

Illinois Swimming Board of Directors  
February 4, 2004  
O'Hare Airport

Board members present: Kathleen Hagerty, Tom Hayden, Jane Grosser, Michael Lawrence, Brian O'Neil, Pam Redding, Bill Schalz, Maureen Sheehan, Bob Welch.

Absent: Kate Chronic, Dan Johnson, Payton Johnson, Eric Lazzari, Mark Vahle.

The meeting was called to order at 7:40 pm

President's report:

**MOTION: Illinois swimming will distribute a club mailing advertising the availability of "bag tags" with the Illinois Swimming time standards on behalf of Bag tags incorporated. In return Bag tags incorporated will return to Illinois Swimming 8% of sales generated from the mailing with a minimum of \$500.00 up front to be given to Illinois Swimming. 2<sup>nd</sup>, passed.**

A club business leadership management school should be run in Illinois to accommodate any new clubs so they can comply with the club membership requirements. Possible dates to hold the school will be researched.

**MOTION: Illinois swimming to pay Jacob Ayers a fee of \$1500.00 for maintaining the Illinois Swimming website during 2003. 2<sup>nd</sup>, passed.**

The ISI planning calendar was discussed. The HOD meeting in the spring will be changed to 3:00 pm (from 1:00 pm). This will be published in the club mailing for the HOD meeting.

**Administrative Vice-Chair:**

Tom distributed a proposal conducting an evaluation of the infrastructure of Illinois Swimming.

**MOTION: That Illinois Swimming hire Michael Lawrence as a consultant to evaluate the infrastructure of Illinois Swimming and bring back a proposal to the BOD on possible ways to improve service to our membership. 2<sup>nd</sup>, passed.**

Tom resigned from the nominating committee. The General Chair appointed Kate Chronic to fill the vacancy on the committee.

**Treasurer:**

**MOTION: to accept the treasurer's report as presented. 2<sup>nd</sup>. Passed.**

**MOTION: To approve Paul Asheim to perform and audit on the Illinois Swimming books at a cost of \$4,500.00. 2<sup>nd</sup>, passed.**

The Illinois Swimming Credit card was discussed again. It was decided that Pam should become an authorized user on a debit card for the bank account.

**ACTION ITEM: Kathleen and Bill 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. They will report at the next meeting.**

**ISI Office Staff: Pam reported the current membership numbers as follows: Athlete 12290, Clubs: 108, Non-Athlete 1063.**

The BOD received a preliminary long course meet schedule as well as a sanction list. Pam also distributed a preliminary proposal for club administrative workshops. It was agreed that this is a need in the LSC.

**Age Group: See written report**

The JO Meet was discussed. The severe lack of seating at Carthage College was discussed; the meet host is in the process of securing rental seating for the deck.

**MOTION: To form a committee of the Admin Vice Chair, Senior Chair and Age Group chair to review and approve any emergency expenditures that might be related to the running of the Age Group Championship meet. 2<sup>nd</sup>, passed.**

**Senior:** The Senior Elite meet will be held May 6-9 at Florida Atlantic University. Information will be available on the website shortly.

**Officials:** See written report. The General Chair appointed Lori Bauler to the officials committee.

**Adapted:** Jen Durant from Oak Forest Swim Assoc. has been reappointed to the National Para Olympic team. She is ranked 5<sup>th</sup> in the world.

A report from Maggie Wyke was received. She attended the Adapted conference held in Colorado Springs.

Pam would like to develop criteria that would help incorporate disabled swimmers into Illinois swimming championship meets by developing time standards that would be based off the able bodied time standards. Pam will further investigate the possibility.

**Unfinished Business:**

**MOTION: That Illinois Swimming grant a \$5,000.00 stipend to the Speedo Sectional host for the purpose of meet enhancement. 2<sup>nd</sup>, passed.**

**Resolution: That Illinois Swimming will financially support any Illinois team hosting a Zone Level or higher meet. 2<sup>nd</sup>, passed.**

The 2003 surplus of funds was discussed.

**MOTION: The \$56,000.00 budget surplus from 2003 is allocated as follows: \$5,000.00 is used for updating office equipment, \$20,000 is placed in a board allocated contingency fund to be used for any unexpected expenses that require**

**funding and \$30,000 be put into the athlete endowment fund. On June 1, 2004 the remainder of the board allocated contingency fund would be placed in the endowment fund up to \$20,000. On October 1, 2004 an additional amount, of up to \$30,000, from the operating fund be placed in the Endowment fund.**

Next Meeting: Wednesday, March 3, 2004 at O'Hare hilton  
Meeting Adjourned: 11:25 pm

Illinois Swimming Inc.  
Board of Directors meeting  
3/13/2004  
7:30 pm O'Hare Hilton

