



**WISCONSIN SWIMMING, INC.  
BOARD OF DIRECTORS MEETING  
July 7, 2015: 5:45 to 9:00 PM  
University of Wisconsin – Waukesha  
C 158**

**Meeting Minutes**

- I. Call to order and Approval of Minutes
  - a. *The meeting was call to order by General Chair, George Geanon, at 5:52 PM.*
  - b. *The meeting minutes from the April Board of Directors Meeting was approved by unanimous consent.*
  - c. *An error relating to the to the meeting minutes from the April House of Delegates Meeting was brought to attention relating to the Finance Chair & Treasure’s report section. Knight Public Affairs will correct this change.*

**Attendance:**

<b>George Geanon</b>	<b>(LAKE)</b>	<b>Jacob Johnson</b>	<b>(BAC)</b>
<i>General Chair</i>		<i>Tech Planning Chair</i>	
<b>Annah Van Gheem</b>	<b>(GBY)</b>	<b>Jeanne Drzewiecki</b>	<b>(UNAT)</b>
<i>Athlete Representative</i>		<i>Admin Vice-Chair</i>	
<b>Carol Graham</b>		<b>Rick Potter</b>	<b>(UNAT)</b>
<i>Registration Chair</i>		<i>Officials Chair</i>	
<b>Kevin Milak</b>	<b>(PX3)</b>	<b>Michael Harbert</b>	<b>(WAYS)</b>
<i>Senior Chair</i>		<i>Incoming Officials Chair</i>	
<b>Drew Walden</b>	<b>(BAC)</b>	<b>Trina Schaetz</b>	<b>(EBSC)</b>
<i>Ex Officio General Chair</i>		<i>Athlete Liaison</i>	
<b>Brett Wilson</b>	<b>(BAC)</b>	<b>Neil Wright</b>	<b>(SEA)</b>
<i>Coaches Representative</i>		<i>Incoming Secretary</i>	

<b>Cheri Zimdars</b>	<b>(J-HK)</b>	<b>Blaine Carlson</b>	<b>(WEST)</b>
<b>Incoming Admin Vice-Chair</b>		<b>Secretary</b>	
<b>Kim Stoll</b>	<b>(SSTY)</b>	<b>Brent Boock</b>	<b>(EBSC)</b>
<b>Rules Chair</b>		<b>Age Group Chair</b>	
<b>Laura Becherer</b>	<b>(OZ)</b>	<b>Eric Knight</b>	
<b>Disability Chair</b>		<b>Knight Public Affairs</b>	
<b>Michael Hamm</b>	<b>(WEST)</b>	<b>Jeffery Knight</b>	
<b>Incoming Age Group Chair</b>		<b>Knight Public Affairs</b>	
<b>Pat Lewno</b>	<b>(SEAY)</b>	<b>Megan Hagmayer</b>	
<b>Finance Chair</b>		<b>Knight Public Affairs</b>	

- II. Treasurer/Finance Report
  - a. ***Pat Lewno distributed a treasurer's report to the board that showed the financial figures of the beginning of this year through July 6, 2015. A transaction report was given to Brent Boock- Age Group Chair, Rick Potter- Officials Chair, and to Troy Engstrom. The most recently revised travel reimbursement request form was also shared with the BOD members.***
  
- III. Age Group/Senior Committee Report
  - a. ***Kevin Milak gave a brief report of the topics discussed at the previous Age Group/Senior Committee meeting. The main discussion related to the time standards changes made to reduce the bodies in the 12 & Under Meet. Order of events was also slightly modified. Once the time standards, meet format, date and site are confirmed, the meet announcement will be provided. Meet announcements hope to be completed by first week of September in time for next BOD Meeting. For the full report, please reference the Age Group/Senior Committee minutes from June online.***
  
