

Illinois Swimming Inc.
Board of Directors meeting
01/26/05
7:00 pm Illinois Swimming office

1. **Roll call:** The General Chair called the meeting to order at 7:15 pm.
Members present: Kate Chronic (safety chair), Jane Grosser (secretary), Kathleen Hagerty (treasurer), Tom Hayden (administrative Vice-chair), Michael Lawrence (immediate past General Chair), Eric Lazzari (Age Group Chair), Pam Lowenthal (Staff), Len Penkala (coaches representative), Bill Schalz (General Chair), Bob Welch (Officials Chair).
Members Absent: Dan Johnson (Senior Chair), Brian O'Neil (Program Operations), Pam Redding (Adaptive chair), Amy Funk and Payton Johnson (Athlete Representatives),
2. **Approval of the agenda:** The agenda was approved as presented with any new business to be presented under new business.
3. **Minutes:** The May, August, October, minutes were approved as written. December 29th minutes were amended and approved. The amended minutes from December 6, 2004 will be published along with the above minutes on the web.
4. **President's Report:**
 - a. Paul Asheim, CPA, hired to perform accounting services for Illinois Swimming gave an interim report. A full report will be available at the end of FY 2005 (August 31, 2005). The finance committee (as established in the Illinois Swimming by-laws) will meet quarterly to oversee the expenditures and income of Illinois Swimming. **MOTION: To amend the 2005 budget to approve expenditures for accounting services of \$5,500. 2nd, passed.** A new line item will be created in the budget called accounting services. **MOTION: To approve up to \$1000 for additional financial services until the next meeting. 2nd passed. MOTION: The treasurer to contact the accountant and get a bid for continued services throughout 2005. 2nd, passed.**
 - b. **Nominating committee:** The committee is in progress and will bring forward a slate of candidates by March to the BOD.
 - c. **Website Review:** The ISI Webmaster has been paid for his website services.
 - d. **New office Lease:** The lease was signed and the office has been moved. There is no internet access in the office yet and should be installed by February 1, 2005. The lease on the copier lease is under review. A proposal for office furniture was discussed. The office will be furnished before the next BOD meeting.
 - e. **Bid Process:** Nothing was presented
 - f. **Contracts for championship meets:** The general chair reported that some work has been done on this, no information was presented.
5. **Treasurer's report: The September, October, November and December financial statements were presented for approval. 2nd, passed.**

- a. **Investment policy:** The treasurer presented a packet of information regarding the investment policy Illinois Swimming. The treasurer will bring a specific recommendation of investment strategy to the next BOD meeting.
- 6. Action Items:**
- 7. Staff Reports:**
- a. Membership: Current membership numbers are as follows: Athlete: 12,788, Club: 108, Non Athlete: 1007. (Numbers as of 1/26/05).
 - b. Meet Sanctions: The long course meet schedule was presented.
MOTION: To approve the long course schedule as presented. 2nd, passed. A sanction report was reviewed.
- 8. Reports of Officers:**
- a. **General Chair (Bill Schalz):** See President's report.
 - b. **Administrative Vice-Chair (Tom Hayden):** The executive director job description was discussed. Discussion was held regarding how to proceed with the process of securing an executive director for Illinois Swimming.
MOTION: To create a new line-item in the budget titled, operations consultant for a total of \$12,000 (\$1500 a month through August 2005). 2nd, passed.
 - c. **Senior Chair (Dan Johnson):** no report
 - d. **Age Group Chair (Eric Lazzari):** no report
 - e. **Program Operations (Brian O'Neil):** no report
 - f. **Secretary (Jane Grosser):** No Report.
 - g. **Coaches Representative (Len Penkala):** The coach's rep. presented info on the coach of the year election process. He will work with the age group chair to finalize the process.
 - h. **Athlete Representatives (Payton Johnson and Amy Funk):** no report.
- 9. Reports of committees and coordinators:**
- a. Camps task force: no report
- 10. Reports of elected coordinators and committee chairs:**
- a. **Safety/Rules (Kate Chronic):** No report. Part 206 is still incorrect on the web. The rules chair is conducting a review of the past five years of minutes to coordinate motions and actions taken by the BOD.
 - b. **Membership and Registration coordinator:** See staff reports.
 - c. **Officials (Bob Welch):** **MOTION: TO approve Sandy Drake for the official's scholarship up to \$300.00 for World Cup. 2nd, passed.**
- 11. Other committee and coordinator reports:**
- a. **OVC (Carolyn Lambert):** No report.
 - b. **Adapted Swimming (Pam Redding):** No report.
 - c. **Records/Top 16 (vacant):** No report.
- 12. Ex-officio members of the board**
- a. **Immediate past general chair (Michael Lawrence):** No report.
 - b. **Members of the USA Swimming BOD (Michael Lawrence):** written report received. Action taken under new business.
 - c. **USA Swimming Committee Chairs/coordinators (Kate Chronic):** Report postponed until next meeting.

13. Unfinished Business: MOTION: To move to closed session 2nd passed.

14. New Business:

- a. **MOTION: To adopt the Statement of principles on ethical behavior and conflict of interest form of USA Swimming for use within Illinois Swimming. 2nd, passed.**
- b. Bill Schalz was appointed to a task force by USA Swimming for HOD analysis.

15. Resolutions and Orders: None presented.

Next meetings: Third Tuesday of the month Tuesday, February 15, March 15, April 19 at 8:00 pm at the Illinois Swimming office. March meeting to be the budget meeting.