1. Roll call: The General Chair called the meeting to order at 7:48 pm.  
Members present: Kate Chronic (safety chair), Jane Grosser (secretary), Kathleen Hagerty (treasurer), Tom Hayden (administrative Vice-chair), Dan Johnson (coaches representative), Michael Lawrence (immediate past General Chair), Eric Lazzari (Age Group Chair), Pam Lowenthal (Staff), Brian O'Neill (Program Operations), Pam Redding (Adaptive chair), Bill Schalz (General Chair), Bob Welch (Officials Chair).  
Members Absent: Maureen Sheehan (Senior Chair), Athlete Representatives, Mark Vahle, and Payton Johnson.
2. Approval of the agenda: The agenda was approved as presented with no additions or corrections.
3. Minutes: The February minutes were approved as written.
4. President's Report:
  - a. Board of review: Kayla Redig was appointed/accepted to the Board of Review.
  - b. Bag Tag proposal: **MOTION: To accept the proposal from Bag Tags Inc. pending review/approval by the BOD of the proposal. 2<sup>nd</sup>, passed.**
  - c. Club Business Leadership management school: The date is scheduled for May 13-14, 2004. USA Swimming will run the school.
  - d. Nominating committee: the slate of candidates is as follows: General Chair: Bill Schalz  
Secretary: Jane Grosser  
Senior Chair: Dan Johnson  
Administrative Vice-Chair: Tom Hayden
  - e. Illinois Swimming Website: Jacob Ayers was paid \$1500 for website services he provided. The BOD is awaiting a further proposal from Jacob for consideration.
  - f. Planning Calendar: Michael Lawrence added the FINA World Cup February 11-12, 2005 in Long Island to the calendar.
  - g. Equipment purchase: **MOTION: TO approve the reimbursement of the purchase of office equipment. 2<sup>nd</sup>, discussion, passed.**
5. Treasurer's Report:
  - a. Financial Report: **MOTION: To approve the report as presented. 2<sup>nd</sup>, passed.**
  - b. Other financial matters: The audit will be scheduled for late April. Bill and Brian presented recommendations for an investment strategy for the Illinois Swimming endowment fund from Merrill Lynch. **ACTION ITEM: During April the investment committee will review investment strategies with at least 2 other firms. By May meeting the investment committee will present the BOD with a proposal for approval.**

6. Action Items: No past action items were discussed.
7. Staff Reports:
  - a. Membership: Current membership numbers are as follows: Athlete: 12,604, Club: 109, Non Athlete: 1104. (Numbers as of 3/3/04). The final numbers for 2003 USA Swimming membership was 14,358.
  - b. Meet Sanctions: There is only one meet currently outstanding on the ISI books. **MOTION: To add two meets to the 2004 Long Course Schedule pending approval from the other clubs with meets scheduled on that weekend as per ISI rules. 2<sup>nd</sup>, passed.**
8. Reports of Officers:
  - a. General Chair (Bill Schalz): See President's report.
  - b. Administrative Vice-Chair (Tom Hayden): Some issues of the upcoming Senior Championship meet were discussed. Michael gave an update of the process that will be used to assess the needs of our membership as directed at the last BOD meeting.
  - c. Senior Chair (Maureen Sheehan): no report.
  - d. Age Group Chair (Eric Lazzari): See written report. The age group committee is still seeking bids for the short course 2005 J.O. meets, as well as short course 2005 A champs. The deadline to receive bids has passed. **Motion: To extend the championship meet bid deadline for short course 2005 JO's (3/18-20/2005) and A champs (2/25-27/05) to March 31, 2004. 2<sup>nd</sup>, passed.**
  - e. Program Operations (Brian O'Neil): no report.
  - f. Secretary: The old ISI laptop will be returned to the ISI Office, the program operations chair will assess the status of the computer for future use by ISI.
  - g. Coaches Representative (Dan Johnson): no report.
  - h. Athlete Representatives (Mark Vahle and Payton Johnson): no report.
9. Reports of committees and coordinators:
  - a. Camps task force
10. Reports of elected coordinators and committee chairs
  - a. Safety (Kate Chronic): No report.
  - b. Membership and registration coordinator: See staff reports.
  - c. Officials (Bob Welch): Two situations that occurred at A champs were discussed. There was also one injury at the Neuqua site. An injury report is on file in the office.
11. Other committee and coordinator reports:
  - a. OVC (Carolyn Lambert): No report.
  - b. Adapted Swimming (Pam Redding): The swimmer assistance policy was discussed. The policy will be forwarded to Wisconsin Swimming for approval for the J.O. meet sanction. Pam is continuing to work on adapted time standards for Illinois Swimming meets.
  - 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): No report.

