



Illinois Swimming Inc. Board of Directors Meeting September 22, 2021 via Zoom



General Chair Jeff Arce called the meeting to order at 7:31 pm.

1. Roll Call

PRESENT: Jeff Arce, Brian Brown, Jayne Spittler, Mark Tucci, Amie Adams, Rob Emary, Pam Lowenthal, Casey Hnatiuk, Jack Yetter, Todd Capen, Will Barker, Tom Rieman, Jenna Krull, Savanna Huang, Annabel Oliva, Aidan Puk, Michael Lawrence (observer).

ABSENT: TJ Moran, Amanda Schleede, Carlos Ceja.

2. Adoption of August 18, 2021 BOD Minutes

Spittler made a correction to remarks from Yetter regarding COVID waivers, their effectiveness and Illinois Supreme Court rulings.

Motion to approve as amended – Spittler, Second – Yetter. Approved unanimously with no additional discussion.

3. Reports and Action Items

REPORTS SUBMITTED: Senior Vice Chair, Treasurer, Operation Risk Chair, Registration/Membership Coordinator

NO REPORT AT THIS TIME: Program Ops Vice Chair

NO REPORT SUBMITTED: Age Group Vice Chair, Coaches Rep, General Chair, Athlete Reps, Safe Sport, Officials, Diversity/Inclusion/Equity, Open Water

SENIOR COMMITTEE REPORT

Several items in the Senior Committee report required action.

- A. Capen reported that the Senior Committee received one bid to host Senior Championships from Patriot Aquatic Club March 3-6. The bid application includes the necessity of a \$15 per athlete facility fee to cover the added school/security/cleaning expenses required by the high school.

Motion: Brown moved, Emary seconded that the Senior Championship bid from Patriot Aquatic Club be accepted by the Board for recommendation to the HOD. Yetter said that we would need HOD approval for the increased athlete facility fee. Arce said this would be dealt with at the HOD, as the Board can accept but the HOD can overturn. Brown asked how the Rules & Regulations proposal to increase athlete fees from \$8 to \$10 might impact this. Yetter said there is a time requirement after the vote to change R&R and would not impact the Spring championships. Capen asked if the HOD can amend fees at any time. Yetter said this could be done with a 90% vote because the proposal would be submitted less than 30 days prior to the HOD.

Approved unanimously.

- B. Capen pointed out that Senior Time Standards were included in his report. The standards are meet specific, not annual, and are the same as last year.

Motion: Capen moved that the Board approve the Senior Time Standards before the HOD votes on them. Brown second. **Approved unanimously** without discussion.

- C. Capen noted that the program document for the National Travel Support Program was included in his report. It includes the addition of the International Team Trials meet in Greensboro in April.

Capen shared a request by the Performance Committee for approval of emergency funding for the Las Vegas Invitational Open Water meet Oct. 8-9, which is a team selection opportunity. Each qualified athlete can request \$300, if they meet the requirements of a Winter Juniors cut in the pool or attendance at the 2021 OW Junior National Championships. Yetter asked how many athletes would be involved; Capen said maybe three, but that the committee wanted to be sure that Open Water is being handled in a consistent way with pool meets.

Motion: Capen moved that the Board grant emergency funding from the National Travel Fund for the Las Vegas OW Invitational. Brown seconded. **Approved unanimously** without discussion.

ADMINISTRATIVE VICE-CHAIR REPORT

Yetter noted an action item in his report, moving to strike section 4.3 in the Policy and Procedure Manual that covers the Executive Committee. Old language refers to something no longer in the By-Laws.

Motion: Yetter moved that the Policy and Procedure Manual be amended so that Section 4.3 reads simply "Reserved." **Approved unanimously** without discussion.

4. Budget

The proposed budget to be presented to the HOD was discussed in detail. Two overarching themes emerged: the 2022 budget is being planned as a reset through an athlete-focused lens and having two budget years impacted by COVID makes it very difficult to use past data to make projections. The Board has made its best effort to project both revenue (conservatively) and expenses (realistically and athlete-focused) for the 2022 budget as a true team effort.

Note: While the Board's discussion jumped around on the budget proposal, these minutes attempt to consolidate comments and questions on a line by line basis for the sake of organization and clarity.

Registration revenue: Arce said that athlete registration revenue was budgeted at 15,000 athletes vs. 14,000 last year. Club registration is currently at 106; Lowenthal is not certain there will be more clubs, so revenue budgeted for 110 clubs. Figure corrected on spreadsheet from \$19,800 to \$27,500 to reflect this.

Meet sanctions and fees revenue: Several members noted the discrepancy between proposed sanctioning fee revenue and meet fee revenue, specifically the increase in sanction fees vs. lack of corresponding revenue from meet fees. Lowenthal said she used fees collected in 2018-19, and also reminded the group that not all meets generate revenue (e.g., dual meets, approved meets). Several members pointed out that meets may change composition going forward, with more dual meets and intersquads, or that there will not be as many four-hour session meets. The estimated \$116,000 in revenue seems reasonable. Discussion then focused on estimated number of meets in 2022, as proposed sanction fee revenue implied 460. Lowenthal said that in 2019-20 we had 150 meets on the schedule, vs. another 20 closed meets. Arce noted that this should be \$40,000 in sanction fees. Everyone agreed that this change made sense.