Illinois Swimming Inc.
Board of Directors meeting
02/15/05
8:00 pm O'Hare Hilton

1. **Roll call:** The General Chair called the meeting to order at 8:15 pm.
Members present: Kate Chronic (safety chair), Jane Grosser (secretary), Tom Hayden (administrative Vice-chair), Michael Lawrence (immediate past General Chair), Pam Lowenthal (Staff), Bill Schalz (General Chair).
Members Absent: Kathleen Hagerty (treasurer), Dan Johnson (Senior Chair), Eric Lazzari (Age Group Chair), Brian O'Neil (Program Operations), Len Penkala (coaches representative), Amy Funk and Payton Johnson (Athlete Representatives), Bob Welch (Officials Chair).
2. **Approval of the agenda:** The agenda was approved as presented.
3. **Minutes: The January minutes were approved as amended 2nd, passed.**
Approval of the amended minutes from December 6, 2004 were tabled until the next meeting.
4. **President's Report:**
 - a. **Board of Review:** All is in order.
 - b. **Nominating committee:** The committee is in progress and will bring forward a slate of candidates by March to the BOD.
 - c. **Planning calendar:** no changes
 - d. **Bid Process:** Nothing was presented
 - e. **Contracts for championship meets:** Speedo is sending towels for the championship meets along with copy to be read by the announcers at the meets.
 - f. **March budget meeting:** Budgets need to be submitted to the General Chair by March 1.
 - g. **HOD meeting:** The meeting needs to begin at 1:30 pm not 1:00 pm as usual. Office to follow up with details and report back at next meeting.
5. **Treasurer's report:**
 - a. **Investment policy:** Discussion was held regarding the current investment policy of Illinois swimming.
6. **Action Items: none presented**
7. **Staff Reports:**
 - a. **Membership:** Current membership numbers are as follows: Athlete: 13,206, Club: 109, Non Athlete: 1153. (Numbers as of 2/15/05). Illinois swimming is the largest LSC in the country.
 - b. **Meet sanctions:** A sanction report was presented. A discussion was held regarding teams that may not charge their own swimmers entry fees, the BOD confirmed that all teams must submit splash fees for all swims at a meet.
8. **Reports of Officers:**
 - a. **General Chair (Bill Schalz):** See President's report.
 - b. **Administrative Vice-Chair (Tom Hayden):**

- c. **Senior Chair (Dan Johnson):** Several action items are being discussed within Senior Committee. It was requested that the Senior chair review the info posted on the website for accuracy. The Senior Chair requested that Illinois Swimming put team manager on the website for the LSC. This was tabled until more information is received from the Senior chair.
 - d. **Age Group Chair (Eric Lazzari):** Homewood Flossmoor does not have use of the pool at the original venue on Friday evening of regional champs. **MOTION: Homewood Flossmoor should seek a different venue for Friday evening's events. 2nd, passed. MOTION: CATS receive approval for a change of venue to UIC for regional champs meet. 2nd, passed. MOTION: That the General Chair instruct the age group chair to conference call with the officials chair as well as the four referees from the regional meets to discuss standardized operating procedures of the meet prior to the start of the regional meets. 2nd, passed.**
 - e. **Program Operations (Brian O'Neil):** no report
 - f. **Secretary (Jane Grosser):** No Report.
 - g. **Coaches Representative (Len Penkala):** no report
 - h. **Athlete Representatives (Payton Johnson and Amy Funk):** no report.
- 9. Reports of committees and coordinators:**
- a. Camps task force: no report
- 10. Reports of elected coordinators and committee chairs:**
- a. **Safety/Rules (Kate Chronic):** Progress is being made on the rules and regulations review.
 - b. **Membership and Registration coordinator:** See staff reports.
 - c. **Officials (Bob Welch):** The safety chair requested that the officials chair terminate the practice of flyover starts in the backstroke events. **MOTION: Effective immediately, no backstroke race or Medley relay race event shall be allowed to start until all swimmers from the previous heat have exited the water. The officials chair will immediately notify all officials of this decision. 2nd, passed.**
- 11. Other committee and coordinator reports:**
- a. **OVC (Carolyn Lambert):** No report.
 - b. **Adapted Swimming (vacant):** No report.
 - c. **Records/Top 16 (vacant):** No report.
- 12. Ex-officio members of the board**
- a. **Immediate past general chair (Michael Lawrence):** Michael gave a brief report on activities of the office. **MOTION: Usage of all Illinois Swimming accounts be restricted to Illinois Swimming staff members. 2nd, passed.**
 - b. **Members of the USA Swimming BOD (Michael Lawrence):** No report.
 - c. **USA Swimming Committee Chairs/coordinators (Kate Chronic):** Age group planning is hosting the National Age Group Chairs Workshop in Colorado Springs April 22-24, 2005. **MOTION: To approve airfare reimbursement up to \$400.00 for a member of the age group**

committee to attend the National Age Group Chairs Workshop in April. 2nd, passed.

13. Unfinished Business: none presented.

14. New Business:

15. Resolutions and Orders: None presented.

Next meetings: Third Tuesday of the month: March 15 budget meeting, April 19 at 8:00 pm at the Illinois Swimming office.

Illinois Swimming Inc.
Board of Directors budget meeting
03/15/05
8:00 pm
Illinois Swimming office

1. **Roll call:** The General Chair called the meeting to order at 8:00 pm.
Members present: Kate Chronic (safety chair), Jane Grosser (secretary), Kathleen Hagerty (treasurer), Tom Hayden (administrative Vice-chair), Dan Johnson (Senior Chair), Michael Lawrence (immediate past General Chair), Eric Lazzari (Age Group Chair), Pam Lowenthal (Staff), ,Brian O'Neil (Program Operations), Len Penkala (coaches representative), Bill Schalz (General Chair), Bob Welch (Officials Chair).

Members Absent: Amy Funk and Payton Johnson (Athlete Representatives).