- c. USA Swimming Committee Chairs/coordinators (Jane Grosser): No report
- 13. Unfinished Business: None presented.
- 14. New Business: None presented.
- 15. Resolutions and Orders: None presented.
- 16. Next meeting: April Meeting: Tuesday, April 13, 2004, 7:30 pm, O'Hare Hilton. May meeting: Tuesday, May 11, 2004, 7:30 pm, O'Hare Hilton. June Meeting: Wednesday, June 16, 2004, 6:00 pm, O'Hare Hilton.**
- 17. Adjournment: 10:50 pm.

Illinois Swimming Inc. House of Delegates meeting  
Sunday, April 25, 2004  
Bloomington, Illinois

The General Chair called the meeting to order at 3:10 pm

1. Membership Totals: Athlete: 12,701, Non-athlete: 1189, Clubs: 109.  
**Roll call. There are 68 delegates present and eligible to vote.**
2. Changes to the agenda: None. The agenda was approved as submitted.
3. Minutes of the April House of Delegates meeting were approved as amended on page 2-3 of the Delegate packet. **MOTION: To approve the minutes as submitted. 2<sup>nd</sup>, passed.**
4. Opening remarks: The General Chair reported to the House of Delegates on the status of the Illinois Swimming Athlete Endowment Fund. It is hoped that the fund will be fully funded by this time next year. The BOD is reviewing the investment policy during the summer to see if we can maximize our investment return. The Chair highlighted some of the changes in the works at USA Swimming, most notably the USA Swimming website. The projects of the Club Development committee were also highlighted.
5. Action Items: None presented.
6. Presentation of the financial statement and 2004 budget: **MOTION: To accept the financial statement, 2<sup>nd</sup>, passed.**
7. Reports of officers:
  - Administrative Vice Chair, Tom Hayden: no report
  - Senior Chair, Maureen Sheehan: Pages 13-14 in the HOD packet. Maureen highlighted main items from her report. **MOTION: Palatine be the host of the Short Course Senior Championship meet at UIC on March 4-6 2<sup>nd</sup>, passed.**
  - Age Group Chair, Eric Lazzari: Pages 9-11. **MOTION: To accept the age group report as submitted, 2<sup>nd</sup> passed. The following teams will host the A champs meet February 25-27, 2005: CATS, FOX, HFSC, and EMSC. NAPV will host the age group championship meet March 18-20, 2005 at UIC.**
  - Program Operations, Brian O'neil: Discussed the investment strategy that Illinois Swimming is currently reviewing. Brian also highlighted the great strides that Bob Welch is making with the officials committee. He also highlighted the community website that allows shared information within the BOD. An employment manual has also been developed for our paid staff.
  - Secretary, Jane Grosser: Jane highlighted the Parent Workshop, available to clubs in Illinois Swimming.
  - Coaches Rep, Dan Johnson: Page 12 of the HOD Delegate packet. Dan highlighted the main points in his report.
  - Officials, Bob Welch:
  - 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 16-19 of the House of Delegates packet.)
  - iii. OVC, Carolyn Lambert: No report
  - iv. Adapted, Pam Redding: Page 15 of the House of Delegates packet. Congratulations to the following athletes from Illinois who competed in the US Paralympics trials, Jen Durrant, Malorie Grennan, Eric Lipp, Lindsay Moesch, Blake Peacock, Elizabeth Rancourt, Gina Wehling, Claire Williams. Special congratulations to Jen Durrant who has made the 2004 Paralympics team in the 100 back. In addition, Jen has broken her own American records in the 50, 100,200 back.
  - v. Records/Top ten times, vacant: no report.
9. Ex-officio Members of the Board (voice/no vote)
- vi. Immediate past General Chairman, Michael Lawrence: Michael showed a power point presentation from the Olympic Team Preparation Camp held in Colorado Springs, CO. Michael is a manager for the Olympic team; Bill Schalz and Mary Decenza were also at the camp from Illinois.
  - 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 elect the slate of officers presented on page 20 in the HOD packet. 2<sup>nd</sup>, passed. The Following people were elected for two year terms. General Chair: Bill Schalz, Secretary: Jane Grosser, Senior Vice-Chair: Dan Johnson, Administrative Vice-Chair: Tom Hayden.**
11. Rules and Legislation: None presented.
12. Announcements: Next meeting will be Sunday, October 3<sup>rd</sup>, 2005 1:00 pm in Bloomington, IL.
13. Adjournment: The meeting was adjourned at 4:25 pm



ISI BOARD MEETING  
May 18, 2004  
O'Hare Hilton

Present: Bill Schalz, Kathleen Haggerty, Pam Lowenthal, Michael Lawrence, Bob Welch, Kate Chronic, Eric Lazzari, Tom Hayden

Approve minutes from April Meeting...motion, 2<sup>nd</sup>, approved

#### PRESIDENT

**Website**-Jacob submitted a letter to Bill requesting a stipend of \$3000 for 2003, \$3500 for 2004. To this date we have paid him \$1500 for 2003. Extra \$500 for 2004 is to set up meet page...moved, 2<sup>nd</sup>, approved

**USAS**-Bill will work with Pam to secure rooms for 2004 Convention. Bill will provide Pam with a list of ISI Delegates for the convention.

