions. 1<sup>st</sup> MM 2<sup>n</sup> SE Approved.
4. Minutes from previous meeting (as appropriate) None
5. Election of Committee Chair. Motion to elect PT. 1<sup>st</sup> MM 2<sup>nd</sup> SE unanimous
6. Review of Governance Committee History with OKSI, New By- Law structure. Overview and history provided by PT. Discussion about the

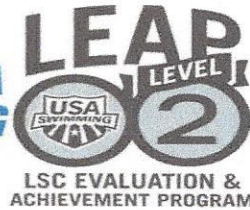
new By Laws and the purpose of the governance committee. Review the Governance Committee section from the restated By Law edition. Particular attention to Section D Duties.

7. Orientation of Committee tasks. All Governance Committee members will take the USA-S Online LSC Leadership Course as part of the orientation process for the committee. Upcoming HoD elections: PT to contact current office holders whose positions are up for election to determine their commitment to run for a second term. Discussed the Officials Chair position and upcoming election. Agree that the committee will bring forward to the Board the recommendation(s) of the Officials Committee nominations and let the HoD decide the outcome. SE to develop a "drop box" for all committee work. MM to begin to research "Board of Director" orientation manuals. MM to research Board of Director evaluation forms. All Governance Committee members to become members of Board Source. Part of committee orientation manual. Committee to track LSC compliance with MAAPP. Consider bringing to the Board and committee chairs a "Firo B" workshop. Looking for local facilitator to lead this workshop. Needs committee assignment.
8. OKSI Fall HoD and Swimposium. Review draft agenda reports for BoD and HoD meetings at Fall meetings. HoD agenda does not require a conflict of interest statement. Just BoD meetings. Elections? Should include the Senior Program Chair position with the Finance Vice Chair, the Secretary position and the Officials Chair position.
9. Committee Planning Calendar next meeting and conference call schedule. In order to meet the September 8 distribution notification deadline for HoD elections (20 days prior to meeting date) the committee will need to meet via conference call on September 4 at 7:45 pm to finalize the nomination report. PT to distribute to the committee the conference call specifics ASAP. Governance committee will meet Friday night September 27 after BoD meeting, Saturday morning September 28 at 7:00 am or after the Swimposium finishes approx. 2:30 pm...prior to HoD session.
10. Adjourn. 2:45 pm. Next committee meeting will be September 4 at 7:45 pm Conference call.

Respectfully submitted, Paul Thompson Governance Committee Chair



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MINUTES DRAFT OF CONFERENCE CALL.  
MINUTES ARE SUBMITTED FOR INFORMATIONAL USE ONLY. MINUTES ARE  
SUBJECT TO COMMITTEE REVIEW AND REVISION AT THE NEXT REGULARY  
SCHEDULED MEETING OF THE COMMITTEE.

## OKSI Governance Committee Conference Call Agenda

Wednesday September 4, 2019

Call in Time: 7:45 pm

Call in # 712 -775- 7031

Participant Pass code: 149367088

MEETING BEGAN AT 7:46 PM

Committee Chair called the meeting to order. The Mission statement of the committee was read by PT.

Governance Committee Mission: Partnering with the OKSI Board of Directors to provide resources and services that intentionally supports the mission of the LSC.

1. Roll call Committee members present: Chair Paul Thompson (PT), Scott Eudey (SE), Max Myers (MM) Rachel Brown (RB) and Kendra vonHartzsch (KvH). Committee member absent: Tricia Milford-Hoyt
2. Additions/Approval of Agenda: No additions to the agenda were made. 1<sup>st</sup> SE, 2<sup>nd</sup> MM. The agenda was approved
3. Minutes from previous meeting (as appropriate) Minutes were approved as submitted with no revisions. 1<sup>st</sup> MM, 2<sup>nd</sup> RB.
4. Nominations for elected office: Chair brought forward the list of candidates seeking election for another term. Chad Englehart Sr. Program Chair, Tracey Garrett Secretary and Michele Brown Finance Vice Chair.

PT gave a brief overview of the role of the Governance Committee in this process and what the steps were that we were taking tonight and how these proceeds move to the House of Delegates later this month. Motion from SE 2<sup>nd</sup> RB Unanimous Committee support for these nominations to be presented to the HoD. PT presents the recommendation for nomination from the OKS Officials Committee for the position of Officials Chair. Committee clarifies its understanding and direction to accept the recommendation from the Officials Committee in full without additional changes. The Committee voted unanimously to move forward to the HoD the recommendation of the Officials Committee. 1<sup>st</sup> MM 2<sup>nd</sup> KvH. There was no dissension.

5. Committee selected as 1<sup>st</sup> opportunity to meet after the Fall BoD meeting on Friday night. 2<sup>nd</sup> opportunity was agreed upon as prior to the start of HoD on that Saturday.
6. Brief review of action items from previous committee meeting: Conflict of Interest forms submitted by all committee members, committee drop box available. SE will oversee updating the site. BoD self-evaluation form being researched by MM. Plan is to provide to BOD at the Fall BOD meeting. Athlete committee members provided a brief report on how they are personally seeing MAAPP being instituted in their club and the LSC. All committee members are encouraged to join Board Source.
7. Adjourn. 1<sup>st</sup> MM, 2<sup>nd</sup> SE Motion approved. Committee adjourned at 8:20 pm



