

Allegheny Mountain Swimming
Board of Directors Meeting
Wednesday, July 17, 2013
301 Lindsey Road. Scott Township, PA

Present:

Paul Seiferth - General Chair/Safe Sport Chair elect
Scott Wilshire - General Chair elect
Lynne Shine - Administrative Vice-Chair/Secretary
Ryan Johnson - Secretary elect
Todd Clark - Senior Chair
Jacinta Batsky - Age Group Vice-Chair
Donna Beyerl- Treasurer
Mike Kristufek - Coaches Representative
Laura Hartman - Permanent Office/Registration Chair
Hosea & Dana Holder - Diversity/Inclusion Co-Chairs
Lisa Kocsis - Safety Chair

Guests:

John Schaefer - Officials Chair

Absent:

Charles Lersch - Age Group Chair elect
Bob Mermelstein - Safety Chair
Dan Prager - Technical Planning Co-Chair
Neil Jones - Technical Planning Co-Chair
Luke Modrak - Technical Planning Chair elect
Zachary Buerger - Athlete Representative

The Meeting was called to order at 6:43 PM by General Chair, Paul Seiferth.

I. Consent Agenda:

- A. Donna Beyerl requested that a specific format for the financials be decided on for reporting and posting purposes. It was decided for transparency purposes that a budget verses actual be posted in a collapse view.
- B. Scott Wilshire laid out his five (5) point plan for moving forward for the beginning of the 2013 Short Course Season.
1. A refocus and realignment of the meet files and scheduling between the Tech Planning, Senior and Age Group Chairs.
 2. Having Committee assignments and objectives laid out with a clear focus from each committee chair and yearly goals that follow the strategic plan.
 3. Reach out to the members of Allegheny Mountain Swimming in the outlying geographic areas by electronic meanings to increase greater participation.
 4. Ensure that the 2013-2014 Short Course Meet Announcements and Files are all posted and given feedback by September 15th.

5. Develop a successful September 28 AMS Convention
6. Have the financials brought into alignment to more accurately represent expenditures and budgets from each Committee and Chair.

Discussion:

Paul stated that moving forward now with a meet committee, Age Group and Senior Committees will direct their respective divisions to maintain focus on either Age Group and Senior Swimming respectively. Ryan responded that an independent chair should head the Meet Committee as the Tech Chair is a one year position. Jacinta stated that having the Tech Chair take the mantle of meet file responsibility away from the host clubs might be unwise in the long run. Host clubs should learn to create and manage their own meet files.

MOTION was made and seconded to ACCEPT the Consent Agenda without pulled report.

II. Action Items:

- A. Operating Procedures - Committees (Attachment 1)

MOTION was made and seconded to ACCEPT Committee Policy and Procedures with an amendment to encourage broad geographic representation in the committee appointment section. Proposed Committee Policy and Procedures Section, as amended, will be added to the AMS Operating Procedures Manual.

- B. Committee Appointment Application (Attachment 2)

Discussion:

Bob questioned by email as to whether an individual can serve on more than one committee. The consensus was that this was acceptable. The committee application should be a fluid and easily accessible document. The committee application will be a Google doc that drops into a committee database, also a hard copy will be available to those who do not go to the website.

MOTION was made to have necessary revisions made and have the form emailed for approval before the next Board Meeting.

- C. Governance Committee Mission Statement and Template for Developing Future Committee Mission Statements.

Mission Statement:

To provide ongoing evaluation of the structure of Allegheny Mountain Swimming (AMS) in order to promote optimal business process and accountability, and to provide best practice guidance and support to the AMS Board of Directors, Committee Members and Member Clubs.

All AMS should use USA Swimming correlating committee mission statement.

MOTION was made and seconded to ACCEPT the Governance Committee Mission Statement and the Template for future Committee Mission Statements and have the Governance Mission Statement added to the AMS Operating Procedures Manual.

D. Diversity and Inclusion Summit 2015 and Initiatives

Discussion:

Possibility of Hosting the 2015 Diversity Summit at University of Pittsburgh. Expenses would be housing, transportation, the pool, 2 male, 2 female, 1 coach, and 1 representative from each LSC in the Eastern Zone. Todd indicated that Jason Miller is the Aquatics Director at Pitt and we should reach out to him for support. The University holds similar events and may be willing to assist with the Diversity Summit. Also, Dana mentioned that the City of Pittsburgh has made May 15, 2014 International Water Safety day. Since City Pools do not open that early, a Splash event could be hosted at a High School facility where the safety of swimming is introduced. The athlete representatives should be involved in this effort. This would be a two hour event.

MOTION was made to move forward with these initiatives and have more information presented to the Board for further approval.

E. Operative Procedures – Zones Coaching, Elite & Age Group Camps (Attachment 3)

MOTION was made and seconded to ACCEPT the Zones Coaching and Camp requirements as amended, and have them added to the AMS Operating Procedures Manual.

F. Establishment of Email Protocol for BOD Members

Discussion:

Lynne indicated that the Governance Committee is working on a Board of Directors Manual/Handbook that will be published and cover all job descriptions and duties for all positions. Along with that, since business is moving more towards email communications, should we have an email etiquette section added to the AMS Operating Procedures. Jacinta, Scott, and Paul were in agreement that this can be something added to the Manual/Handbook, but we should not be putting etiquette issues into the Operating Procedures.