- IV. Additional Committee Reports
  - a. Athlete
    - i. ***No discussion***
  - b. Tech Planning
    - i. ***No discussion***

c. Officials

- i. Rick Potter presented the officials report from the May and June Official Meetings. Swimposium had a good turnout and was well received by the officials. Officials have been in discussion of implementing an online registration tool by Team Unify that could be either an optional or required service used by all non-athletes. IT allows for online payments instead of clubs needing to constantly send checks. Ohio Swimming is currently using this tool by Team Unify. Rick, Carol and Michael Harbert (incoming officials chair) will continue to research this online tool and will provide additional information at the next meeting.*
- ii. As a protective action, Rick applied to Google Apps for Nonprofits to protect the URL. This also enhances the ability to share files within committees and the LSC. For the full report, please reference the Officials minutes from May and June online.*

d. Diversity

- i. No discussion*

e. Disability

- i. Laura Becherer gave a brief disability report. Two male and two female disability swimmers females can compete at the state level. Additional information related to this topic will be posted to the Wisconsin Swimming website soon. A concern arose that all coaches may not understand how to work with a disabled swimmer. Please consider taking a course if you are not familiar with how to properly work with someone in this situation. It was also suggested that you could visit a local school/institution to get proper directions.*

f. Safe Sport

g. Zone

- i. Brent Boock gave a brief report on zones. Registration for the Open Water Zone Meet is open.*
- ii. The open water zone meet was successful, but not many Wisconsin teams were present. Those that typically support the open-water meet were not there as they were probably out of town. Participation continues to grow. Next year's*

***meet takes place at Pleasant Prairie and there is now a two-year bid. The new polling vender is Keifer.***

- V. KPA Contract – Brett, George
  - a. Review of current contract and proposed contract renewal
    - i. Please contact Blaine Carlson, Secretary, if you would like to review the minutes for this section of the meeting.***
  
- VI. Strategic Plan Review – George
  - a. ***The board revisited the strategic plan that was dispersed at the annual meeting. Various relationships within the strategic plan were discussed, particularly the facilities review project. \$2,000 of the \$6,000 dollar fee was paid, however the board is still waiting for the finish project. There was a feeling that the report may no longer be of value if it is submitted late due to various factors, a major concern relating to the pool information on closed or potentially closed pools. The board decided to ask the project manager of the facilities review project to assess himself and the project overall.***
  
- VII. Accomplishments - George
  - a. Non-Profit Association Management
  - b. Bylaws overhaul/revision
    - i. Kim Stoll gave a brief overview of the previous history of bylaws: The updated bylaws were submitted in May, prior to the HOD meeting. The response from USA Swimming was that some minor housekeeping/formatting changes need to be made even though the WSI bylaws were formatted based off of the USA Swimming bylaws. USA Swimming also suggested changing the quorum for the Wisconsin Swimming Executive Committee. Currently only 4 of 8 members need to be in attendance; the suggestion was to change that number to 5 out of 8. As a reminder, an athlete representative needs to always be included on all committees. One other suggestion is to change some of the bylaws to policies or procedures.***

- c. Policy and Procedure Manual
    - i. Updates
      - 1. ***Knight Public Affairs has created a consistent format for the policies and procedures manual and made all necessary updates. Kim will be reviewing this soon. An outstanding policy still needs to be included and/or implemented.***
    - ii. Uniform format
    - iii. Print formats: whole versus individual policy
  - d. Job description manual
    - i. ***Prior to April, Knight Public Affairs reformatted all of the position descriptions that were recently open for election at the 2015 annual meeting. George will be sending the rest of the position descriptions to KPA soon, where they will be added to the job description manual they created in Spring.***
  - e. Re-institute Bylaws mandated term limits
  - f. Athlete Liaison
  - g. Athlete meetings coinciding with HOD meetings
    - i. ***The two meetings coinciding with each other is working well. Food and beverages have been available during these meetings. Two athletes, Lexi and Marissa, will be attending convention.***
  - h. First Swimposium since 2009
    - i. ***The Swimposium in May went very well. George Geanon was very pleased at the event.***
  - i. Second Coach Rep
    - i. ***Brett Wilson posted information related to the coach representative on the Wisconsin Swimming website, which has drawn interest. The next coach rep will be elected during the long course season to replace Brett, who is the future General Chair come September.***
  - j. Strategic Planning Session
    - i. ***To finish Leap 2, there needs to be a strategic planning session. The incoming board will make the decision whether or not to do so.***
- VIII. Projects yet to be completed
  - a. LEAP Level 2