**GOVERNANCE WEBINAR**  
**The Governance Committee**  
**08.07.2019**



*Jessica Cooper, USA Swimming Governance Consultant*

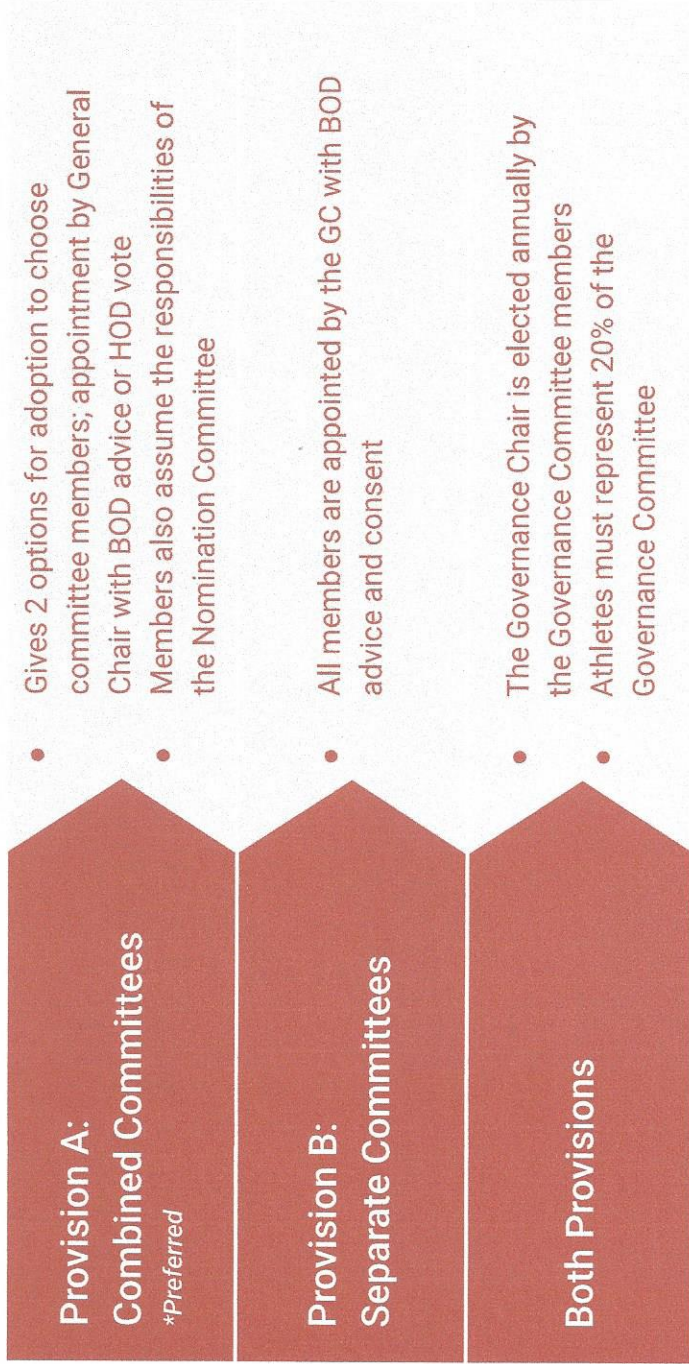
## *LSC Required Bylaws*

### *The Governance Committee*

- Provision A: Combined Governance & Nominating Committee (7.4.3)
- Provision B: Separate Governance & Nominating Committees (7.4.4)



# Provision A & B: What's the Big Difference?



# LSC Governance Committee

## Know Your Why

“To ensure that the operations of the Board are always high quality in meeting all of the responsibilities of a Board of Directors. Committee is similar to the mechanic who ensures that the operations of the automobile are always high-quality, but the mechanic does not always drive the car for the owner.”

Carter McNamara, MBA, PhD



LSC GOVERNANCE



# *BOD vs. Governance Committee*

## **Board of Directors**

Helps provide the overall direction for the LSC, voting on the outcome of significant, long-term decisions and advising the LSC's top leadership

## **Governance Committee**

Primarily concerned with partnering with the BOD on the activities of the BOD, rather than those of the LSC as a whole



LSC GOVERNANCE



# *LSC Governance Committee*

## *Know What You Do*

“An effective governance committee means an effective board of directors, which in turn leads to a more functional and efficient nonprofit organization.”

-QuickBooks Canada Team



LSC GOVERNANCE

# Governance Committee Responsibilities

## Get the right people on board

Do you have all of the people resources you need to govern the BOD and organization successfully?

01

## Monitor the health of the BOD

Is the BOD a cohesive unit working toward furthering the LSCs mission and vision?

02

03

## Keep the BOD on track

Are members, committees, and strategic plans properly incorporated into BOD meetings, retreats, etc.?

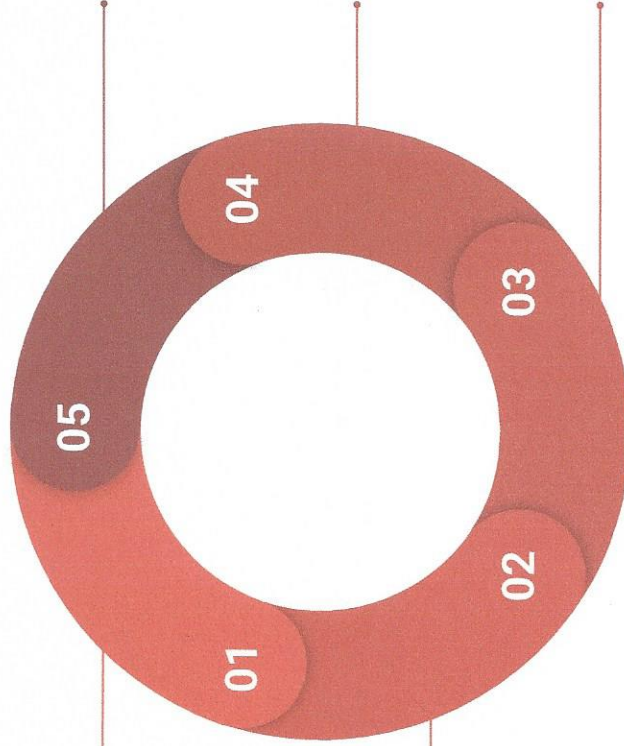
04

## Monitor and maintain governing documents

Do all LSC governing docs reflect current activity and best practices?

## Provide opportunities for BOD improvement

Are BOD members participating and dedicated to meetings, special retreats and events?