#### ADAPTED

Two swimmers Stephanie Brooks and Jen Durant qualified for the Paralympics Games

#### TREASURER REPORT

Kathleen will work with Michael and Tom with the auditor (Paul) on audit on converting to Quickbooks. Motion, 2<sup>nd</sup>, approved

#### MEMBERSHIP

13,518 athletes, 109 clubs, 1179 non-athletes

Pam has posted records on the ISI Website and is asking Illinois Clubs to help proof them so we have accurate records

#### AGE GROUP

Select Camps were at NU...36 athletes in 11-12 camp, 31 athletes in 13-14 camp

Zones...application and information will be on ISI website by end of May. Jon Cabel of St. Charles will be head coach.

Discussion of AG Championship Meets (AG Champ and A Champs) and over all championship calendar.

**Move to Closed Session, 2<sup>nd</sup>, approved (8:30)**

**Return to Open Session, 2<sup>nd</sup>, approved (9:20)**

#### SENIOR

Motion to approve reimbursement for Jackie Vavrek for the Spring Sectional Meet at Miami Ohio, 2<sup>nd</sup>, passed.

Note that Senior Committee should discuss if this is the policy ISI wants going forward. If so, should be noted in Reimbursement Packet.

#### OFFICIALS

See attached report

Motion to send the following to the USA Swimming National Official Training Clinic

Dave Olack (WWAC)

Carla Murray(CHMP)

Joel Davis (PPD)

2<sup>nd</sup>, Approved

**Move to Close Session, 2<sup>nd</sup>, approved (9:39)**

**Return to Open Session, 2<sup>nd</sup>, approved (9:50)**

#### SAFETY

Kate attending LSC Safety Chair meeting in Atlanta. Kate would like to send a mailing out to clubs on Safety Issues re Marshalls, Safety Checklist, and Safety Training for Coaches. All coaches should be prepared for changes to CPR, Safety Training, and First Aid.

#### EX-OFFICIO (MICHAEL)

See Central Zone Newsletter for information on going ons with Illinois Swimming.

Discussed Illinois Swim Operational Review Proposal, motion to approve, 2<sup>nd</sup>, approved



**Illinois Swimming Inc.**  
**Board of Directors meeting**  
**8/24/2004**  
**7:00 pm O'Hare Hilton**

1. **Roll call:** The General Chair called the meeting to order at 7:25 pm.  
Members present: Jane Grosser (secretary), Kathleen Hagerty (treasurer), Tom Hayden (administrative Vice-chair), Eric Lazzari (Age Group Chair), Pam Lowenthal (Staff), Brian O'Neil (Program Operations), Bill Schalz (General Chair), Bob Welch (Officials Chair).  
**Members Absent:** Kate Chronic (safety chair), Dan Johnson (Senior Chair), Michael Lawrence (immediate past General Chair), Pam Redding (Adaptive chair), Payton Johnson and Amy Funk (Athlete Representatives).
2. **Approval of the agenda:** There was no agenda presented.
3. **Minutes:** The May/ June minutes were not available for approval.
4. **President's Report:** The USAS Convention schedule was discussed. The General Chair announced that he would not assign a specific schedule to each delegate as has been done in the past. There will be a meeting Tuesday evening with the delegation at the convention.
5. **Treasurer's Report:**
  - a. **Financial Report:** The June/July financial reports were presented. The audit procedure is progressing. The accountant has recommended moving the fiscal year to September 1. He has also recommended several other changes in office procedure. **MOTION to move the fiscal year to September 1- August 31. 2<sup>nd</sup>, passed.** The general chair, the treasurer, the program operations chair, and the admin. Vice-chair along with anyone submitting a budget will meet Monday August 30, 2004 at 7:30 pm at Ohare, to develop a budget to present to the HOD in October. **MOTION: That the auditor apply for 501C3 status on behalf of Illinois Swimming Inc... 2<sup>nd</sup>, passed. MOTION: To approve up to \$1,000.00 for additional staff help in the Illinois Swimming office this fall. 2<sup>nd</sup>, passed.**
6. **Action Items:** none presented
7. **Staff Reports:**
  - a. **Membership:** Current membership numbers are as follows: Athlete: 14,663, Club: 109, Non Athlete: 1236. (Numbers as of 8/24/04). Three new clubs have been approved for membership on September 1, 2004. Chicago wolfpack aquatics, Delta Aquatics Club and Des Plaines Eagle Rays Swim Club. Three additional clubs are pending approval. The 2004-05 short course schedule was presented for approval. **Motion: to accept the 2004-05 short course meet schedule as presented. 2<sup>nd</sup>, passed.**
  - b. **Club administration workshop:** A second workshop will be presented by Pam in Peoria in late September. The first one in Champaign went very well.
8. **Reports of Officers:**