2. **Lengthy discussion was held regarding the formulation of the 2005-06 budget.**

Allocation of budget funds was discussed. It was decided that any surplus funds from the interim budget would be allocated following the end of the 2005 budget (January-August 31,2005).

MOTION: That club support for the Speedo Sectional meet be discontinued in the 2006 budget. 2nd, passed.

Meeting to closed session at 11:00 pm

Meeting returned to open session at 11:45 pm

MOTION: TO approve officials scholarships for Jim Williams and Cathy Harris for World Championship Trials in April at \$300.00 each. 2nd, passed.

MOTION: TO adjourn meeting. 2nd, passed 11:47 pm

Illinois Swimming House of Delegates Meeting
Neuqua Valley High School, Naperville, IL
April 27, 2003

1. Roll Call
2. Approval of the agenda
3. Reading, correction and adoption of the minutes: Motion: The minutes were adopted as presented.
4. Opening remarks: General Chair, Bill Schalz:
 - Bill reminded everyone of the dues increase adopted by USA Swimming. Effective this fall the registration fee for USA Swimming will be \$50.00 plus the Illinois Swimming surcharge of \$10.00.
 - Dick Schoulberg will be the head coach for the Illinois Swimming age group camps this spring.
 - Bill thanked Speedo for their continued support of Illinois Swimming.
 - The progress of the Illinois Swimming website was discussed.
 - Michael Lawrence has been named as a manager to the 2004 US Olympic team. Illinois Swimming's Mary Decenza represented the US at the Duel in the pool. Andrew Schnell will travel to Korea this summer to represent the US as well.
 - Bill thanked Cathy Harris, Kate Chronic and Gary Tracy for their service to Illinois swimming.
 - He also thanked Pam Lowenthal for her continued effectiveness in the Illinois Swimming office.
 - Immediate past president: of Illinois Swimming Michael Lawrence: See written report inserted in the HOD packet. Michael gave an overview of some of the recommendations of the task forces that are currently working within USA Swimming. He also highlighted the addition and resignations of staff at USA Swimming in Colorado Springs.
 - Eric Lazarri gave a brief report regarding the upcoming Illinois Swimming Select camps.
5. **Reports of officers:**
 - **Program Operations report: Brian O'Neil:** The ISI website report was given. Progress has been made on official's certification. An open swimming event is still in the works. It is hard to find a site that can accommodate the event.
 - **Secretary: Jane Grosser:** Reported on the parent workshop pilot program.
 - **Coaches rep: Dan Johnson:** Dan reported that there are two remaining coaches scholarships available for coaches attending education programs.
 - **Official's Chair, Cathy Harris:** See page 14 of the HOD Packet.
 - **Senior Chair: Maureen Sheehan:** See page 7 in the HOD Packet. MOTION: To accept NASA and WildCat as hosts of the 2004 Short Course Senior Championships at northwestern . 2nd, passed.

- **Age Group Chair, Kate Chronic:** see page 5 of the HOD packet. 2003 zone info is included in the report. One correction is noted on the 2003 Championship meet time standards. SCY 13-14 boys 1000 free SHOULD BE 11:31.79.
MOTION: LFSC 2003 Long Course Age Group Championship meet 2nd, passed'
MOTION: ACAD 2004 short course Age Group Championships March 19-21, 2004 2nd, passed.
MOTION: To award the 2004 A Championship meets to Decatur, Cats, Homewood Flossmore, and Fox. 2nd, discussion, passed.

6. **Financial report. Treasurer, Gary Tracy:** See report on page 15 of the HOD packet. Total cash balance as of 12/31/2002 \$464,106.00 **MOTION: To accept the treasurer's report, 2nd, passed**

7. **Unfinished business: None presented.**

8.

Appointments, confirmations and elections

Administrative Vice- Chair: Tom Hayden, Thanked everyone for his or her service on the nominating committee. The election slate is located on page 18 of the HOD packet.

MOTION: To accept the slate of candidates as presented 2nd, passed.

Congratulations to the new members of the BOD.

Program Operations Vice-Chair: Brian O'Neil

Age Group Vice-Chair: Eric Lazzari

Treasurer: Kathleen Hagerty

Officials Chair: Bob Welch

Registration/Membership Coordinator: Pam Lowenthal Safety Coordinator: Kate Chronic

9. **New Business:** The age group committee was asked to re-evaluate the way teams are assigned to A champs.

10. **Rules and Legislation: None Presented.**

11. **Next Meeting September 28, 2003 in Bloomington Illinois.**

Illinois Swimming Inc.
Board of Directors budget meeting
5/01/2005
10:00 am
Illinois Swimming Office

1. **Roll call:** The General Chair called the meeting to order at 10:00 am.
Members present: Kate Chronic (safety chair), Kathleen Hagerty (treasurer), Jane Grosser (secretary), Dan Johnson (Senior Chair), Michael Lawrence (immediate past General Chair), Eric Lazzari (Age Group Chair), Pam Lowenthal (Staff), Len Penkala (coaches representative), Bill Schalz (General Chair), Bob Welch (Officials Chair).

Members Absent: Tom Hayden (administrative Vice-chair), Brian O'Neil (Program Operations), Amy Funk and Payton Johnson (Athlete Representatives) Adaptive chair: (vacant).