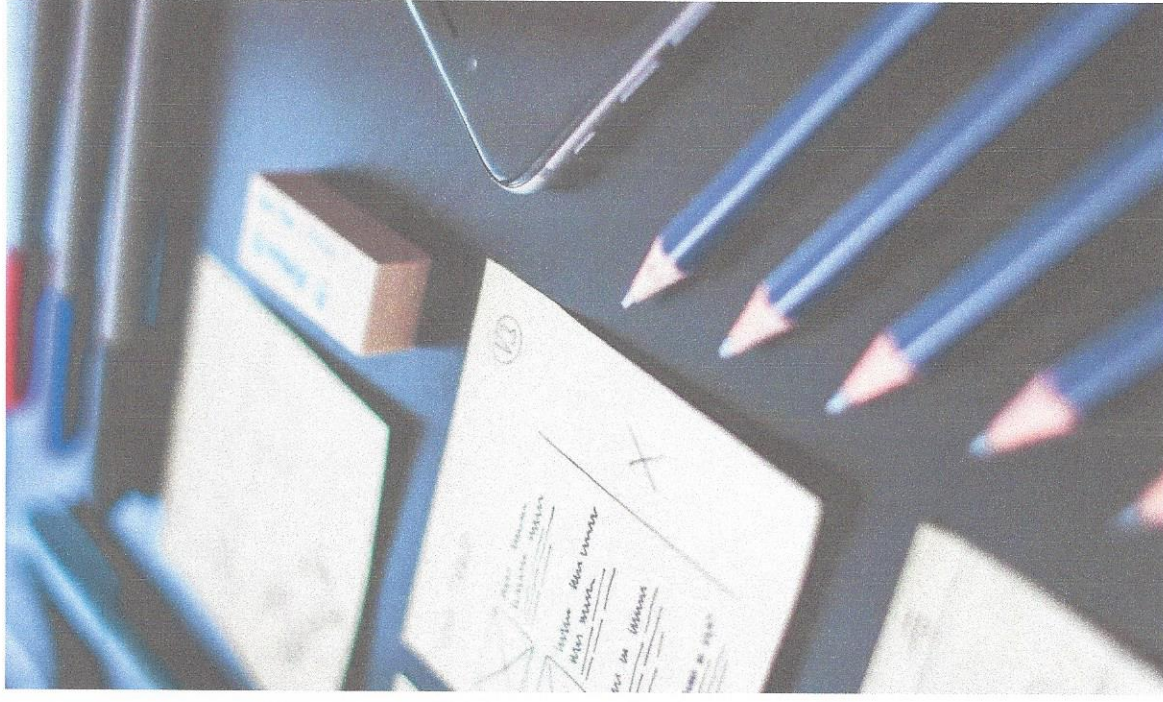
# *Get the Right People on Board*

## *LSC Board Orientation Checklist*

- Organization Overview
- BOD Contact Information
- BOD Handbook/Manual
- Conflict of Interest Policy
- Strategic Plan
- LSC Online Leadership Course
- LSC Bylaws
- LSC Policies & Procedures
- LSC Rules & Regulations
- Current LSC Budget
- Recent HOD and BOD Meeting Minutes
- Crisis Management Plan
- Basic Information on Robert's Rules of Order



LSC GOVERNANCE





# Governance Committee Responsibilities

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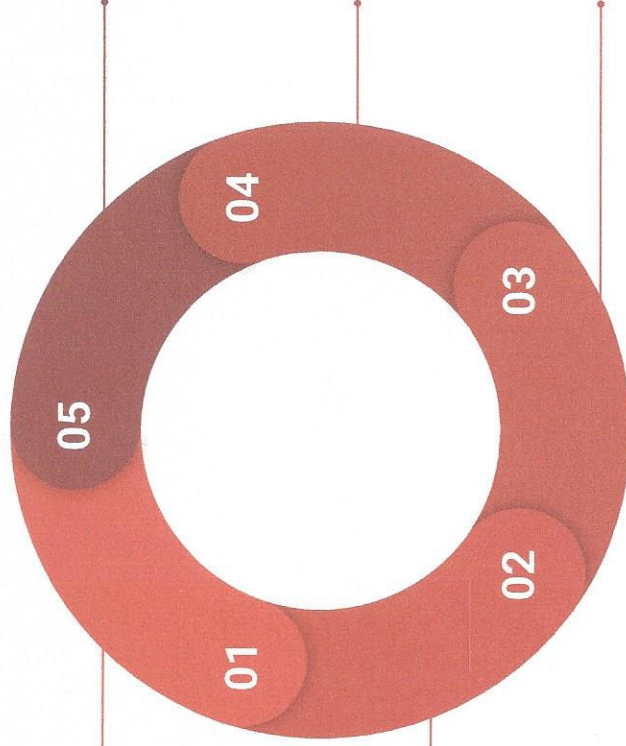
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# Monitor the Health of the BOD

## BOD Evaluation

### Board of Directors

- Is the BOD a cohesive unit working toward furthering the LSC's mission and vision?
- Is the BOD fulfilling its responsibilities to the LSC?
- Is the BOD remaining transparent to the membership?

### Board Meetings

- Are your meetings strategic and focused?
- Is your LSC mission the focus of your meetings?
- Are your BOD meetings too focused on operations?
- Are your BOD meetings held at a reasonable time and end at a reasonable time?

### Board Members

- Is BOD member prepared for and actively participating in meetings?
- Is BOD member regularly communicating with their committee?
- Does BOD member positively reflect the LSC at local, regional, and national events?



LSC GOVERNANCE

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Do all LSC governing docs reflect current activity and best practices?

## Keep the BOD on track

Are members, committees, and strategic plans properly incorporated into BOD meetings, retreats, etc.?

# *Keep the BOD on Track*

## *Mission-Focused Agendas*

“ ...consider framing your agendas not as topics to be addressed, but as questions to be answered, and if you can't generate questions, that is your sign that the meeting is not needed.”

