



ISI Board Minutes

Sunday, August 27, 2017 – 12:15 pm

unapproved

Roll Call/Attendance

Board Members:

Present: Phil Barnes, Curt Oppel, Bobby Kelley, Don Spellman, Greg Temple, Travis Albang, Nick Ford, Andrew Rottinghaus, Jamie Langner, Jack Van Meter

Absent: Janet Warrren, Maria Eurie, Frankie Hanson, Doug Kolsrud, Nick Lakin, Karin Ford

Others:

Present: Kerry Carleton, Marie Koenigsfeld, Jen Matthews, Grace Spellman, Tonja Sedecky, Carol Palmer, Candon Zeller, Doug Colin, Brian Ruffles

Minutes from previous meeting

Tuesday, May 16, 2017 ISI Board Meeting Minutes

Two suggested changes:

- Delete the statement in the budget section that said administrative expenditures are the reason that total expenditures are greater than budgeted. Many different items were pointed out as possible reasons why the total expenditures were greater than budgeted and no one reason was listed as the single reason for this happening.
- Amended the minutes and correctly note that although changes to the Splash Fees were discussed, the specific amount for the amount of 2017-2018 Splash Fees were not finalized or approved.

Suggested corrections accepted and the minutes were approved.

Thursday, June 28, 2017 ISI Board Meeting Minutes

Minutes approved without changes.

Committee Reports

ISI Chair – Phil

Phil announced that he asked Jamie and she agreed to serve as ISI's Safety Chair, which is open position on the board. This position's term is from September 1, 2017 to August 31, 2019. There were not any objections to this appointment.

Administrative Chair – Curt

Formally introduced Jennifer Matthews as ISI's Registration Coordinator. Also thanked the members of ISI's task force which was formed with the purpose of reviewing ISI's needs with its professional staff, developed job descriptions and served as ISI's selection committee.

Curt reported that he has recently met with the professional staff. A goal for the professional staff is to publish quarterly newsletters and distribute these directly to ISI's membership. He is also working with the staff to find areas to streamline cost and save money. One example is with ISI's phone expense. Additionally, he challenged the board and committee members to continue to recruit and work with volunteers. He pointed out that it is not ISI's intention to overload the professional staff with work previously done by volunteers.

Curt also informed the board that each board member will have its own IASwimming email address. Phil directed the ISI Board Members to use these when sending and receiving emails that pertain to their board positions with ISI.

Disability Chair – Nick Ford (for Karin)



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Nick reported for Karin, who could not be there. Goal for the upcoming season is to better define the meaning of Disability for ISI. Right now, this has not been defined and there is a very broad definition of what is considered to be a disability.

Diversity Chair – Nick Ford

Presented a meet report for the Zone Diversity meet. Also reported that next summer, there will be a Diversity camp/workshop that four swimmers for ISI may participate. There may be the ability to have up to two additional swimmers depending on how many swimmers go from other LSC's.

Technical Planning – Bobby

During the recent Technical Planning Committee meeting, the TPC would like to propose the following be used as the qualifying times for the 2017-2018 Silver Championships:

2017-2018 Silver times be set at 110% Q times and implement the following rule:

Make one, swim three (permitting two bonus swims); make two, swim three (one bonus swim); and make three or more, swim three or more (no bonus swims). Bonus swims may be done in any event.

A motion to have the board ratify this recommendation will be added to the New Business section of the board meeting.

Bobby also reported that Jamie Langner will work with Marie to design and order awards for Silver meet. Marie and Jamie will present the preliminary design for Silver Championship awards at the Fall HOD meeting.

Treasurer's Report – Phil (for Doug)

Phil presented the Treasurer's Report for Doug, who was not present.

Financial Statements report the following:

Reporting a loss of \$12,839.39 for the current fiscal year

Total Assets are down \$63,020.83

Total Liabilities are down \$20,488.28

Total Equity is down \$42,532.56

Comparing this year's July 31, 2017 Balance Sheet to last year's July 31, 2016 Balance Sheet

Phil also pointed out that as of July 31, the date of these reports, ISI also had yet to pay an unbudgeted expense of around \$11,000 for pool rent for ISI Long Course Championships that the HOD agreed to pay. This expense was paid in August and will be reported in this year's final financial statements.

Bobby questioned the September-July Income Statement that compares actuals to budgeted amounts. The amount that Doug is reporting as the budget for Total Employee Expenses is \$38,425 (year-end), but the HOD approved budget is \$32,130. Phil noted that this was a mistake with Doug's report and will work with Doug to correct this.

It was pointed out that when the fiscal year's ending Income Statement are reported next month, ISI will likely show a loss of \$30,000 to \$40,000. However, since the amount of loss that ISI budgeted for the current fiscal year was \$35,000, the ending year numbers will be close to meeting the budgeted numbers.