2. **Approval of agenda: MOTION: to approve the agenda as presented. 2nd, passed.**
3. **Approval of February, March and April minutes: The minutes were approved as presented with a few spelling corrections. (The December 6th revised minutes are still outstanding).**
4. **President's report:** Bill suggested that the budget not be presented to the HOD today. When trying to develop a long range budget it was felt that it would be better to research the budget items with respect to long range budget planning and present an updated budget to the membership at the fall HOD meeting. This process will be explained to the HOD. The progress of the executive director process will be presented to the HOD as well.
5. **Treasurer's report: approved as presented (the April numbers are unofficial).**
6. **Action Items: none presented**
7. **Staff Reports:**
8. **Reports of Officers:**
 - a. **General Chair (Bill Schalz):** See President's report.
 - b. **Administrative Vice-Chair (Tom Hayden):** no report
 - c. **Senior Chair (Dan Johnson):** Dan gave an overview of his presentation to the HOD mainly consisting of outlining the changes being proposed to the athlete reimbursement and club incentive level funding.
 - d. **Age Group Chair (Eric Lazzari):** Eric informed the BOD that the LSC camp funding is being eliminated (pending approval at the National convention in fall 2006). In addition, a Zone Select camp (if approved at the National convention in fall 2006) will be run in the spring of each year at the zone level. The LSC must decide if we will fund any Illinois athletes selected to attend the camp.
 - e. **Program Operations (Brian O'Neil):** no report

- f. **Secretary (Jane Grosser):** The swimposium date was proposed as April 29, 2006. HOD meeting to follow on Sunday April 30, 2006.
- g. **Coaches Representative (Len Penkala): no report**
- h. **Athlete Representatives (Payton Johnson and Amy Funk):** no report

9. Reports of elected coordinators and committee chairs:

- a. **Safety/Rules (Kate Chronic):** There were 20 injury reports filed during the first quarter of 2005. It was noted that there were 35 total reports filed for 2004.
- b. **Membership and Registration coordinator:** As of May 1, 2005 Athletes: 13560, non-athletes:1189, clubs:110.
- c. **Officials (Bob Welch):** The officials committee has been asked to spend time on deck with other officials to seek and disperse information between officials in the state.

10. Other committee and coordinator reports:

- a. **OVC (Carolyn Lambert):** no report
- b. **Adapted Swimming (vacant):** no report
- c. **Records/Top 16 (vacant):** no report
- d. **Ex-officio members of the board:**
 - i. **Immediate past general chair (Michael Lawrence): Members of the USA Swimming BOD (Michael Lawrence):** Michael outlined the items that were included in the HOD packet. This is an attempt to educate the membership of the governance and programs currently in progress at USA Swimming.
 - ii. **USA Swimming Committee Chairs/coordinators (Kate Chronic):** The new National time standards proposal included in the HOD packet were discussed.

11. Unfinished Business: none presented.

12. New Business: none presented

13. Resolutions and Orders:

Next meetings:

Next BOD meeting: Tuesday, May 24th, 7:00 pm. The fall HOD meeting is scheduled for Sunday, October 2, 2005. The location for the meeting will be determined by the HOD. Spring HOD meeting date proposed as Sunday, April 30, 2006 in conjunction with the Swimposium.

14. Adjournment: Meeting adjourned at 12:10 pm.

Illinois Swimming Inc.
Board of Directors meeting
5/24/2005
7:00 pm
Illinois Swimming Office

1. **Roll call:** The General Chair called the meeting to order at 7:30 pm. Members present: Jon Cabel (Age Group Chair), Kate Chronic (Safety Chair), Jane Grosser (Secretary), Tom Hayden (Administrative Vice-Chair), Craig Henderson (Treasurer), Michael Lawrence (Immediate Past General Chair), Pam Lowenthal (Staff), Bill Schalz (General Chair), Bob Welch (Program Operations).

Members Absent: Todd Bavery (Officials Chair), Dan Johnson (Senior Chair), Len Penkala (Coaches Representative), Amy Funk and Payton Johnson (Athlete Representatives) Adaptive chair: (vacant).

2. **Approval of agenda: MOTION: to approve the agenda as presented. 2nd, passed.**
3. **Approval of May 1, 2005 minutes. 2nd, passed. The December 6th revised minutes are still outstanding.**
4. **President's report:**
 - a. **Board of Review: MOTION: To go into closed session: 2nd, passed. Return to open session 7:55 pm.**
 - b. **Planning calendar: see written report**
 - c. **USAS-** to be discussed under new business
 - d. **Contracts for Championship meets**
 - e. **Banquet:** date will be in October depending on speaker schedules. Mary Hare will be in charge of the plans for the banquet.
5. **Treasurer's report:**
 - a. **Financial Report :** None presented
 - b. **Investment strategy:** Treasurer inquired as to what is needed.
6. **Action Items:** none presented
7. **Staff Reports:** The copy machine was transferred to the new office. The treasurer will coordinate with staff to resolve the lease payments that we were charged while the office was without the machine.
 - a. **Membership numbers are as follows: Athlete: 14,374, Non-Athlete: 1219, Club: 110.**
8. **Reports of Officers:**
 - a. **General Chair (Bill Schalz):** See President's report.
 - b. **Administrative Vice-Chair (Tom Hayden):** The executive director search continues. It was decided that the services of a professional recruiter would be used to identify candidates for the position.
 - c. **Senior Chair (Dan Johnson): no report**

- d. **Age Group Chair (Jon Cabel):** see written report. Jon outlined the current activities for the Zone meets, Camp review, committee assignments, and future direction of the committee.
- e. **Program Operations (Bob Welch):** Bob presented the BOD with an updated format for the ISI website that Jacob Ayers has created. Work on updating the site will continue.
- f. **Secretary (Jane Grosser):** It was decided that the Spring HOD meeting should be held at the same facility as the Swimposium when that is determined.
- g. **Coaches Representative (Len Penkala):** no report
- h. **Athlete Representatives (Payton Johnson and Amy Funk):** no report

9. Reports of coordinators and committee chairs: no reports

10. Elected coordinators and committee chairs

- a. **Safety/Rules (Kate Chronic):** no report
- b. **Membership and Registration coordinator:** See staff reports
- c. **Officials (Todd Bavery):** No Report

11. Other committee and coordinator reports:

- a. **OVC (Carolyn Lambert):** no report
- b. **Adapted Swimming (vacant):** no report
- c. **Records/Top 16 (vacant):** no report

12. Ex-officio members of the board:

- a. **Immediate past general chair (Michael Lawrence):** **Members of the USA Swimming BOD (Michael Lawrence):** See written report regarding the progress of the five key objectives for FY 2005.
- b. **USA Swimming Committee Chairs/Coordinators (Kate Chronic):** no report

13. Unfinished Business:

- a. **Investment policy:** Treasurer to work with General Chair to move forward with this task.