-Steven Rogelberg



# Governance Committee Responsibilities

## 01 Get the right people on board

Do you have all of the people resources you need to govern the BOD and organization successfully?

## 02 Monitor the health of the BOD

Is the BOD a cohesive unit working toward furthering the LSCs mission and vision?

## 03

## Keep the BOD on track

Are members, committees, and strategic plans properly incorporated into BOD meetings, retreats, etc.?

## 04

## Monitor and maintain governing documents

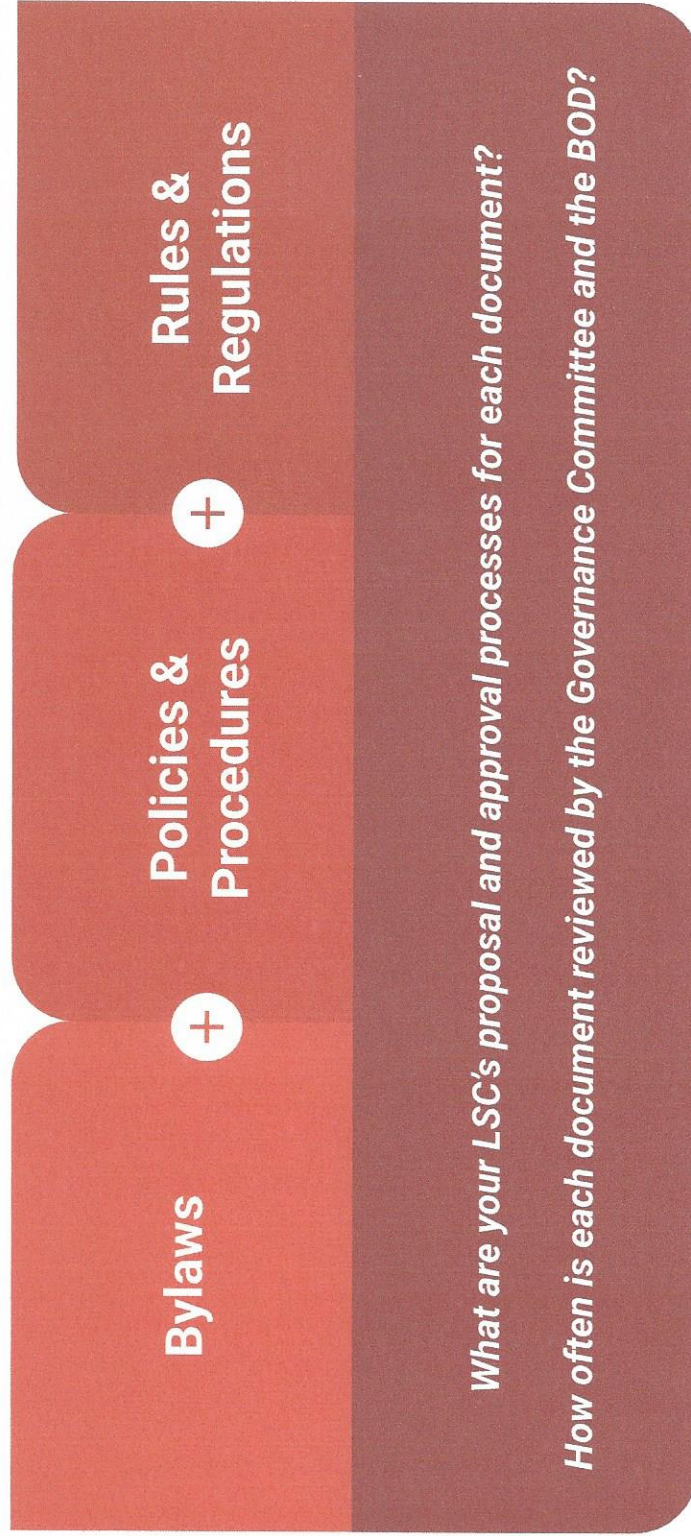
Do all LSC governing docs reflect current activity and best practices?

## 05

## Provide opportunities for BOD improvement

Are BOD members participating and dedicated to meetings, special retreats and events?

# Monitor and Maintain Governing Documents



# Governance Committee Responsibilities

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Do you have all of the people resources you need to govern the BOD and organization successfully?

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## 03 Provide opportunities for BOD improvement

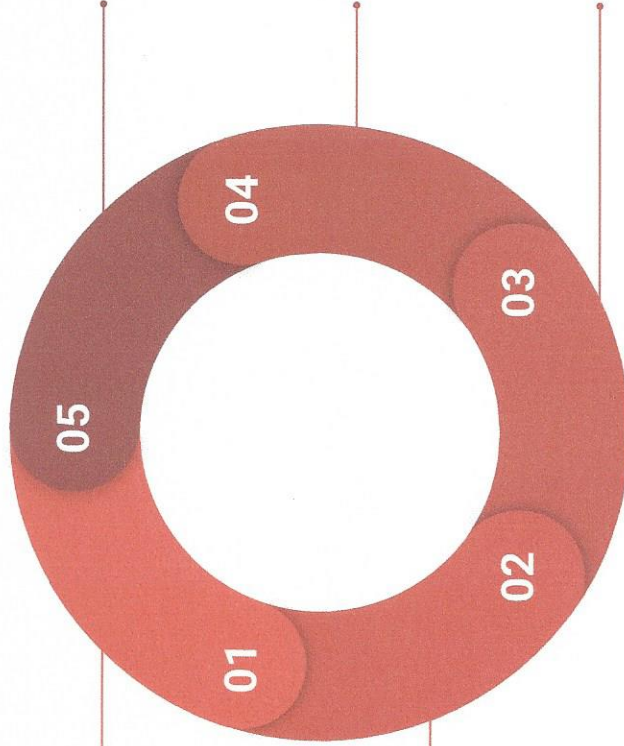
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Do all LSC governing docs reflect current activity and best practices?

## 05 Keep the BOD on track

Are members, committees, and strategic plans properly incorporated into BOD meetings, retreats, etc.?



