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www.maswim.org

BOARD OF DIRECTORS MEETING – AUGUST/SEPTEMBER

JASM Consulting - 10 E 9th St. - Ocean City, NJ 08226

AGENDA

CALL TO ORDER 11:03am

Attendance: Jamie, Larry, Kate, Mike, Amy, John, Will, Brian, Dan, Andrew, Doug, Samantha

ANNOUNCEMENTS Mike Seip: MAAPP 2.0 requirements for more non-athlete members for clubs. USA Swimming may bring a 3rd membership category for staff.

USA Swimming national committee applications are available now through October 10th. Contact Jamie if interested.

CONFLICT OF INTEREST STATEMENT read by Andrew Austria

APPROVAL OF AGENDA Larry add new MAAPP changes. New business I motion to accept approved

APPROVAL OF MINUTES motion to approve June minutes. approved

BLOCK ONE

These items will be discussed in the order presented, unless amended during the agenda approval process.

AREAS FOR IMMEDIATE ACTION

- a. Conflict of Interest/Confidentiality Agreement

All board members and staff were given the conflict of interest form to sign and return. Those not in the meeting will be sent through email.

ELECTIONS AND APPOINTMENTS

- a. Committee appointments – K. Scheuer

Two Athlete members Kate Levenston SSC and Liam Simmons WEST. Nominated as athlete reps to board by governance committee. No discussion. Kate will appoint them to the board and determine Sr. and Jr. member. Larry asked that Christina officially resign. Sofia already resigned.

FINANCE report accepted

- a. Finance Report – S. Mittman Besnoff

Report through end of July. Around \$50,000 in profit for the year. Includes 2 PPP loans.

Applied for forgiveness to both.

Adding a 3% fee for credit card usage. Incurred over \$12,000 in CC fees for 2020.

EXECUTIVE DIRECTOR REPORT

Marketing/communication/outreach-- tried for an intern. Over 75 applied but no one truly interested. Interns need training. Scott Day background in sports administration/communication is going to do contract work for us, not an employee, Scott has created a strategic communications plan that tells our story. Hope to grow interest in businesses to support us financially. Will positively affect the club level. Monthly fee.

Middle Atlantic Swimming advocates the growth and development of a diverse swimming community through education, innovation and a commitment to excellence.

NEW BUSINESS

- a. USAS Annual Meeting – K. Scheuer
HOD Sept. 25th Business meetings in two weeks prior to HOD. Register to attend meetings when links are active. Voting members should get emails from USA Swimming. MA will set up a separate room to caucus if needed during the meeting. Voters: Larry, Brian, Doug, Jason and Kate. Extra voters requested 3 more.
- b. New LEAP – L. Schwarz
MA will undergo LEAP 3 in the upcoming year. Governance, programming and communications. 10 items in each category to cover. Must be done by September 2022. Required to complete a level every 2 year.
- c. MASI Office – L. Schwarz
Current lease is up September, 2021.
Office is underutilized by the LSC.
We need a base of operations including board and staff. Use for training venue. Storage of equipment. See drop box for the proposal of purchasing a condo. MA has liquid assets available to purchase the condo. Working on an offer with lawyer. Asking for board approval. Motion that MA board approve the process of moving forward with purchase of office space. Samantha gave a financial vote of confidence. Larry commented that we would purchase outright not a mortgage.
Save \$500-700 per month. Fits the proposed budget for 2021-22 office expenses. Will the board see and vote on the final agreement prior to signing. Will need a special meeting when a contract is finalized.
Estimates on renovations is \$10,000. Immediate expense would be conference table and chairs. Samantha amended motion to add \$250,000 max spend on office space.
Motion approved.
- d. BOD Athlete Reps – K. Scheuer
See above
- e. Eastern Zone September Meeting – K. Scheuer
September 19. Open meeting at 6pm
Tech planning at 4. Mike requested link to tech planning
MA do as a group or with a separate zoom caucus meeting?
Kate will send link to all on the board.
- f. USAS Mighty Mega Meeting – K. Scheuer
Largest LSC's. Inviting GC, DEI and governance to a virtual meeting. October 30th. Can designate others to attend. We can have others attend as observers.
- g. Trademark – L. Schwarz
We received our trademark. Own Middle Atlantic Swimming name.
- h. Committee Chair Communication – L. Schwarz
Board members reminded that committee/committee chairs are run by the committee not the board member their committee falls under. Including financial expenses already given to them.
Allow them to do their job.
Staff should go to committee chairs for business of the LSC not board members.
Board is strategic. Committees are the day to day workers.
- i. MAAPP changes
Fillable version on USA Swimming website. Every club has gotten the email to registration coordinator. Webinars on changes have been conducted. August 26 is next one. Slides and outlines are posted. Implementing Sept. 1, 2021. MA and clubs must post MAAPP 2.0 posted on safe sport tab. Part of safe sport recognition program.
MAAPP policy agreement sent to clubs.