14. New Business:

- a. **USAS Convention policies:** Bill and Michael will meet to designate presidential appointments before June 1, 2005. The convention policies document was redistributed to the members present. The discussion of the document was tabled until next month so the new BOD members would have a chance to review the document.
- b. **MOTION: To remove the former Treasurer as signatory and add Craig Henderson to the Illinois swimming bank account. 2nd, passed.**

15. Immediate past general chair: Michael Lawrence: see #12.

16. Resolutions and Orders: none presented

17. Next Meeting: Tuesday, June 21, 2005, 7:00 pm at the ISI Office. Pam will distribute dates for the upcoming meetings (third Tuesday of the month) for discussion at the next meeting.

18. Adjournment: Meeting adjourned at 9:20 pm

Board of Directors Meeting
Tuesday, July 15, 2003
Conference Call

ATTENDANCE: Kate Chronic, Kathleen Hagerty, Tom Hayden, Eric Lazarri, Michael Lawrence, Bill Schalz, Maureen Sheehan and Bob Welch.

ABSENT: Brad Boswell, Dan Johnson, Jane Grosser, Pam Lowenthal, Pam Redding, Mark Vahle

MINUTES: Board meeting minutes of June, 23, 2003 were approved. Motion to accept the printed report. Seconded. Passed

PRESIDENT'S REPORT:

Board of Review Ruling for the Frank Li vs. Cathy Harris complaint has been reached, no further comment until notification has been sent out.

Bill will present at next meeting what should be planned on attending at the National House of Delegates in September.

Bill has received budgets items from Senior Vice Chair, Officials Committee, and Budget for Parents Meetings, Office, and for website

Bill, Tom, and Kathleen will meet on 7/18 around 2pm to review budget items and other issues.

TREASURER'S REPORT:

Motion to accept the printed report. Seconded. Passed. Kathy stated registrations lower than budgeted but swim meet revenue higher than budget. In her opinion, we are doing OK and expenses are well organized.

Budget shows ahead for the month, but may be arbitrary based on year/month break down.

Sr. Camp came in higher than budgeted but not by much.

Meet fees are higher than budgeted, this may be due to Pam tracking, and breaking out meet fee's better than before.

MEMBERSHIP REPORT:

None Provided

SENIOR REPORT:

Tom provided update on Senior Champs Meet.

Fax entry problem with machine was corrected. 422 Athletes entered by original deadline with some faxes still in office. Expect entry around 450. Emails sent to everyone on 7/14 regarding Fax problems and entry where accepted until 16:00 on 7/15. Entries will be posted on the NASA web site by 7/16/03. Club made every effort to contact and return all calls regarding entry problems ASAP. Expectations are that contact has been made to all concerned and club will remain flexible and accommodating as can be regarding entries due to fax issue.

AGE GROUP REPORT:

Zone AP deadline was today, most applications should be in. At last, count 207 on file at the office with expectations of more to follow Age Group Champs.

OFFICIALS:

National Mentor at Joliet jets meet was successful; Committee will continue to look for opportunities to provide like this.

OPEN FLOOR

Motion to adjourn to executive session to discuss personnel issues. Seconded. Passed @ 8:00 pm

Return from Executive Session 9:00 PM

NEXT MEETING DATES:

August 27 @7:00PM
O'Hare Hilton

Motion to end meeting Seconded. Passed 9:10 PM

Board of Directors Meeting
August 27,2003
Ohare Airport

ATTENDANCE: Kate Chronic, Jane Grosser, Kathleen Hagerty, Tom Hayden, Dan Johnson, Eric Lazarri, Michael Lawrence, Bill Schalz, Maureen Sheehan and Bob Welch.

ABSENT: Brad Boswell, , Pam Lowenthal, Pam Redding, Mark Vahle

MINUTES: Board meeting minutes of July meeting were not approved.

PRESIDENT'S REPORT: The 2003 Zone meet was discussed. The BOD is waiting on a final meet report . The Illinois Swimming legislation to be presented to the HOD was discussed.

Motion: The BOD recommends to the HOD the club charter fee be increased to \$250.00, 2nd, passed.

Motion: The BOD recommends to the HOD the following meet sancnion structure:

Single day meets: 1-4 teams \$50.00, 5 teams and over \$100.00

Multi day meets: 1-4 teams \$100.00, 5 teams and over \$200.00

2nd, passed.

TREASURER'S REPORT:

The treasurer's report was presented and accepted. The treasurer asked that the fiscal year be changed to September 1- August 31. The general chair to investigate this issue.

The 2004 budget worksheet was reviewed and revised.

Motion: to move to closed session. 2nd, Passed.

NEXT MEETING DATE:

September 28, 2003 10:00 am

Bloomington, Il

Motion to end meeting Seconded. Passed 12:40 AM

Minutes from closed-door meeting (Executive Session)

Michael provided background on office issues.

Originally, Pam was on short-term 6-month contract to assist thru difficult transition period while search was done for replacement for Helen.

Michael found that Pam responded well when given specific goals with expected deliverable dates, but not so well with open-ended projects. Pam has shown much growth in the position to where we are now.