# *Provide Opportunities for BOD Improvement*

## *Re-energizing the BOD*

- *Retreats*
- *Socials*
- *Continuing Education*
- *Support*
- *Gratitude*
- *LSC Consultant Visits*







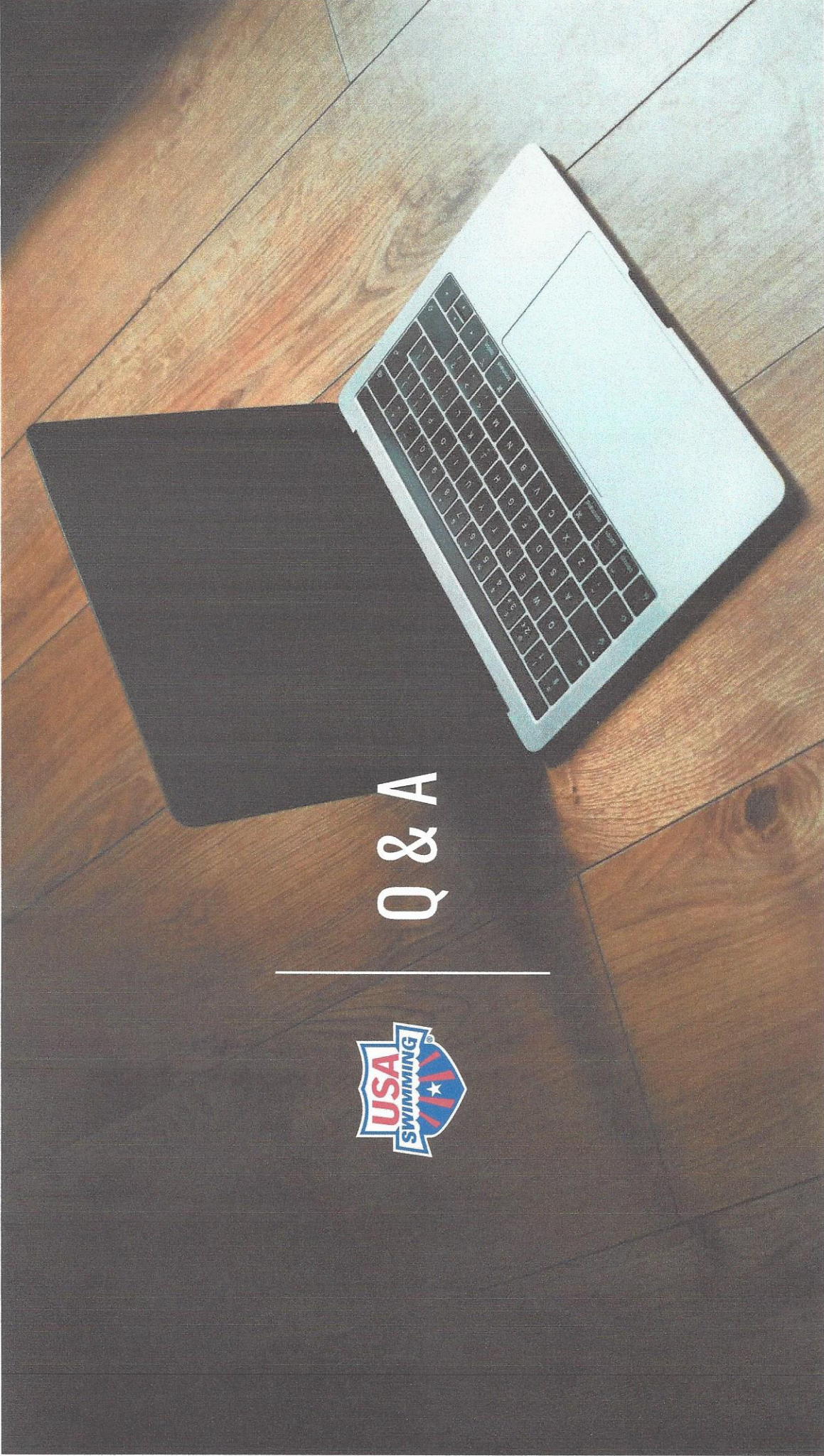
## *Resources*

- [USA Swimming LSC Consultant Visits](#)
- [BoardSource \(Free membership for USA Swimming Members\)](#)
- [Understanding the Role of the Governance Committee](#)

Jessica Cooper  
jess.n.cooper@gmail.com



LSC GOVERNANCE



# Q & A





**OKLAHOMA  
SWIMMING**



To: BOD/HOD of OKSi

Date: September 4, 2019

From: Craig Hanson, OKSi Officials Chair

Re: **2019 Status of the officials**

**Our Mission Statement is:**

To provide and develop the appropriate resources, programs and training to effectively create highly proficient Swim Officials.

**Committee Members include:**

Craig Hanson, chair; Tracey Garrett; Marnie Kern; Denis Mink; Mitch Parks; and two athlete reps including: Taylor Eudey and Kate Janzen.

**Duties of the Committee include:**

- Training Officials
- Recruitment and Retention of Officials
- Certification Standards of Officials

**Highlights:**

- Established a Facebook Group for OKSi Officials
- Regular meetings held roughly weekly for the first 5 months, then approximately every 2 weeks after.
- Officials Travel Policy modified to eliminate the Evaluation requirement due to USA swimming changing to not offering evaluations at every meet.
- Reviewed new formatting of the Policies and Procedures that apply to Officials.
- Decided OQM meets with local evaluations for Championships unless no sectionals meets are offered.
- Reviewed Concussion training requirements. Oklahoma state requires it for interscholastic activities. But, this is being over ridden by USA swimming requirements coming in 2020.
- Awarded National Meet Patches to those that worked National meets.