- b. Board Orientation
  - c. Continued Strategic Plan Implementation
  - d. Budget/Financial report timeline: consultation with Jim Mohr
    - i. **Discussion centered on having an audit, as one has not been preformed since the early 1990's.**
  - e. Transition of Treasurer and Registration/Membership to paid employee status
    - i. Job descriptions
    - ii. Performance evaluation process
    - iii. Amend bylaws to remove from voting board position by 1/1/2016.
  - f. Safe Sport Committee formation and start in person athlete training for clubs
- IX. Ineligible Athlete: Fine Appeal
- a. **A fine appeal was brought to the board's attention. There was discussion on the review process. The board of directors, an administrative board of review, or strictly by the general chair can make decisions related to fine appeals. Wisconsin Swimming, Inc. elected to have the Board of Directors handle fine appeals.**
  - b. **At the Storewood Open, a swimmer incorrectly swam attached with a club on a relay. In the pre-meet report provided to the host team, the swimmer was noted as needed to be unattached. However, the request was accidently overlooked. A heavy discussion centered on how to best remove the infraction consequences in favor of the swimmer, as the board understood it was a clerical error. Discussion also centered on whom fine should be paid by, if at all, and how to properly make the change within USA Swimming's rules.**

**A motion was made to waive the board review fine and infraction fine and to remove the 120-days of un-attachment from the host team, by Brent Boock, 2<sup>nd</sup> by Kevin Milak.**

**An amendment was made to the motion to make this decision subject to the confirmation of USA Rules & Regulation, by Rick Potter.**

**Voice Vote- Motion Failed**

***A new motion was made to waive the club's board review fine of \$150 and the infraction fine of \$100, and to consider the athlete's required 120 days of un-attachment fulfilled as of June 30, 2015 due to a clerical error, by Kim Stoll, 2<sup>nd</sup> Jeanne Drzewiecki.***

**Voice Vote- Motion Passes**

- X. 2016 Annual Meeting
- a. ***Discussion centered on moving the 2016 Annual Meeting to an earlier date, potentially April 16<sup>th</sup> due to a zone workshop occurring on the original date that calls for the General Chair to be in attendance.***
- XI. Next BOD and HOD meeting: October 27, 2015
- a. ***Minor discussion occurred around changing the location of the House of Delegates meetings.***
- XII. New Agenda Items
- a. ***It was brought to the board's attention that a coach, who is no longer with the particular club, never paid as their check had bounced. The board approved that the coach's membership be removed.***
  - b. ***Members attending Convention: Brett Wilson as General Chair, Cheri Zimdars as Admin-Vice Chair, Kevin Milak as Senior Chair, Brent Boock as Coach's Rep, Dave Anderson as Central Zone Chair, Jeanne Drzewiecki as the Times Committee, Angela on the Diversity Committee, George Geanon on the Safe Sport Committee, Carol Graham as Registration Chair, Lexi and Marissa as the Athlete Reps, and the future Coach's Rep that will be elected soon. While Michael Harbert cannot attend, another attending member can vote in replace of him if a petition is submitted.***
  - c. ***An outstanding recognition to all of the outgoing board members as they all have done a tremendous job!***
- XIII. Adjourn
- a. ***A motion to adjourn the meeting called by Jeanne Drzewiecki, 2<sup>nd</sup> by Brett Wilson at 7:43 PM.***  
**Voice Vote- Motion Passes**