UNFINISHED BUSINESS

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- a. DEI – K. Scheuer
Kate is working on the position. Not confirmed yet but hopefully has a candidate to present by mid-September. Will be appointment of board member.

**BLOCK TWO
block approved as a group**

Items requiring discussion to be pulled at the appropriate time. Otherwise, all items in will be passed/defeated as a group.

DIVISION REPORTS						
Administrative	Performance	Finance	Operations	Athlete	Coach	DOC
Registration	Senior	Audit	Safety			
Convention	Age Group	Budget	DEI			
Personnel	Zone Team	Tax/Ins/Inv.	Officials			
Marketing	Open Water	Treasurer	Equipment			
Admin Review Board	Tech Planning					
Recognition						
Awards						

Kate reminded each to submit reports in a timely manner including minutes from committee meetings. A club has asked for minutes to be posted including committee reports to give clarity to members as to board decision making.

Next meeting will be around USAS HOD meeting in September.

Adjourned 12:03.

Middle Atlantic Swimming Board of Directors Calendar

Middle Atlantic Swimming Board of Directors Calendar			
May	June	July	August
New officers take over Renew banking relationships Review State filings EZ May meeting Appoint Committee Chairs/staff liaisons Review staff compensation Request additional USAS votes Nominees for Lifetime membership Select USAS Delegates New meeting schedule BOD Meeting	Board and committee chair orientation Conflict of interest Drop Box tutorial Board Book Lifetime recipient selected Approve committee membership <div style="text-align: center; font-size: 24pt; font-weight: bold;">No Meeting</div>	Election of Coach reps <div style="text-align: center; font-size: 24pt; font-weight: bold;">BOD Meeting</div>	Registration materials to clubs Meets submitted for sanctioning USAS registration End of fiscal year <div style="text-align: center; font-size: 24pt; font-weight: bold;">No Meeting</div>
September	October	November	December

Beginning of fiscal year USAS Convention Workshops & clinics Strategic plan review BOD meeting	Early registration period BOD self-assessment & review MANDATORY Committee meetings No Meeting	Annual financial review initiated Nominating committee appointed (if not elected by HOD) BOD Meeting	Confirmation of pool availability for next SC season championships Confirmation of pools for this season LC champs No Meeting
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January	February	March	April
LC schedule bids received SC schedule proposed Budget meeting/committee budgets due File 990 by Jan 15 th Receive financial review from accountant April HOD plan approved BOD Meeting	LC schedule bids approved SC schedule approved for bid Nominees for Outstanding Volunteer Delegates to EZ May No Meeting	SC schedule to bidders Budget meeting Championship meets HOD legislation prepared Slate of nominees presented to BOD Budget presented to BOD BOD Meeting	SC bids due Policy, by-laws, mission & safety review (1 each yr) Meet host meeting Awards ceremony (volunteer, athletes, coaches) Elections HOD Meeting BOD Meeting