Camp revenue: Capen corrected the Senior Camp revenue to be \$6,000 (\$150 per athlete x 40). Yetter wondered why Age Group Camps did not have revenue. Lowenthal said that was an oversight. Age Group Committee planning two camps north and south, as has been done in the

past, budgeted for 80 total between the two camps for a total of \$4,000 (80 x \$50 per athlete). Capen noted that this was probably a conservative estimate, as the last camps in the north were able to accommodate 60.

Outreach: Pam confirmed that most of the outreach revenue is CPD. Capen asked how outreach dues are distributed. Lowenthal said each outreach athlete is \$7, with USA Swimming getting \$5 and ILSI getting \$2. Yetter wondered if outreach revenue and expenses should match? There is \$17,500 in revenue, \$12,500 in line 6050 for expenses, but also another \$4,500 as an outreach project.

Championship webcast expense: Lowenthal noted that this is an increase from previous years, as we had sponsorship support in 2020 (\$10,000 expense). Looking to secure this again but being realistic in budget.

Championship expense: Clarification that the \$20,000 includes hotels for officials, but also \$10,000 for other enhancements for sponsorships, banners, etc. Also, a note that Age Group Meet expenses are included here, and not as a separate line item in 2020.

Club support expense: Capen noted this is up \$30,000 from 2020 because there are international selection meets in 2022. He reminded the Board that in 2020 budgeted and 2021 actual, Olympic Trials athlete support comes from the AEF, rather than the operating budget.

Officials clinic expense: Spittler asked why there were expenses, if all clinics are now virtual. Lowenthal responded that this includes credit card processing fees, along with nametags for new officials attending those clinics.

Open Water expense: Rieman noted that the Open Water numbers seem high but noted that some are one-time equipment expenses like a timing system and buoys. Two meets are planned, which doubles some expenses like lifeguards and boats. He also said there were some backup plans. Lawrence asked if the budget included storage for equipment. Rieman said he will use his storage facility in the short term.

DEI expense: Lowenthal noted that the committee is in discussion with the Positive Coach Alliance to provide four workshops per year at a cost of \$7,400 over two years. They would also work with coaches as well. The multicultural meet will be held in Evansville, IN. Expenses include hotel expenses and staff stipends.

Zones expense: Yetter noted that nothing had been included for Zones. Lowenthal noted the oversight and said that this should be \$25,000.

Long course training expense: Capen responded to a question about whether this would happen. He said that the Senior Committee is looking at five hours per month from October through April, looking at FMC as a potential venue. Working on a plan as to who can use a block on a single weekend, with two hours for those with international selection cuts and two hours for those with Pro Swim cuts. Worst case scenario would be \$1,200 per month (pool rental plus snacks and coaches).

Duel in the Pool expense: This meet will take place in Houston this year, which includes flights and staying an extra day. Revenues were bumped up from \$200 to \$250 per athlete.

Awards expense: Several noticed that these were not budgeted. Lowenthal said that we should include what was budgeted for 2020 -- \$30,000. This includes not only awards for meets, but also banquet awards.

Banquet expense: Capen questioned nothing was included in this year's budget; by rule we are required to have one. Lowenthal said that we will run an awards ceremony at this year's HOD. Pointed out that the next banquet will be in the 2022-23 budget.

Coaches Education expense: – Emary would like to include \$3,000 to bring in a high level coach (like Ron Aiken of SAND) for a day-and-a-half coaches' on-going education meeting. This can't be the education grant.

HOF expense: Spittler asked why nothing was budgeted for HOF. Capen said that the \$80,000 kickoff was taken out of AEF. Since we are uncertain about travel in Spring 2022, and concerned about staying current athlete-focused, this will be deferred until 2023.

Payroll tax expense: Yetter and Tucci suggested increasing this to \$11,000.

Office technology and copier expenses: Yetter raised concern that copier/printer expenses were estimated at \$8,500 for 2022, a significant increase over previous year's \$5,500. Tucci and Lowenthal helped sort out that accountants have said to put tech and copier in one line item. Suggested to split this out, and correct Line 7511 technology to \$4,000 to include changeover to Microsoft and contract with Elevity (which is being reviewed, per Yetter). Line 7550 can be reduced to \$2,900.

Professional fee account expense: Yetter explained that this covers our audit expenses, and that we will need to find a new auditor, as ours is retiring. He mentioned an opportunity from USA Swimming about a bulk rate for auditing via Plante Moran at \$150 per hour. Plante Moran does have local offices, which would be important. Tucci and Yetter to explore whether this feature includes taxes as well as the audit. But suggested that a \$10,000 expense estimate would be reasonable.

Conventions expense: Lowenthal said that she put in \$12,000 for Zone Workshops, but also included webcasts of the HOD here. She said that the Denver Zone meeting will only include some people attending but didn't know who that would be.