- a. **General Chair (Bill Schalz):** See President's report. The Illinois Swimming banquet will now be under the Program Operations chair. Short course world championships in October in Indianapolis were discussed. **MOTION: To reimburse Illinois swimming coaches who attend the ASCA clinic and the World championship meet up to \$100.00 each. Reimbursement not to exceed \$10,000 total. 2<sup>nd</sup>. passed.**
  - b. **Administrative Vice-Chair (Tom Hayden):** Tom presented the findings of the research conducted to assess our organization. The BOD encouraged Tom to continue to act on the recommendations of the research.
  - c. **Senior Chair/coaches rep (Dan Johnson):** some changes are being considered for the athlete reimbursement system.
  - d. **Age Group Chair (Eric Lazzari):** Zones went well. Three bids for 2005 long course JO's have been received by the committee.
  - e. **Program Operations (Brian O'Neil):** The banquet is being considered.
  - f. **Secretary (Jane Grosser):** No Report.
  - g. **Coaches Representative (Dan Johnson):** see senior report.
  - h. **Athlete Representatives (Payton Johnson and Amy Funk):** No report.
- 9. Reports of committees and coordinators:**
- 10. Reports of elected coordinators and committee chairs:**
- a. **Safety (Kate Chronic):** No report.
  - b. **Membership and Registration coordinator:** See staff reports.
  - c. **Officials (Bob Welch):** The officials scholarship program was discussed. An increase in this line item in the budget was discussed. **MOTION: To accept the controlled meet warm-up and safety guidelines as presented by the officials chair. 2<sup>nd</sup>, 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. Pam reported that the top ten times have been calculated and are ready to be posted on the website.
- 12. Ex-officio members of the board**
- a. **Immediate past general chair (Michael Lawrence):** No report. Micheal is still in Athens with the USA Team and was not in attendance.
  - b. **Members of the USA Swimming BOD (Michael Lawrence):** No report.
  - c. **USA Swimming Committee Chairs/coordinators (Jane Grosser):** No report
- 13. Unfinished Business:** None presented.
- 14. New Business:** None presented.
- 15. Resolutions and Orders:** None presented.
- 16. Next meeting: Sunday, October 3<sup>rd</sup>, 2004, 10:00 am, Jumers Hotel. HOD Meeting: Sunday, October 3<sup>rd</sup>, 2004, 1:00 pm, Jumers Hotel.**
- 17. Adjournment: 9:58 pm.**

**Illinois Swimming Inc. Board of Directors meeting  
Sunday, October 3, 2004  
Bloomington, Illinois**

**The General Chair called the meeting to order at 10:05 am**

No minutes or agenda were presented for approval.

**Board members Present:** General Chair: Bill Schalz, Administrative Vice-Chair: Tom Hayden, Program Operations: Brian O'neil, Treasurer: Kathleen Hagerty. Senior Vice-Chair, Coaches Rep: Dan Johnson, Age Group Vice-Chair: Eric Lazzari, Officials Chair: Bob Welch, Safety Chair: Kate Chronic, Secretary: Jane Grosser, Immediate Past General Chair: Michael Lawrence.

Others Present: Pam Lowenthal, office staff.

**Board Members Absent:** Adapted Vice-chair: Pam Redding (attending the Paralympic games in Athens), Athlete Reps: Payton Johnson, Amy Funk .

**President's report:** The General Chair discussed the items that will be highlighted at the HOD meeting.

The skybox at World Championships was discussed. It was decided that the BOD would be developing an incentive plan for members of ISI to increase awareness of international level swimming.

**Officials Chair:** Bob requested that a member be added to the officials committee, therefore increasing its present size. It will be discussed with the General Chair after the meeting. The officials report for the HOD was discussed.

**Administrative Vice-Chair:** Tom Hayden, Tom overviewed the presentation of the operational review survey that was completed in ISI. He will present this to the HOD.

**Treasurer:** Kathleen Hagerty: Kathleen presented the 2005 budget that will be presented to the HOD. The organization is in the midst of transition from banks, accounting systems, etc. The part time position for office assistant was discussed. Pam will create a job description and forward to the General Chair for posting on the web site. The position will pay up to \$12.00/hour and will be part time work for 8-12 weeks.

**Past General Chair:** Michael Lawrence, Michael overviewed some of the things he will highlight from the Olympics. It was noted that some of the dates on the planning calendar in the HOD packet were incorrect. It will be announced at the HOD.

**Safety Chair:** Kate Chronic, Kate reported that there were no safety issues before the BOD at this point. Kate also overviewed the rules and regulations changes to section 206 that will be discussed at the HOD meeting.