New Business

Motion made by Bobby to accept proposed Silver Qualifying times and procedures. He presented the recommendations made by the Technical Planning Committee:

Silver times will be set at 110% of current Q times.

Additionally, bonus entries will be permitted in the following schedule:



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Swimmers who make one Silver qualifying time are allowed to enter three events (two bonus entries permitted)
Swimmers who make two Silver qualifying times are allowed to enter three events (one bonus entry permitted)
Swimmers who make three or more Silver qualifying times may enter all events that they are qualified to swim (no bonus entries permitted)

Bonus swims may be done in any event.

Motion was seconded. Motion approved.

Motion made by Curt to adopt ISI Travel Policy. Curt presented an amended version of the Travel Policy (See attachment)

Motion seconded. Discussion followed.

Motion made by Phil to amend the Travel Policy:

In ISI Travel Policy C. 3. Add the following:

The reimbursement Per Diem is the Meals and Incidental Expense allowance as published for by US General Administration except when meals or per diem are provided by host.

Amendment seconded. Discussion. **Amendment Passed.**

Discussion continued with concerns made by Bobby that this Travel Policy is designed to provide rules and procedures for travel done by ISI Board Members and volunteers, but it does not include ISI's professional staff and ISI coaches who attend All-Star meets and Zone meets. Curt pointed out that the professional staff's travel reimbursement policies are included in ISI's Employee Handbook. He confirmed that ISI's professional staff already receives expense reimbursements using the same schedule of reimbursements (motel, mileage, airfare expenses and per diems) that ISI will reimburse its volunteers with the proposed Travel Policy. However, he pointed out that one difference is that employees must submit their expense reports to the Admin Vice Chair for approval. As for ISI coaches, ISI's policies with reimbursements of travel expenses that coaches incur are included in the contracts each coach signs prior to working All Star meets and Zone meets.

Discussion concluded about the amended motion. Vote was held on motion as amended. **Motion as amended passed.**

Old Business

Phil moved that the board accept the amended budget as presented. Phil distributed proposed amended budget. He went over the changes that were made with this amended budget and the budget the HOD approved in April. **Motion Seconded.**

Motion made by Bobby to amend the proposed Amended Budget:

Change the budget line Annual Iowa Awards Banquet to \$6,000. With the budget passed by the HOD in April, this line had a budget expense of \$2,800. With the amended budget Phil presented, the budget expense was \$4,000.

Amendment was seconded. Discussion followed. Bobby asked ISI's professional staff if they felt a budget \$4,000 was enough. Marie said it could be done, but the banquet would have to be cut back significantly. Jamie also pointed out that it could be done, but the quality of the Awards Banquet would suffer. Discussion concluded. **Amendment Passed.**

Discussion concluded about the now amended motion. A vote was held on motion as amended. **Motion as amended passed.**

The tabled motion that ISI form an ISI Championship from the July board meeting was re-presented. (See attachment)

Bobby presented the motion which was seconded. He explained that the motion creates a standing committee within ISI that has two objectives:

1. Secure facilities to run ISI's three biggest championship meets
2. Work so that ISI becomes the host of these meets starting in 2019

Motion made by Curt to amend the motion by: Delete the second part of the motion and insert the following:

Assess if it is possible for the LSC to become the host organization of these meets. **Motion to amend was seconded.**

With this amendment, the ISI Championship Committee will have the responsibility to evaluate the feasibility of having ISI host these meets instead making this decision right now. **Amendment the motion passed.**



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Discussion continued on amended motion. It was pointed out that that this committee, if formed, should research the impact that will happen to clubs who may wish to host these championship meets if ISI chooses to become the host organization of these meets.

Motion to amend the motion was presented by Phil. He moved that the Technical Planning Committee Chair will be the chairperson of this standing committee.

Motion to amend was seconded. Amendment the motion passed.

Discussion concluded about amended motion. **The motion as amended passed.**

Discussion concluded about the now amended motion. A vote was held on motion as amended. **Motion as amended passed.**

Motion made by Don to conclude the Open Meeting and go into a Closed Meeting. Motion seconded and passed. Open meeting concluded at 2:00 PM.