Bottom line: Based on all projections, the budget would show a deficit of \$15,438. Tucci asked if it was too soon to consider using AEF funds. Arce said there are discussions about this to be had in our future but having just come out of horrible years when we were giving money away, perhaps we should sit for a minute. Capen asked about clubs who might have to pay back grants because they did not meet their Safe Sport requirement. Arce to look at this and report to Board.

Motion: Yetter moved to approve budget as presented to HOD. Capen seconded. **Approved unanimously.**

5. New Business

Capen asked about the implication of the pending 33% athlete rule on our LSC committees in terms of size and composition. He suggested that our regulations might include specific size and composition by stakeholder, rather than having to compute the 33% athlete base from an ever-changing committee size. He noted that many committees are nine members – this could be specified as three athlete members and 6 non-athlete members. Others, like Officials and Governance, could list corresponding composition based on size. Having a specific composition would make it simpler for committee chairs and give them a rough draft point for committee representation. He shared a document with proposed committee composition (See attached).

Yetter said that to include in our Rules and Regulations, this proposal would require a 90% vote at the HOD, since it is within the 30-day window. He suggested there is no reason we can't put these

committee composition requirements into the Policy and Procedures Manual. Rule 7.3 states it is the General Chair's responsibility to appoint committees.

Lawrence commented that Capen's suggestion goes to the heart of what Bylaws are, an everlasting document that continues over time. They prevent any General Chair from changing dramatically the intent of the organization. If it's a policy, it can be changed at the will of any Board. Yetter said that Rule 7.3 gives us four Standing Committees; the BOD and HOD are authorized to establish additional committees to meet programming needs. It is possible to put composition of the four standing committees in the Bylaws, but not others since they are not included.

Arce asked Capen if he would be okay if his proposed committee composition were in the Policy and Procedure Manual rather than the Bylaws. Capen said it would be okay in the short term, but we need to tell our membership that this is what we are doing. Arce said he would reference this in his HOD report. There is value to giving structure and cleaner to define composition. Effectiveness of the 33% legislation was questioned; Yetter said it was dependent on when the Bylaws are approved. There was a question about when the 33% legislation would be effective

Capen also proposed that non-athletes, and eventually athletes, only serve on one committee except for those specifically designated to be there. This would get more people involved in our governance. Brown asked how many total non-athlete members we would need to fill those spots; answer: 43, an increase of four. Spittler said that we need to work on a culture change to involve more athletes, as other LSCs have done. She also noted that committees can use subcommittees and task forces to do additional work without increasing committee size. This also would help to get more people wanting to serve on committees. Lawrence said that you can't build depth if you don't invite more people into the room. We need to find the people with their hands up to help make the culture change. Yetter said that he agrees with Todd's proposal, but doesn't think it belongs in the Bylaws.

Puk asked how many new athletes would we be looking to bring in? Capen: we need four additional athletes; 23 total (minus the review committees). Puk asked if we want to have athletes serve on more than one committee? Arce said that our goal should be to have each committee with unique athletes. Trusting that our athlete reps will work on a strategy to accomplish this. Puk believes that it definitely could happen.

Motion: Capen moved to include the recommendation for committee composition for all current committees as included in these minutes in the Policy and Procedure Manual in 4.4.1 and to include a subsection on the limits of committee appointments. Seconded.

Yetter asked when this would be effective. Arce proposed November 1 and asked that it be included on the Capen's proposal. Capen asked if members cannot serve on multiple committees, are we going to wipe the slate of all committees for assignment on November 1? Arce said we usually do this in April after elections; Arce said he can handle. This involves only a couple of committees.

Approved unanimously.

Capen asked what the definition of an athlete was. Yetter said it was included in 2.1 of our Bylaws and while it changes in USA Swimming governance, it does not change for us. An athlete member in ILSI is an athlete defined by USA Swimming (Corporate Bylaws) and registered with ILSI. The question was raised about college athletes who are no longer registered with ILSI. Lowenthal said they are not eligible. Yetter noted that some college athletes do not switch their LSC registration.

NEXT MEETINGS

Arce reminded everyone that the HOD will be October 10 at 1pm. He would like to meet prior to that meeting, rather than on the scheduled date of October 13. He proposed October 6 at 7:30pm. All

agreed. **All Committee reports for the HOD are due to Pam in .pdf format by Monday, October 4.**

Rooms are reserved at the Burr Ridge Marriott from 10am on October 10. Lowenthal asked if Coaches and/or Athletes wanted to schedule meetings in this time space, before the room is opened for HOD.

Central Zone meeting on Sunday, October 3 at 7pm CT.

The USA Swimming Annual Business Meeting is this Saturday, September 25. Board members with voting credentials should have received those via email.

6. **Next Meeting:** **Wednesday, October 6 at 7:30pm** to review HOD content and discuss any issues prior to HOD. Committee reports in .PDF format to Pam by Friday, October 1. Please note "No Report" if none is available.
7. **Adjournment:** Motion–Yetter, second–Capen. Unanimous approval at 9:38pm.

Respectfully submitted,

Jayne Spittler
ISI Secretary

APPROVED

Insert Proposed Committee Composition Recommendation Here

APPROVED