**MOTION:** To present the changes to section 206 to the HOD in omnibus fashion. With the exception of lines 273-300 referred to the senior committee, 327-350 referred to the age group committee. Lines 166-172 will be highlighted and lines 443-447 will be deleted as changes that conform to current practice. 2<sup>nd</sup>, passed.

**Program Operations:** Brian O'neil, the ISI Banquet was discussed. The date has been targeted as October 30<sup>th</sup>.

**Senior Vice-Chair:** Dan Johnson, Dan highlighted the items from his report that will be presented to the HOD. The committee would like to revise the athlete assistance program.

**MOTION:** To approve the two disability athletes that requested reimbursement at the full level. 2<sup>nd</sup>, passed.

**Age Group Vice-chair:** Eric Lazzari, Eric reported that the committee is recommending that Sheridan Swim Club be the host of Age Group Championships. Some of the changes the committee recommends were discussed.

The meeting was adjourned at 12:45 pm

Illinois Swimming Inc.  
House of Delegates meeting  
Sunday, October 3, 2004  
Bloomington, Illinois  
1:00 pm

1. **Roll Call:** The meeting was called to order at 1:05 pm Michael Lawrence showed exclusive video of the Olympic games and gave a brief overview of the experience he had as the assistant team manager at the Olympic Games in Athens. **HOD report 65 voting members are present and eligible to vote out of 119 available.**
2. **Approval of Agenda.** The agenda was approved as presented with the exception of moving the budget approval to the beginning of the meeting.
3. **Reading, correction and adoption of minutes** of previous meeting. The minutes of the last HOD meeting in Naperville were approved with two housekeeping items.
4. **Opening remarks;** The General Chair, Bill Schalz addressed the HOD briefly. The **Athlete Endowment** fund was discussed. The General Chair noted that the fund is near to being fully funded. The details of the fund will be discussed at the Spring HOD. The renewed **sponsorship agreement with Speedo** was discussed. Speedo has agreed to renew it's sponsorship of our LSC for another four years. **World Championships** was discussed. ISI is offering up to \$100.00 in reimbursement to any coach attending the World Championships in Indianapolis. The **USAS Convention**, held in Orlando, Florida September 13-19, 2004, was overviewed. Specifically mentioned was the **Club Recognition Program**, being developed by the Club Development committee. Clubs were asked to "Score" themselves whereas providing input to the validity of the program in its current state. The Chair announced that Michael Lawrence was elected as the chair of OIOC as well as the steering committee. Maureen Sheehan was presented with a lifetime membership to USA Swimming.
5. **Presentation of Budget:** Kathleen Hagerty highlighted some of the changes that are taking place in the accounting system of Illinois Swimming. She also presented the 2005 budget for Illinois Swimming. The fiscal year has been shifted from January – December to September- August. **MOTION: To accept the 2005 Illinois Swimming Budget as presented. 2<sup>nd</sup>, passed.**
6. **Reports of Officers:**
  - a. General Chair: Bill Schalz, see opening remarks
  - b. Age Group: Eric Lazzari: See page 8-20 in the HOD packet. **MOTION: To approve Sheridan Swim Club as the host of the 2005 Long Course Age Group Championships on July 29-31, 2005. 2<sup>nd</sup>, passed.** **MOTION: To accept the 2005 time standards as presented to the HOD. 2<sup>nd</sup>, passed.**
  - c. Program Operations: Brian O'Neil, a committee will coordinate the current meet info with what our current rules reflect. Planning for the Illinois Swimming Athlete Recognition banquet is underway. It was suggested that the Athlete Banquet be scheduled in conjunction with the



fall HOD meeting. Other options include, holding the banquet during a brunch time or during a weeknight.

- d. Membership report: The current membership numbers for Illinois Swimming are as follows: Athletes: 14680, Non-athlete members 1268 and 119 clubs.
- e. Officials report: Bob Welch, see report on pages 28-31 in the HOD packet.
- f. Senior Chair/ Coaches rep: Dan Johnson, see report on pages 21-22 of the HOD packet. The 2005 long course Senior championship meet will be hosted by NASA/WILD. Jared Schroeder highlighted the upcoming Senior Elite meet in late April or early May. Look for info after the first of the year. Len Penkala has been appointed as the coaches representative by the General Chair.
- g. Administrative Vice Chair: Tom Hayden, presented the results of the operational review of Illinois Swimming. In summary, it seems that there is a need for an Executive leader to develop and implement a strategic plan that would organize and utilize the very large group of committed volunteers that are currently in existence and working within Illinois Swimming.
- h. Treasurer: Kathleen Hagerty, see Presentation of the Budget