- Established the Mission Statement for the committee. (see above)
- Breakdown of meets for the LSC

Meets Held	10/1/18
	9/28/19
OQM Meets	4
Time Trials	9
Observed	6
Intra-squad	8
Other	23
Total	50

### Training:

- There have been 23 clinics held to keep training our officials to obtain and retain their certifications. Four were held via a web conference.
- Working to establish designated trainers/mentors.
- One local officials has been referred to become a National Evaluator.
- Included MAAP training in meet during coaches and official's briefings.
- Working to establish criterion for Deck Mentoring for shadow sessions.
- Swimposium was held with Melissa Hellervik-Bing as the primary officials presenter.
- Bryan Brown attended the Zone Workshops in Chicago
- Craig Hanson attended the LSC Officials Chair Workshops in Charlotte, NC.

## Recruiting and Retention:

- Officials by Club: (down 5 from 2018)

Club	OTS	Expired	Good
ACE	2	0	2
AESC	8	1	7
BAC	6	0	6
JTSC	17	1	16
KMS	12	0	12
P66	20	0	20
PSST	1	0	1
RSC	2	0	2
SSC	4	0	4
ST	13	1	12
UN	9	0	9
Total	94	3	91

- The David VonHartisch Trophy for Excellence in Officiating was awarded to Anita Walker.
- Established official's shirts awarded to officials that work LSC Championships, some of their own meets, and other teams meets.

## Certification:

- 4 OQM meets were held in the LSC
- OQM meet evaluations:

Evaluations		
	10/1/2018	to 9/30/2019
N2	15	
N2 recert	0	
N2 educational	4	
N3	2	
N3 initial	7	
N3 final	4	
N3 recert	12	
N3 educational	0	
total	44	
# of people	23	

- Testing Results

Testing	AO	DR	STR	S&T	NCAA
Certification	9	0	2	24	1
Recertification	2	5	6	16	0
Total	11	5	8	40	1

- All certification requirements were documented and posted on the OKSi website.
- 29 new certifications were earned.
- 15 first time certifications were earned.
- New certification positions created for:
  - Chief Judge
  - Meet Referee, MR1 and MR2
- Established Lucy Duncan as the Officials Evaluator for the 2020 Summer Zone Meet.



OKLAHOMA  
SWIMMING

Finance Report  
Oklahoma Swimming, Inc.

September 5, 2019

As shown on the OKSI Financials net revenue for the first seven months of 2019 was \$20,614.71. Revenue is up \$38k as compared to 2018. This increase is mainly attributable to Registration Income which is up \$20k as compared to 2018. Expenditures are also up \$15k as compared to 2018. \$7k is due to the D&I CZ meet in 2019 vs the camp in 2018. The LSC Banquet, \$5k expenditures, was held in 2019 for the first time.

Total Revenue is at 50% of Budget while Expenditures are at 42% of Budget. Travel meets for D&I and Zones Net Expense was under budget by \$21k. Swimmers Travel Meet Expenditures are under budget by \$5k. Net Revenue is \$33k above budget. Ending Net Revenue budget is (\$14,200).

A new Finance Management Policy will expand the LSC areas to increase revenue. This will allow for identifying the amounts needed to maintain in OKSI's bank accounts, amounts identified to be in savings and CD type vehicles, and funds identified to be held in long term investments. This policy will be discussed at Board of Directors. If agreed and passed, during the annual budget discussions the determination for the three levels of assets will be met.

Please find the July 31, 2019, year to date OKSI Financial Summary, Budget vs Actuals FY19 P&L, and Statement of Financial Position.

Respectfully submitted;

*Michele Brown*

Michele Brown

Oklahoma Swimming, Inc.

Finance Vice-Chair

**OKSI Financial Summary**  
**As of July 31, 2019**

	<b>Total</b>
<b>Bank Accounts</b>	
Arvest - Aquatic	180,352.26
Arvest - Registration	80,887.85
Arvest - Savings	85,771.53
Arvest - Travel	15,788.51
Citizens Bank of Edmond	21,721.28
<b>Total Bank Accounts</b>	<b>384,521.43</b>
<b>Credit Card</b>	
CBE Credit Card Balance	5,180.00
<b>Total Credit Card Balance</b>	<b>5,180.00</b>
<b>Uncleared Transactions</b>	
Arvest - Aquatic	2,233.00
Arvest Registration	0.00
Arvest - Travel	0.00
Citizens Bank of Edmond	0.00
<b>Total Uncleared Transactions</b>	<b>2,233.00</b>
<b>TOTAL CASH BALANCE</b> (Bank Accounts - CC - Uncleared Transactions)	<b>377,108.43</b>
<b>OKSI 2019 Transaction Summary</b>	
<b>Total Income to date</b>	162,141.52
<b>Total Expenses to date</b>	141,526.81
<b>Net Income</b>	<b>20,614.71</b>
<b>Start up cash</b>	356,493.72
<b>Cash Balance</b>	<b>377,108.43</b>