Compensation was initially short-term contract during difficult transition period. Pam initially accepted the position at 24K and was given a raise to 28K in Feb/Marc 2002. In Aug 2002, the BOD decided to provide Pam with health care benefits, and going against the recommendations of the treasurer to of 80/20 package, decided upon provide full coverage (100%) for Pam. Pam was able to pick whatever plan she wanted, and decided on PPO. Est. cost for this is 7K a year.

Initially BOD went slowly at first because of transition. They wanted to evaluate the position before deciding upon a compensation package.

Tom stated if we look at a corporate structure Pam would be in the mid 30K range. We need to consider what we would have to compensate someone else to come in and do the job, with the added learning curve. If Pam left tomorrow, where would we be and what would it cost to replace her.

Maureen agrees with Toms thoughts also reminded how what Pam does for the clubs cannot be measured.

Bill followed up on reviews for Pam and has provided two reviews with. No forms or anything like that, but a mostly informal review of job.

Board has difficulty understanding the work load of Pam, and not sure of her statement that new registration system is going to increase her work load, to the point where it necessitate a part time employee.

Temporary employee has been tried in the past, but due to office, mechanics did not work out. Board has concerns that a part time employee will not decrease Pam workload, but allow her to attempt to do work on other issues that may not be her concern and not focus on her main task, which is registration. If there is a need for a part time employee to support the 13000 plus people in our LSC then OK, but if part time employee used so Pam can work other issues not related to registration then not acceptable.

Registration should be her highest priority, and always must be done.

Confirmed Pam was not hired as the executive director or C.E.O. of ISI, neither Helen nor her have the authority of executive Director, as is the same for many positions like Pam throughout USA-S.

Bill, Kathleen, Tom, and Brian will work on personnel proposal for ISI for the next couple of years, which should included a job description for Pam position.

Board of Directors Meeting
September 28, 2003
LaChateau, Bloomington, IL

1. ATTENDANCE: Kate Chronic, Jane Grosser, Kathleen Hagerty, Tom Hayden, Dan Johnson, Eric Lazarri, Michael Lawrence, Brian O'Neil, Pam Redding, Bill Schalz, Maureen Sheehan and Bob Welch.

ABSENT: Brad Boswell, Pam Lowenthal, Mark Vahle

Guests: Randy Julian, Staff USA Swimming

2. Agenda was approved as presented

3. There are no new board members to welcome

4. MINUTES: Board meeting minutes of July and August meetings were approved as presented. 2nd, passed.

5. PRESIDENT'S REPORT:

5.1- All pending board of review matters have been resolved.

5.2- Permanent office position job description. The General Chair has drafted a job description for the office position. The General chair stressed the importance of firming this up.

MOTION: TO move to closed session to discuss personnel issues. 2nd, passed.

Returned to open session 12:10pm

5.3- A letter of complaint was received from a coach. The General chair has resolved the matter.

5.4- There is not currently a camps taskforce coordinator. **MOTION: To establish a camp committee under the age group division. 2nd, discussion, passed.**

5.5- Club Leadership Business Management school: Illinois Swimming needs to offer a CLBM to our clubs. General Chair will work with Randy Julian to schedule one in conjunction with the HOD.

5.6- Nominating committee: A committee will be elected at the HOD to develop a slate of candidates for the Spring HOD elections. **MOTION: To present the following names to the HOD as candidates for the nominating committee: Tom Hayden, Dan Johnson, Payton Johnson, Todd Bavery, Maggie Wike. 2nd, passed.**

5.7- Website review:

5.7.1- Compensation of webmaster- Discussion was held on options for the LSC. Software was discussed as a possibility to supplement our current level of support of the website.

ACTION ITEM: The General Chair and Program Operations chair will investigate the matter of the website further and bring info regarding the available software and results of the discussion with our webmaster to the next meeting.

5.8- Planning calendar

5.9 Age group state meet update- Stevenson high school is not an option due to school obligations, University of Chicago is not an option either, seating is limited and the staff has not established rental policies for the facility. College of DuPage is on hold for several reasons. We do have the option to move the meet one week later and host at UIC but the BOD is very reluctant to move the date of the meet. The BOD will seek the advice from the delegates in the HOD.

6. TREASURER'S REPORT:

MOTION: The treasurer's report was accepted as presented. Treasurer asked if the BOD wanted to move some of the funds in the Money Market account into the endowment fund or reallocate some of our surplus funds elsewhere. Treasurer to present some options at the next meeting. A report will be given to the HOD at the meeting today.

7. No action items presented.

8. Staff reports: none presented.

9. Reports of officers

a. General chair- see president's report.

b. Administrative vice-chair: no report

- c. Senior vice-chair: Correction to the HOD report was noted and BOD needs to recommend a host for the Long Course State Senior meet. **MOTION: That NASA/WILD be recommended as host for the Long Course Senior State Meet host. 2nd, passed .**
 - d. Age group vice-chair: **MOTION: That Sheridan be awarded the 4th A Champ meet in February 2003. 2nd, passed. MOTION: That PAC be recommended as host for the Long Course 2004 Age group state meet. 2nd, passed.**
 - e. Program operations vice- chair: no report
 - f. Secretary: no report
 - g. Coaches rep : no report
 - h. Athletes rep : no report
- 10.** Reports of committees and coordinators
- a. Camps task force: See presidents report
- 11.** Elected coordinators and committee chairs: no report
- 12.** Other committee and coordinator reports
- 13.** Ex-officio members of the board
- a. Immediate past general chair: no report
 - b. Members of the USA Swimming BOD: no report
 - c. USA Swimming committee chairs/coordinators: no report.
- 14.** Unfinished business: none presented
- 15.** New business: none presented
- 16.** Resolutions and orders:
- 17.** NEXT MEETING DATE: Wednesday, October 22nd, 2003 7:00 pm O'Hare.
- 18.** Adjournment: 12:50 pm

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Board of Directors Meeting
October 22, 2003
O'Hare Airport

1. ATTENDANCE: Kate Chronic, Jane Grosser, Tom Hayden, Eric Lazarri, Michael Lawrence, Brian O'Neil, Pam Redding, Bill Schalz.

