



To: ISI Board of Directors
From: Jack Yetter, Administrative Vice Chair
Re: Report to House of Delegates, April 2021
Date: March 30, 2021

It is my pleasure to report to the House the various projects and activities I have been pursuing on behalf of Illinois Swimming since my last report.

1. Completes the updates of the Rules and Regulations, Bylaws and Policy and Procedure Manual, receiving approval from USA Swimming Rules and Regulations Committee, and posting indexed versions online for ease of use.
2. Continued project of streamlining the software packages of the office. Over time our use of software had grown inefficient in terms of use and cost. By the next budget cycle, we should see thousands of dollars in savings in these costs to Illinois Swimming.
 - a. Worked with Pam Lowenthal and office staff to migrate from a G Suite environment to Office 365, reducing the number of external contracts needed to supply the day-to-day working needs of the Office Staff and providing more usability to non-staff. This project should be complete prior to the next meeting of the House.
 - b. Began migration of ISI from Constant Contact to a new manner of email delivery, utilizing a dedicated SMTP server and a new host. This will generate a great deal of savings over our current use provider with no measurable loss of service tools. It leverages the same software hosting the electronic sanctioning, referenced below.
 - c. Have had several meetings with our IT provider, Elivity, independently and with others about the software upgrades working towards a complete implementation. These discussions include moving ISI from Zoom to MS Teams as a long-term solution for video conferencing.
 - i. Long term, we will continue to use a platform such as this for committee meetings, town halls and officials training, so the move makes sense financially as we are already in the O 365 environment.
 - ii. Teams will also add levels of usage when combined with our use of ShareFile for collaborative work.
 - iii. We have discontinued our contract for voice-only conferencing, adding to our overall savings.
 - d. Did baseline research and worked with Marc Tucci and Pam on the issues of accepting electronic payments in the office outside of the Team Unify platform,



which lacks flexibility. This project may be complete prior to the next meeting of the House.

3. Worked with Pam and Brian Brown to establish the policy and protocols for electronic sanctioning of meets, leveraging a new software package.
 - a. Roll out has been solid, with no uptime problems and limited issues from the end users reported.
 - b. Process and software now give ISI ability for distributive discussions on Sanction issues, and long-term storage of both applications and meet packets for reference and version control.
 - c. This software may, in the future allow us to expand to use for other items, including champ meet bids and potential a unified system for e-scratch at championship meets.
 - d. Electronic payment as part of this project is an ongoing, independent project, as noted above.
 - e. Drafted, attended, and participated in the presentation of the new system to a Town Hall for clubs and meet directors on January 25th ahead of the February 1 rollout.
4. Worked with Jeff on establishing a rules-compliant committee to bring us into compliance with the Bylaw required Governance Committee. The committee will begin meeting shortly after this House cycle and will have the authority to establish policy for the committee and propose an election process to begin next spring.
5. Made a systemic review of the ISI Policy and Procedure manual.
 - a. Updated the formatting for initial ease-of-use.
 - b. Identified issues to be addressed by the Board and the coming Governance Committee.
 - c. With consent of the Board made changes to the Manual for items such as sanctioning policy (to be consistent with the new electronic sanctioning policy).
 - d. The goal is to create a complete and transparent version of policies used by the Board and staff for the operations of Illinois Swimming.
6. Reviewed various Administrative Review Board actions, drafted ISI response to them and attended associated hearings of the Board. Thanks to Dana Polonsky, the ARB Chair, Kyle Smith (MMSA) and Pearce Bailey (athlete member) for their professional-level participation in the process.
7. As availability allowed, attended USA Swimming meetings such as the LSC Governance series, LSC Leaders meetings, and open meetings of the Rules and Regulations Committee and the Officials Committee.
8. Attended all meetings of the Board of Directors, contributing where possible.



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9. Worked with Amanda Schleede and the Officials Committee on technology issues they face as ISI migrates away from systems they had been using to new ones. Much thanks to them for their flexibility and willingness to adapt on the fly at times.

My thanks to those who have made my job easier – Pam, Brian, Jeff, Marc and many others who have provided support and guidance. I would note for the House that in the last year the Board has worked smoothly and with a great deal of teamwork as we faced new and “interesting” challenges. I for one look forward to a more normal future.

It is my privilege to serve in this position and thank the House for the opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Yetter".

Jack Yetter
Administrative Vice-Chair, Illinois Swimming