**7. Reports of Committees and Coordinators**

**8. Presentation and Approval of Financial Statement: see #5**

**9. Unfinished business: none presented**

**10. Appointments, Confirmations and Elections: Nominating committee was appointed as follows: Tom Hayden, Maureen Sheehan, and Maggie Wike plus an athlete and one additional person, 2<sup>nd</sup> passed.**

**11. New Business: the following dates in the HOD packet were updated: Sr championship July 15-17, 2005. Speedo Sectionals are July 21-24, Age group championships are July 29-31, 2005 and Central Zone Championships are August 5-7, 2005.**

**12. Rules and Legislation Rules and Regulations/Safety: Kate Chronic, see rules and regulations packet. All updated rules and regulations will be posted on the website. MOTION: To present the changes to section 206 to the HOD in omnibus fashion. With the exception of lines 273-300 referred to the senior committee, 327-350 referred to the age group committee. Lines 166-172 will be highlighted and lines 443-447 will be deleted as changes that conform to current practice. As well as sections c and e of 206.7.2 2<sup>nd</sup>, passed. MOTION: To approve the inclusion of the approved three point or “slip and slide” entry into the water for all athletes in USA swimming meets to become effective November 3, 2004. 2<sup>nd</sup>. Passed.**

**13. Announcements Next HOD Meeting Sunday, April 24, 2005 at Neuqua High School in Naperville. 2<sup>nd</sup>, passed.**

**14. Adjournment**

# DRAFT

## ILLINOIS SWIMMING, INC.

Board of Directors Meeting - December 29, 2004

Location: O'Hare Hilton, Room 2020.

Meeting convened at 7:18 pm.

Present: Bill Schalz (Chairman), Tom Hayden (Administrative Vice Chair), Brian O'Neil (Program Operations Vice Chair), Eric Lazarri (Age Group Vice Chair); Len Penkala (Coaches Representative), Kathleen Hagerty (Treasurer), Kate Chronic (Safety Representative), Michael Lawrence (Past Chairman - nonvoting), Bob Welch (Officials Chair - nonvoting).

Absent: Dan Johnson (Senior Vice Chair), Jane Grosser (Secretary), Amy Funk (Athlete Representative), Pam Lowenthal (Membership/Registration).

With 7 of 10 voting members in attendance, a quorum was present.

Agenda reviewed and approved. Attached as **Exhibit A**.

**Review of minutes of last meeting.** Minutes from 12-6-04 reviewed. Several revisions discussed and agreed. Motion to approve minutes as amended was made, seconded and passed. Revised minutes attached as **Exhibit B**. Unapproved minutes to be presented at the January BOD meeting.

**Nominating Committee** - will really start in January. Need to appoint 2 more members to this committee. One shall be athlete. Appointments to be made by Bill Schalz.

**Website review** - Question was raised re: status of payments to webmaster. Kathleen Hagerty to check as to amount of payments that have been made so far and report back to Board at next meeting. Kathleen also to check with accountant as to our responsibility for tax reporting obligations and report back to Board at January meeting.

**Office space search** - Bill Schalz gave report. Brian O'Neil reviewed the proposed lease and furnished comments to Bill. Some work still needs to be done on it. Bill consulted with outside counsel as well and will work with outside legal counsel to communicate concerns and proposed changes to Landlord's broker. Board consensus was to push for necessary changes and make a decision as to viability of lease to allow ISI to move by Jan 15. Bill to work with Michael, Tom and Brian, as needed, after communicating with Landlord's broker.

**Contract bid questions** - It was proposed that a viable bidding process be established. Matter was discussed among the Board. There was general agreement that the bidding process needs to be equitable to protect ISI's interests. Brian O'Neil (as Vice Chair of Program Operations) will formulate a bid process and bring it back to the Board in January.

**Contracts for Championship Meets** – Bill raised the issue again that teams winning Championship Meet bids sign a contract to deal with various issues (examples include compliance with Speedo contract, permitted sponsors, etc.). Proposed that Bill check with Drew Schnack to prepare a draft for Board review. Brian O’Neil to assist. Report back to Board in January.

**Membership Report** – Bill Schalz delivered report from Pam Lowenthal: (Total 2005 – YTD registered athletes – 12,307; Non-athletes – 908; Clubs – 94). Board to ask Pam to provide year-over-year comparisons and comparisons to FY04 year-end numbers. Pam’s report included as **Exhibit C**.

**Treasurer’s Report** – Treasurer’s report for September, October, November and December (through Dec 28) were provided. Attached as **Exhibit D**.

Kathleen informed the Board that ISI’s fiscal year end was officially changed to Aug 31, 2004. Board asked to see FY04 year end financials and budget-to-actual comparisons for stub period 1-1-04 through 8-31-04. Kathleen will provide these figures before next meeting for consideration at next meeting. Board to consider allocation options for athlete endowment fund after receiving at January meeting. Board also questioned need to revise budget process as a result of revised fiscal year end. New budget for FY 05-06 to be prepared for presentation to House of Delegates meeting in April 2005.