ABSENT: Brad Boswell, Kathleen Hagerty, Dan Johnson, Pam Lowenthal, Maureen Sheehan, Mark Vahle, and Bob Welch.

2. Agenda was approved as presented.

3. There are no new board members to welcome.

4. MINUTES: Board meeting minutes of the September meeting were approved as amended.

5. PRESIDENT'S REPORT:

5.1- A new complaint has been received by the BOD. The general chair will appoint a temporary panel to look into this matter. Discussion was held. **MOTION: Drew Schnack be appointed as a member of the board of review, 2nd, passed.**

5.2- Permanent office position/ job description: **MOTION: To adopt the job description as amended by the BOD. 2nd, discussion, passed. MOTION: To adopt the employee handbook as amended by the BOD. 2nd, passed.**

5.3- Camps Taskforce: The age group chair is still searching for a person to head the camps division of age group.

5.4- Club Leadership Business Management School: no progress to report

5.5- Nominating Committee: no new business discussed

5.6- Website Review:

5.7.1- Compensation of Webmaster: The chair has spoken with the Webmaster regarding compensation, nothing has been firmed up, discussion will continue. A company has contacted Illinois Swimming about advertising on the Illinois Swimming website. **MOTION: To establish a directory listing, with a link to e-mail on the Illinois Swimming website for businesses offering coaches safety training, CPR, first aid. Businesses would be charged \$120.00/year to be listed. 2nd, passed.**

5.7-Planning calendar: no report

6. TREASURER'S REPORT:

6.1 **MOTION: The treasurer's report was accepted as presented.** The office printer needs to be updated as well as the monitor. The office is also in need of a new chair. The General Chair will help with this matter.

MOTION: To approve reimbursement for airfare up to \$500.00 for Maggie Wike to attend an adapted swimming workshop in Colorado Springs. 2nd, passed.

6.2. Financial records handoff: no discussion

7. No action items presented.

8. Staff reports

a. Membership: no report

b. Meet sanctions: no report

9. Reports of officers

a. General chair- See president's report.

b. Administrative vice-chair: no report

c. Senior vice-chair: See written report

d. Age group vice-chair: See Written report

e. Program operations vice- chair: no report

f. Secretary: no report

g. Coaches rep: no report

h. Athletes rep: no report

10. Reports of committees and coordinators

a. Camps task force: See president's report

11. Elected coordinators and committee chairs

a. Safety coordinator: no report

b. Membership/registration coordinator: no report

c. Officials committee chair: See written report

12. Other Committee and Coordinator Reports

a. OVC: no report

b. Adapted swimming: no report

c. Records/top 16 tabulation: no report

13. Ex-officio members of the board
 - a. Immediate past general chair: no report
 - b. Members of the USA Swimming BOD: no report
 - c. USA Swimming committee chairs/coordinators: no report.
14. Unfinished business: Plaques of appreciation were presented to Michael Lawrence, Cathy Harris, Gary Tracy, Tom Coons, and Beth Walker, for their past service to the Board.
15. New business: none presented.
16. The Immediate Past General Chair: no report
17. Resolutions and orders: no report
18. NEXT MEETING DATE: November 18, 2003 8:00 pm conference call.
19. Adjournment: 10:15 pm

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Illinois Swimming Inc. House of Delegates meeting
Sunday, September 28, 2003
Bloomington, Illinois

The General Chair called the meeting to order at 1:10 pm

1. Membership Totals: Athlete: 14,358, Non-athlete: 1189, Clubs: 111.
Roll call. There are 68 delegates present and eligible to vote.
2. Changes to the agenda: None.
 - The General Chair welcomed Randy Julian, Central Zone Sport Development Coordinator from USA Swimming to Illinois. Randy briefly addressed the HOD.
 - The General Chair welcomed Bob Groseth from Northwestern University. Bob address the HOD regarding the lost opportunities for swimming at the collegiate level.
3. Minutes of the April House of Delegates meeting were approved as amended on page 2-3 of the Delegate packet
4. Opening remarks: President's report: (Bill Schalz), see sheet separate from the House of Delegates packet. Bill thanked Pam Lowenthal for her preparation of the HOD packet for delegates as well as all the services she provides to Illinois Swimming on a daily basis. Bill highlighted the news from the National Convention as well as highlighted the ways that Illinois Swimming is contributing to USA Swimming's core values of build, promote and achieve. Congratulations to the following members of Illinois Swimming elected to National positions within USA Swimming. Michael Lawrence was re-elected to the Olympic International Operations Committee (OIOC). Kate Chronic was elected to the age group planning committee and then appointed to chair that committee by the committee itself. Congratulations to the following swimmers who competed internationally for USA Swimming in this year. Mary Descenza, World Championships, Dual in the pool. Andrew Schnell, World University games. Additionally, 14 swimmers from Illinois have achieved Olympic trial time standards.
5. Action Items: None presented.
6. USA Swimming legislation passed at the Convention was reviewed and highlighted by Michael Lawrence.
7. Presentation of the financial statement and 2004 budget: Kathleen Hagerty- **MOTION: To approve the 2004 budget as presented. 2nd, passed.**
8. Reports of officers:
 - Administrative Vice Chair, Tom Hayden: no report
 - Senior Chair, Maureen Sheehan: Pages 46-54 in the HOD packet. **MOTION: To approve NASA/Wild as host of the Short Course Senior Championship meet March 5-7,2003. 2nd, passed.**
 - Age Group Chair, Eric Lazzari: Pages 30-37 **MOTION: That PAC be awarded the 2004 Long Course JO Meet July30- August 1, 2003. MOTION: That Sheridan Swim Club**

be awarded the 4th A Championship meet. 2nd, passed. MOTION: The age group time standards be accepted as presented. 2nd, passed. The spring JO meet was discussed. UIC is not available on the date originally scheduled for the meet. A straw vote was taken of the HOD as to preference of moving the date and keeping the UIC facility or keeping the date and switching locations. The vote narrowly indicated that clubs would rather swim at a different facility than switch the dates. The age group committee and the host club will pursue this option and report back in a timely manner.