**Oklahoma Swimming Inc.**  
**Budget vs. Actuals: 2019 Budget - FY19 P&L**  
**Financials as of July 31 , 2019**

Previous Year Balance Roll Over	Start Up Cash	Budgeted	
Arvest - Aquatic	156,964.52	14,200.00	
Arvest - Registration	73,052.85		
Arvest - Savings	85,498.77		
Arvest - Travel	17,976.66		
Citizens Band of Edmond	23,000.92		
<b>Total Previous Year Balance Roll Over</b>	<b>\$356,493.72</b>	<b>\$14,200.00</b>	
		<b>Total</b>	
	<b>Actual</b>	<b>Budget</b>	<b>Remaining</b>
<b>Revenue</b>			
510 Interest Income			0.00
513 Interest - Investment Income		1,000.00	1,000.00
514 Inter - Arvest Bank Savings	272.76	150.00	-122.76
518- Interest Reserve CD		750.00	750.00
519 Interest Citizens bank of E	32.02	100.00	67.98
<b>Total 510 Interest Income</b>	<b>\$ 304.78</b>	<b>\$ 2,000.00</b>	<b>\$ 1,695.22</b>
520 Registration Income	60,533.00	160,000.00	99,467.00
530 Meet Sanction Income	875.00	5,000.00	4,125.00
540 Meet Entry Income	72,544.00	110,000.00	37,456.00
550 Banquet Income	1,515.04		-1,515.04
555 CS REG VIII Travel Fund	1,848.58		-1,848.58
560 Zone Income	4,394.12	25,000.00	20,605.88
570 NACSM	7,057.00	7,000.00	-57.00
575 Diversity & Inclusion Central Zone Meet	12,820.00	13,000.00	180.00
580 Swimposium income		2,000.00	2,000.00
590 Expedited and Fee Income	250.00	500.00	250.00
<b>Total Revenue</b>	<b>\$ 162,141.52</b>	<b>\$ 324,500.00</b>	<b>\$ 162,358.48</b>
<b>Gross Profit</b>	<b>\$ 162,141.52</b>	<b>\$ 324,500.00</b>	<b>\$ 162,358.48</b>
<b>Expenditures</b>			
600 Dues & Fees		1,000.00	1,000.00
602 Bank Service Fee	25.50		-25.50
605 Miscellaneous Dues & Fees	-0.01		0.01
<b>Total 600 Dues &amp; Fees</b>	<b>\$ 25.49</b>	<b>\$ 1,000.00</b>	<b>\$ 974.51</b>
610 Computer Software	189.70	1,500.00	1,310.30
620 Office Supplies	55.98	400.00	344.02
630 Postage, Mail and Phone Exp	116.56	300.00	183.44
640 Professional Services	500.00	1,000.00	500.00
650 LSC Services			0.00
652 PO Box		100.00	100.00
654 Registration Services	1,500.00	3,000.00	1,500.00
655 Treasurer Services	2,662.68	3,000.00	337.32
<b>Total 650 LSC Services</b>	<b>\$ 4,162.68</b>	<b>\$ 6,100.00</b>	<b>\$ 1,937.32</b>
660 Memorial Fund Expense		2,500.00	2,500.00
670 HOD Meetings	181.52	6,000.00	5,818.48
680 Convention Seminar Expense	1,580.46	22,500.00	20,919.54

700 Registration Expense	52,460.00	128,000.00	75,540.00
710 Age Group Meets			0.00
711 Age Group Awards	6,405.30	5,000.00	-1,405.30
713 NACSM	1,666.20	25,000.00	23,333.80
714 Diversity & Inclusion Central Zone Meet	12,495.40		-12,495.40
<b>Total 710 Age Group Meets</b>	<b>\$ 20,566.90</b>	<b>\$ 30,000.00</b>	<b>\$ 9,433.10</b>
720 Swimmers Expenses			0.00
721 Summer Sectional		9,000.00	9,000.00
722 Jr Nationals	1,230.00	2,000.00	770.00
724 Spring Sectional	15,120.00	15,000.00	-120.00
725 Winters Nationals		1,000.00	1,000.00
727 Winter Juniors	470.00	4,000.00	3,530.00
728 TYR	390.00	2,000.00	1,610.00
729 Futures		8,000.00	8,000.00
<b>Total 720 Swimmers Expenses</b>	<b>\$ 17,210.00</b>	<b>\$ 41,000.00</b>	<b>\$ 23,790.00</b>
735 Swimposium expense		12,000.00	12,000.00
736 LSC Apparel		1,000.00	1,000.00
740 Coaches Expenses			0.00
741 Coaches Education	345.00	2,500.00	2,155.00
742 Coaches Travel	3,981.68	4,000.00	18.32
<b>Total 740 Coaches Expenses</b>	<b>\$ 4,326.68</b>	<b>\$ 6,500.00</b>	<b>\$ 2,173.32</b>
744 Diversity Expense	8,917.87		-8,917.87
755 Workshops	4,041.47	1,700.00	-2,341.47
756 LSC Practice Day		2,500.00	2,500.00
757 Leadership Summit	617.00	2,500.00	1,883.00
<b>Total 755 Workshops</b>	<b>\$ 4,658.47</b>	<b>\$ 6,700.00</b>	<b>\$ 2,041.53</b>
760 Zones Expenses	15,694.56	50,000.00	34,305.44
770 Officials Expense	4,760.96	13,200.00	8,439.04
780 Safe Sport Expense	196.40	3,000.00	2,803.60
800 Miscellaneous Expense	84.01	500.00	415.99
810 Foundation -Champions Club		1,000.00	1,000.00
830 Banquet	5,030.35	3,000.00	-2,030.35
840 Volunterism Recognition	93.22	1,500.00	1,406.78
<b>Total Expenditures</b>	<b>\$ 140,811.81</b>	<b>\$ 338,700.00</b>	<b>\$ 197,888.19</b>
<b>Net Operating Revenue</b>	<b>\$ 21,329.71</b>	<b>-\$ 14,200.00</b>	<b>-\$ 35,529.71</b>
<b>Other Expenditures</b>			
ASK THE BOARD	-65.00		65.00
Returned Check	780.00		-780.00
<b>Total Other Expenditures</b>	<b>\$ 715.00</b>	<b>\$ 0.00</b>	<b>-\$ 715.00</b>
<b>Net Other Revenue</b>	<b>-\$ 715.00</b>	<b>\$ 0.00</b>	<b>\$ 715.00</b>
<b>Net Revenue</b>	<b>\$ 20,614.71</b>	<b>-\$ 14,200.00</b>	<b>-\$ 34,814.71</b>
<b>CASH BALANCE</b>	<b>377,108.43</b>	<b>0.00</b>	

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**Oklahoma Swimming Inc.**  
**Statement of Financial Position**  
**As of July 31, 2019**