It was suggested that ISI’s outside accountant attend the next Board meeting to report on audit and other matters upon which he has worked for ISI. Agreed that Kathleen would follow up and report to Bill as to accountant’s availability.

Board questioned status of 501(c)(3) qualification and also reinstatement of ISI corporate status. Kathleen informed the Board that ISI is now completely in compliance with State of Illinois. Kathleen to distribute to the Board the reports/opinions that accountant has prepared and/or filed to date relating to ISI. Accountant will elaborate as to particulars at next meeting and also as to 501(c)(3) status.

Board asked Kathleen to provide an investment policy at January meeting.

Motion to accept Treasurer’s report – seconded and passed.

**Meet Sanction Report** – Pam not present – no report. [Report furnished by email after the meeting – attached as **Exhibit E**.]

**Administrative Vice Chair Report** -- Tom presented a draft of a mission document -- ISI “A Look Forward 2005-2010”. The Board preliminarily reviewed the document and discussed the same. Board inquired as to status of position of “Executive Director.” Discussion among the Board occurred.

*Motion: Approve establishment of position of Executive Director with such responsibilities and salary range to be determined by the Board of Directors. Seconded, Passed.*

Bill to appoint executive search committee. Committee to report and serve at pleasure of Board. Several candidates were discussed and they will be approached to determine willingness to participate. Committee to be in place in early January. Tom Hayden to approach search firms to determine viability of engaging such a firm to assist in the search.

Tom also provided a draft of Executive Director position responsibilities for consideration. Drafts of these documents to be reviewed by Board and feedback given to Tom as soon as possible.

**Senior Swimming Vice Chair Report --** Dan was not present, but supplied a report attached as **Exhibit F**. Dan to bring some of these items to January Board meeting for approval. Board had several questions as to the philosophy of proposed changes and potential budget effect thereof. To be discussed at upcoming meetings.

### **Age Group Vice Chair Report --**

*Pre-proof for championship meets* was questioned at last meeting. Board decided to stay with current system and attempt to run a "parallel" process of elimination of proofs (all pre-proved from database) during the upcoming championship season. Kate Chronic and Eric Lazarri to assist Pam with this effort and report back to Board following championship meets to determine whether we can make this a permanent change.

*Order of Events changes for Age Group Championship meet* were discussed. Last meeting there were questions as to inconsistencies within the proposal. Eric clarified the inconsistencies. Additional concerns were raised with the proposal to change the relay order within sessions. Certain changes were recommended. A changed Order of Events was reviewed and recommended by the Board to the Age Group Committee for implementation for the upcoming championship meeting. Proposed final Order of Events is attached as **Exhibit G**.

Mid-States -- Coaches and Teams have been selected. Last day for acceptance is tomorrow. Entry is due Friday. [GET DETAILS OF COACHES FROM ERIC AND SET OUT HERE]

Board discussed need to maintain Team Manager database of all Illinois meets, in addition to SWIMS database, for purposes of Team Illinois meet entries. Board agreed that ISI Office shall maintain this parallel database.

### **Program Operations Report**

Financial report for Banquet dinner to be finalized and presented at January meeting. Need accounting of receipts from ISI Office.

Brian reviewed copier contract. There are substantial penalties to break this lease early. Brian to call Lessor and discuss move and ability to revise/terminate lease.

### **Coaches Report**

No report. Welcome to Len Penkala for his first ISI BOD meeting.

**Athletes Report:** No report.

**Safety Report:** No report.

**Officials Report:** Attached as **Exhibit H**.

**Immediate Past Chair:** Trials cuts out. Inquired as to General Chairs meeting in Colorado Springs in January. Bill cannot go, but Tom can attend for our LSC.

*Motion: Approve reasonable expenses for Tom to attend General Chair meeting in Colorado Springs, CO. seconded, passed.*

**Next Meeting:** 7 pm on January 26, at new ISI office, unless otherwise sent in writing to Board. Notice to be distributed by January 10.

*Motion to adjourn made, seconded – passed.*

Meeting adjourned at approximately 9:45 pm.

#### **EXHIBITS INDEX**

<b>Exhibit A</b>	-	<b>Meeting Agenda</b>
<b>Exhibit B</b>	-	<b>December 6, 2004 meeting minutes</b>
<b>Exhibit C</b>	-	<b>Membership Report</b>
<b>Exhibit D</b>	-	<b>Treasurer's Report</b>
<b>Exhibit E</b>	-	<b>Meet Sanction Report – furnished post-meeting</b>
<b>Exhibit F</b>	-	<b>Senior Chair Report</b>
<b>Exhibit G</b>	-	<b>Final Age Group Championship Order of Events – recommendation</b>
<b>Exhibit H</b>	-	<b>Officials Chair report</b>