MOTION was made to include email procedures and etiquette in the B.O.D. Handbook/Manual.

G. Meet Director Training Online via Couresites (Blackboard)

Discussion:

Laura stated that a Blackboard module could be made to have a course in Meet Management and/or using Meeting Manager and creating event files. Discussion ensued that the burden on Meet Volunteers is too great already; they should not be required to undergo mandatory

classes. It was expressed that someone having difficulty with meet issues would benefit more from a sit down class, or an online tutorial.

MOTION was made and seconded to create an online –all-time-access training module for meet management as a resource module on the website.

III. NEW BUSINESS:

A. Deck Changing Policy

Discussion:

There was an incident at the July Senior Circuit Meet Hosted by AMS at Pit of deck changing by the same athlete on 2 occasions. Currently the policy reads as “discouraged”, and there are no repercussions or sanctions for discouragement. All present were in agreement that deck changing should not be permitted, and that there are no facilities in AMS that would warrant such a policy to allow deck changing. Scott indicated that a Meet Jury should decide the fate of the swimmer accused of deck changing. Paul questioned what penalties if any could we appropriately assess. Jacinta asked that Mike stress the issues of Deck Changing at the Yearly Coaches Meeting.

MOTION was made and seconded to change the wording in the Meet Announcement and AMS OP to read “Prohibited”, and moved to Governance to come up with reasonable penalties.

B. Insurance

TABLED

C. Concussion Course Requirements

TABLED

D. Meet Summaries/Meet Surcharges (Attachment 4)

Discussion:

After a roundtable of questions, Meet Summaries were concluded not to be accurate. Paul stated that while this may be the case, Allegheny Mountain Swimming’s only concern is the Splash Fees which can be verified by the Meet Backup file sent to Laura. Laura should be checking these as the checks are sent in to AMS. Lynne stated that it may be beneficial to re-think or re-create a more effective meet summary form to better reflect meet expenses and use these in future meet bid considerations. With regard to the Meet Surcharges indicated by these summaries, questions were raised regarding the need of certain clubs to charge more fees under the guise of surcharges to cover other expenses. Paul indicated that while hosting a meet may be expensive, no club has indicated a loss in revenue in hosting an event. Laura asked as to whether clubs were aware that they could issue a surcharge. Lisa indicated that her club was

aware and plans on doing so in the future if allowed. Todd questioned why not open up to all facility charges such as in a free market system the way some other LSC's operate. Scott indicated that meets are not an unbridled fundraising event; instead they are events for giving swimmers opportunities to compete. As sanctioned by AMS, there lies some regulation for oversight.

MOTION was made and seconded through unanimous approval that "Effective Short Course Season, all surcharges will need Board Approval until a change in this policy is approved". To be emailed out to all LSC Club presidents and Coaches.

E. Inclusion of Safe Sport Fliers in Heat Sheets

- Paul indicated that Safe Sport Fliers will be attached to heat sheets for the Short-Course season to bring the LSC up to speed in this area.

F. September HOD meeting update

The date has been set as September 28th and 29th. The location which has yet to be finalized will probably be Chartiers Valley. Laura has been in contact with the Superintendent of Schools.

For the Athlete portion of the clinic, Fitter and Faster Tour is coming with Olympic Athletes Claire Donahue, and Peter Vanderkaay. Peter's mother will be talking with the parents during the Athlete Portion. This will be a two day event for the Athletes.

There is a cost per athlete of \$79 to attend the clinic. An option exists for a "buy down" \$1000 for \$10. There are currently a total of 240 athlete slots for the clinic.

Discussion:

Scott indicated that Food should be catered in for everyone in attendance. Jacinta questioned why her club was not notified that this event would be hosted at Chartiers Valley, impeding upon her pool usage time. Laura noted that this came up quickly and she went directly to the School Administrators. Paul stated that we should buy down the price as it is expensive to ask an athlete to pay \$79 for 3 hours. Dana and Lisa indicated that such costs are typical. Jacinta responded that she felt all slots would fill up if we left the price at \$79. Scott stated that 20 slots should be reserved for outreach athletes and that they should approach the Diversity/Inclusion Co-Chairs for requests. Laura indicated that there are currently not 20 outreach athletes in AMS, although the number has grown over the years. Ryan responded that this event is made as a give back to the membership, and some attempt should be made to decrease the cost.

MOTION made and seconded for a buy down clinic registration price of \$69 and to save 20 slots for outreach or athletes in need for a certain period of time until opening up the 20 slots for general admissions.

This will be emailed out to LSC Club Presidents as they are the aware of their club membership standings.

G. Athlete Elections

There was a larger than normal voter turn-out. Over 120 votes counted. The athlete elected as Junior Representative for the next year is Franny Dean of FCKW

The Meeting was adjourned 9:45 PM by General Chair, Paul Seiferth.

Next Meeting August 21, 2013 at Sarah Heinz House

Respectfully submitted,

Ryan Johnson
AMS Secretary-Elect