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Arvest Bank - Aquatic	178,119.26
Arvest Bank - Registration	80,887.85
Arvest Bank - Savings	85,771.53
Arvest Bank - Travel	15,788.51
Citizen's Bank of Edmond	21,721.28
Savings (Reserve Account)	0.00
Transfer to Aquatic Fund	0.00
<b>Total Bank Accounts</b>	<b>\$ 382,288.43</b>
<b>Total Current Assets</b>	<b>\$ 382,288.43</b>
<b>TOTAL ASSETS</b>	<b>\$ 382,288.43</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
CBE Credit Card	5,180.00
<b>Total Credit Cards</b>	<b>\$ 5,180.00</b>
<b>Total Current Liabilities</b>	<b>\$ 5,180.00</b>
<b>Total Liabilities</b>	<b>\$ 5,180.00</b>
<b>Equity</b>	
Opening Balance Equity	193,110.32
Unrestricted Net Assets	163,383.40
Net Revenue	20,614.71
<b>Total Equity</b>	<b>\$ 377,108.43</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 382,288.43</b>

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## 2019-2020

\*\*Following is a listing of USA Swimming meets held within the boundaries of OKS, National Events hosted by USA Swimming and meetings hosted by OKS\*\*

<u>Date</u>	<u>Meet</u>	<u>Time Standard</u>	<u>Host</u>	<u>Location</u>
Aug 24	OKS Practice Day		OKS	OC, Edmond, OK
Aug 30-Sept 1	Labor Day Weekend			
Sept 6-8				
Sept 10-15	USAS Convention		USA-S	St. Louis, MO
Sept 20-22				
Sept 27	Board of Directors		OKS	
Sept 28	OKS Swimposium		OKS	Jenks, OK
Sept 28	House of Delegates		OKS	Jenks, OK
Oct 4-6	JTSC Fall Invitational		JTSC	Jenks, OK
Oct 11-13				
Oct 18-20				
Oct 25-27	Halloween Meet		AESC	Edmond, OK
Oct 26	Splash Club 10 & under Meet		P66	Bartlesville, OK
Nov 1-3				
Nov 6-9	TYR Pro Series	Qualifying Time	USA-S	Greensboro, NC
Nov 8-10	JTSC Gobbler		JTSC	Jenks, OK
Nov 16	LSC Servant Day-Food Bank		OKS	Tulsa & OKC
Nov 23-24	BAC Turkey Meet		BAC	Edmond, OK
Nov 29-Dec 1	Thanksgiving Weekend			
Dec 4-7	Toyota US Open	Qualifying Time	USA-S	Atlanta, GA
Dec 6-8	Splash Club Stars of Winter		P66	Bartlesville, OK
Dec 11-14	Speedo Winter Junior Championship	Qualifying Time	USA-S	Federal Way, WA
Dec 20-22	TYR Elite Meet	Qualifying Time	AESC	Edmond, OK
Dec 27-29				
<b>2020</b>				
Jan 10-12	New Year's Invitational		ST	Tulsa, OK
Jan 10-12	KMS Invitational		KMS	Edmond, OK
Jan 16-19	TYR Pro Series	Qualifying Time	USA-S	Knoxville, TN

<b>Jan 17-19</b>	Splash Club Meet of Champions	Qualifying Time	P66	Bartlesville, OK
<b>Jan 24-26</b>	Winter Ice Breaker		AESC	Edmond, OK
<b>Jan 31-Feb 2</b>				
<b>Feb 7-8</b>	High School Regionals		OSSAA	Edmond/Jenks
<b>Feb 9</b>	OKS Native American Meet		OKS	TBD
<b>Feb 14-16</b>	OKS Division II Meet East/West	Qualifying Time	OKS	TBD
<b>Feb 21-22</b>	High School State		OSSAA	Jenks, OK
<b>Feb 28-March 1</b>	OKS State Championship Meet	Qualifying Time	OKS	TBD
<b>March 4-7</b>	TYR Pro Series	Qualifying Time	USA-S	Des Moines, IA
<b>March 12-15</b>	Region VIII Spring Sectionals (LCM)	Qualifying Time	Reg VIII/CSC-MV	Columbia, MO
<b>March 19-22</b>	Four Corners Spring Sectionals	Qualifying Time	Western Zone	Jenks, OK
<b>March 27-28</b>				
<b>April 3-5</b>				
<b>April 10-12</b>	Easter Weekend			
<b>April 16-19</b>	TYR Pro Series	Qualifying Time	USA-S	Mission Viejo, CA
<b>April 24-26</b>	JTSC Spring Invitational		JTSC	Jenks, OK
<b>May 1-3</b>	KMS Spring Twister		KMS	Edmond, OK
<b>May 6-9</b>	TYR Pro Series	Qualifying Time	USA-S	Indianapolis, IN
<b>May 15-17</b>	Aloha Meet	B or Faster	JTSC	Jenks, OK
<b>May 22-24</b>				
<b>May 29-31</b>				
<b>June 5-7</b>	Splash Club Stars of Summer		P66	Bartlesville, OK
<b>June 12-14</b>	TYR Summer Splash		AESC	Edmond, OK
<b>June 19-21</b>				
<b>June 21-28</b>	US Olympic Trials	Qualifying Time	USA-S	Omaha, NE
<b>June 26-28</b>	Stars & Stripes		JTSC	Jenks, OK
<b>July 3-5</b>	4 <sup>th</sup> of July Weekend			
<b>July 10-12</b>	KMS Firecracker Meet	1-B or faster	KMS	Edmond, OK
<b>July 18-19</b>	OKS Division II Meet	Qualifying Time	OKS	TBD
<b>July 22-25</b>	Region VIII Summer Sectionals	Qualifying Time	Reg VIII/KCB-MV	Lenexa, KS
<b>July 24-Aug 2</b>	Olympic Games			Tokyo
<b>July 31-Aug 2</b>	OKS State Championship Meet	Qualifying Time	OKS	TBD
<b>Aug 4-8</b>	US Open & Junior Nationals	Qualifying Times	USA-S	Indianapolis, IN
<b>Aug 6-9</b>	14 & Under CZ Championship Meet	Qualifying Time	CZ/JTSC	Jenks, OK
<b>Aug 14-16</b>				
<b>Aug 21-23</b>				
<b>Aug 28-30</b>				