- Program Operations, Brian O'neil: no report
- Secretary, Jane **Grosser**: highlighted the Parent workshop program, newly adopted in the 2004 budget.
- Coaches Rep, Dan Johnson: Page 39 of the HOD Delegate packet.
- Officials, Bob Welch: Pages 57-59 in the House of Delegates packet.
- Athlete Reps, Mark Vahle and Payton Johnson: No report

8. Reports of committees and coordinators:

- Elected coordinators and committee chairs:
 - i. Safety Coordinator, Kate Chronic: (Page 24 in the delegate packet).
 - ii. Membership and Registration Coordinator, Pam Lowenthal: (Page 19 of the House of Delegates packet.)
 - iii. OVC, Carolyn Lambert: No report
 - iv. Adapted, Pam Redding: Page 27-28 of the House of Delegates packet.
 - v. Records/Top ten times, vacant: page 28 of the House of Delegates packet.

9. Ex-officio Members of the Board (voice/no vote)

- vi. Immediate past General Chairman, Michael Lawrence: No report
- vii. Members of the USA Swimming Board of Directors: No report
- viii. USA Swimming Committee Chairmen: No report

10. Appointments, confirmations and elections: Nominating committee election. **Motion: To accept Tom Hayden, Todd Bavery, Maggie Wyke, Payton Johnson, and Dan Johnson as the nominating committee. 2nd, passed.**

11. Rules and Legislation: see separate legislation packet for exact changes in published legislation packet.

New Legislation adopted from the floor of the HOD is as follows:

MOTION: That the National time standards adopted in R-16 become effective April 1, 2004. 2nd, passed.

MOTION: That all relays for the Senior Championships be conducted in the preliminary session. 2nd, passed.

12. Announcements: Next meeting will be Sunday, April 25, 2004 1:00 pm at Neuqua High School in Naperville.

13. Adjournment: The meeting was adjourned at 4:30 pm

Illinois Swimming Board of Directors
November 18, 2003
Via Conference Call

Board members present: Kate Chronic, Kathleen Hagerty, Tom Hayden, Eric Lazzari, Jane Grosser, Brian O'Neil, Bill Schalz, Bob Welch.

Absent: Dan Johnson, Payton Johnson, Pam Redding, Mark Vahle.

The meeting was called to order at 8:19 pm

President's report:

The general chair reported of behalf of the office that 90 relays were rejected from the top 16 program based on name errors and other things. The general chair will investigate the issue further and report at the next meeting.

MOTION: To move to closed session. 2nd, passed.

Return to open session 8:45 pm

Treasurers report: **Motion: to accept the treasurers report as presented. 2nd. Passed.**

The treasurer noted that she reimbursed herself for expenses she incurred in conjunction with the banquet. The board approved the action.

The treasurer requested that the BOD approve an audit of the Illinois Swimming books.

ACTION ITEM: Kathleen will investigate the matter and bring it back to the BOD for the December meeting. .

Transferring the financial records was discussed. The treasurer suggested that we wait until after the audit to transfer records.

The Illinois Swimming Credit card was discussed. It was decided that Pam should become an authorized user on the card. Kathleen will investigate using quick books payroll service in the future to ensure timely payroll for office staff.

Kathleen will investigate the investment strategy of the Illinois Swimming endowment fund we have with Dain Rauscher to see if our strategy needs to be updated. The General Chair will also investigate with a separate firm. .

The general chair will investigate the phone bill. SBC has some plans that could possibly save us money.

The planning calendar has been updated and was discussed.

MOTION: That the Illinois Swimming BOD set aside the interpretation of rule 304.3.13 by the Illinois Swimming Board of Review in the matter of Lake Forest Swim Club vs. PAC/ Mauer. 2nd, passed.

All BOD members are encouraged to visit the community website and provide input on our current cod of conduct rule. This will be visited at the next BOD meeting.

Age Group: The age group committee is still looking for a manager to run the mid-states meet all other staff is in place.

Senior: Senior Championship information is complete and posted on the Illinois Swimming Website. Also listed on the website are the Speedo Sectional information and the Athlete Assistance forms. Planning is also underway for the Senior Elite meet to take place in May.

Officials:

MOTION: Sandy Drake be awarded the remaining officials scholarship to attend the U.S.Open in December. 2nd, passed.

The issue of IHSA sectional observers was discussed at length. USA swimming official observers were refused on deck at one meet where a US Open time was achieved. Program operations chair will continue to work with the situation.

The past chair informed the BOD of several issues on the horizon at the National level.

- Liability of underage athletes at the USAS Convention- an LSC issue
- Background checks on all 18 year + members of USA Swimming –recommended to be an LSC issue.
- Privacy act issues, heat sheets, pictures on websites,etc.
- Right to participate task force will report to the USA Swimming BOD in January.

Next Meeting: December 17, 2003 7:00 pm O'Hare

Meeting Adjourned: 11:15 pm