



500 Creek View Road, Suite 101 Newark, DE 19711 302-861-6760  
[www.maswim.org](http://www.maswim.org)

BOARD OF DIRECTORS MEETING – JANUARY 11, 2021 8:00 PM ZOOM ONLY

### MINUTES

**CALL TO ORDER—8:01pm**

**ANNOUNCEMENTS --none**

**CONFLICT OF INTEREST STATEMENT –The Middle Atlantic Conflict of Interest was read by Andrew Austria**

**APPROVAL OF AGENDA --approved**

**APPROVAL OF MINUTES --approved**

Attendance: Andrew Austria, Mike Seip, Jamie Platt, Tyler Santangelo, Larry Schwarz, Kate Scheuer, Samantha Besnoff, Christina Cappola, Jason Brennan, Doug Cornish, Brian Elko, Will Gallagher, John Lyons, Carlton Taylor, Crystal Keelan, Matt Horner, Sofia Pejic, Dan Clough, Vijay Tallapragada

### BLOCK ONE

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

### AREAS FOR IMMEDIATE ACTION

#### ELECTIONS AND APPOINTMENTS

- a. Committee appointments – K. Scheuer  
Coaches Committee: Recommendations by Doug Cornish  
Committee approved.  
Claire Pillar--athlete  
Wynne Houser--athlete  
Jillian Almoney, Casey Coble, Paul Donovan, Strohm Edwards, Greg Fastrich, Crystal Keelan, Greg Scheuer

#### FINANCE

- a. Finance Report – S. Mittman Besnoff  
Report is in Dropbox  
Working on budget for 2021-22 and will send to board before March meeting.  
Payroll and retirement information corrected in QB  
Treasurer report is accepted.

#### EXECUTIVE DIRECTOR REPORT—Jamie Platt

Organize Structure and Procedure  
Looking at Software we currently use and how we can change for the better  
Finance closing out PPP and looking to PPP number 2—will apply  
Planning and reviewing the budget for 2021-22. Thought membership might be down more than it is. Looking at how to cut costs. Get an audit in place

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

Intern for Admin help. In an effort to get administrative help and give university students experience, will contact local universities with Sport Management programs for an intern May-August. Hope for 3 interns per year.

Employee Handbook is being worked on.

MA policy manual updates are being reviewed

## **Connect**

Local:MAS from home.

Coaches roundtable

Mental wellness for athletes, coaches and parents

Officials training, meet directors, ORD

College recruiting CSCCA support

MAS public service announcement:

Why join USA Swimming?

What we do?

Athlete perspective,

Student from Upper Dublin will produce

National:

USA Swimming holding poolside chats.

AM, NJ, MA Tristate coalition—stronger together

CMO from USA Swimming in to help with Why join USA Swimming.

**Local/National** business community value of being part of USA Swimming

## **Reestablish the Brand**

Getting LOGO on everything

Executive Director is the face of LSC

Jamie attended the KA 18 & under champ meet.

MA is everywhere—we are the authority in the area for clubs, membership and meets. Promote ourselves in summer leagues, and swim schools.

## **NEW BUSINESS**

### a. Championships Series Update – B. Elko

Reached out to each club in December and determined champs should be pushed back from March to.... Not cancelled. Responses from 50% of clubs. Reach out to those clubs with no water or did not respond to help to decide when to hold champs. Sr. and Age Group will be contacted to help

### b. Policy Manual – L. Schwarz

Cherita, Jamie and Larry worked on the policy manual. Now posted in Dropbox and will be discussed at March meeting. Everyone should take a look to see if updates are ok. Executive Director position will be prominent in the operating manual. Does not require HOD or USA Swimming approval.

### c. Tri-State LSC Coalition – K. Scheuer

Kate is working with the GC from AM and NJ for an informational campaign to educate state leaders about swimming and differentiate us from other sports, our needs and help our athletes. Make us more visible. How we can and do maintain safe environments for our athletes. Working together for the better opportunities for our athletes.

### d. DEI Board Position—L Schwarz

Movement in USA Swimming to make DEI chair a board position.

MA has not done so

Require HOD vote and by-law modification.

Need decision by March board meeting to present to HOD in April, if planning to add as board position.

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

A task force of Dan Clough, Carlton Taylor, Andrew Austria and Jamie Platt will present a proposal at the March board meeting. Task force will present the pros and cons of DEI on board. The proposal will be available one week before march meeting for board review. Task force will present the pros and cons of DEI on board.

**UNFINISHED BUSINESS**

- a. Mandated USA Swimming By-Law changes – L. Schwarz  
Our by-laws have been approved by USA Swimming as revised.
- b. Budgeting process – S. Mittman Besnoff\\  
Working with Jamie and personnel committee to come with the 2021-22 budget.  
Send to board and committee chairs for March review.
- c. Invoice System – S. Mittman Besnoff  
John is invoicing for meet fees

**BLOCK TWO**

**Approved as a block no discussion**

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

**DIVISION REPORTS**

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

**NEXT MEETING: MARCH 8<sup>TH</sup> AT 8PM**  
**ADJOURNMENT 8:45PM**

Respectfully Submitted

Amy Steeves  
Secretary

**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	Board and committee chair orientation Conflict of interest Drop Box tutorial Board Book Lifetime recipient selected	Election of Coach reps	Registration materials to clubs  Meets submitted for sanctioning  JSAS registration

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

Request additional USAS votes Nominees for Lifetime membership Select USAS Delegates New meeting schedule  BOD Meeting	Approve committee membership  <b>No Meeting</b>	BOD Meeting	End of fiscal year  <b>No Meeting</b>
---	---	-------------	---

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  <b>No Meeting</b>	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  <b>No Meeting</b>

January	February	March	April
LC schedule bids received SC schedule proposed Budget meeting/committee budgets due File 990 by Jan 15 <sup>th</sup> 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  <b>No Meeting</b>	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