Board Meeting Schedule for the 2017-2018 ISI fiscal year:

2:00 PM Sunday, October 22, 2017	Summit Middle School in Johnson (conference call optional if possible)
7:00 PM Sunday, December 10, 2017	Meeting will be held by Conference Call
7:00 PM Sunday, January 28, 2018	Meeting will be held by Conference Call
2:00 PM Sunday, March 4, 2018	Des Moines YMCA (between session of ISI Age Group Championships - conference call optional if possible)
6:30 PM Sunday, May 6, 2018	Mercer Pool Aquatic Center (conference call optional)
12:00 PM Sunday, August 26, 2018	Des Moines YMCA (Conference call option will not be offered)



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Attachment 1 – ISI Travel Policy

Iowa Swimming, Inc. Board of Director Travel Policy

Effective Date: September 1, 2017

Last Revision Date: N/A

Background and Purpose: This policy establishes the Iowa Swimming, Inc. (“ISI”) Travel Policy for the members of the ISI Board of Directors and volunteers that are asked to travel for ISI business purposes. It specifies the travel that is eligible for reimbursement and the procedure to request reimbursement for travel. There are three types of travel expenses available for reimbursement from ISI: (a) travel to and from the annual United States Aquatics Sports Convention; (b) travel to participate in USA Swimming Committees and works shops that are directly related to the attendee’s position with ISI; and (c) travel that is pre-approved by the ISI Board of Directors.

- A. Travel to Annual United States Aquatics Sports Convention and USA Swimming House of Delegates. It shall be the duty and privilege of the following Officers and Representatives to attend the Annual United States Aquatics Sports Convention and USA Swimming House of Delegates and represent ISI, with voting rights (six total votes):
- General Chair
 - Administrative Vice Chair
 - Age Group Committee Chair
 - Up to three non-voting Athlete Representatives
 - Senior Committee Chair
 - Elected Senior Athlete Representative
 - Coaches Representative
1. If any of the voting Delegates are unable to attend, alternates shall be selected by the General Chair.
 2. At the discretion of the General Chair, the following members of ISI may be invited to attend the Annual United States Aquatics Sports Convention and USA Swimming House of Delegates. These attendees are non-voting delegates. They shall attend the relevant educational sessions to ensure that ISI remains current with the rules and regulations, policies and procedures, and bylaws necessary to remain in good standing with USA Swimming LSC requirements.
 - ISI Professional Staff Members
 - Members of ISI appointed to any USA Swimming National Committees
 - Officials Chair
 - Registration/Membership Chair
 - Treasurer
 - Safe Sport Chair
 - One member of the ISI contingent to the Central Zone Board of Review
 - Other Officers/Chairs designated by the General Chair with the advice and consent of the Board of Directors.
 3. If any of the non-voting Delegates are unable to attend, alternates may be selected by the General Chair.
 4. Each year, the Board of Directors shall properly budget and account for the expenses associated with sending the Voting Delegates and the discretionary delegates to the Annual United States Aquatics Sports Convention and USA Swimming House of Delegates
- B. Other Meetings Sponsored by USA Swimming. USA Swimming offers additional meetings and workshops specific to elected and appointed LSC positions. Expenses for these meetings and workshops are usually covered by USA Swimming. If expenses are not covered, the LSC will reimburse reasonable hotel and travel expenses in accordance with this Travel Policy.
- C. Expenses Reimbursed by the LSC.
1. Hotel Room
 - a. Double occupancy with another attendee or the room is completely covered where no other attendee is available to share a room.
 - b. Single occupancy: 50% covered by the LSC, 50% covered by the attendee.
 2. Reasonable Travel Expenses
 - a. Coach airfare expenses – no Business or First Class.
 - b. Ground transportation to and from the meeting site.
 3. Per Diem
 - a. The reimbursable Per Diem is the Meals and Incidental Expense allowance for the calendar year as published by U.S. General Services Administration Office (\$11.00 for breakfast, \$12.00 for lunch, \$23 for dinner, \$5.00 for incidental expenses 2017). The per diem for the First and last day of travel is 75 percent of the total reimbursable amount (\$38.25 for 2017).
 - b. Provided in advance to athlete representative if requested.
 - c. Reimbursable Per Diem does not include a meal allowance when a meal is provided by the meeting host.
- D. Athlete Attendees.
1. Shall be accompanied or chaperoned by an adult also attending the meeting while traveling to and from the location.
 2. If no elected Athlete Representatives are able to attend, Athlete Representative(s) will be selected by the General Chair, with the advice and consent of the Senior Chair.



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- E. Expectations and Responsibilities of individuals attending meeting wherein expenses are reimbursed by ISI.
1. Shall attend the meetings commensurate with their positions within ISI. All attendees to the USA Swimming House of Delegates, both voting and non-voting, must attend the Central Zone and USA Swimming House of Delegate sessions.
 2. Shall attend, if available, additional sessions important to the LSC, as requested by the General Chair.
 3. Each attendee shall prepare a written report of the meeting and workshops attended and submit the written report to the Treasurer and ISI Administration Office for posting on the ISI Website. The written report should be submitted to the Treasurer and ISI Administration Office within two weeks after the conclusion of the meeting.
 - a. The ISI Administration Office shall post the meeting reports on the appropriate pages of the ISI website.
 - b. Attendees will not receive reimbursement for travel expenses until written report is submitted to the Treasurer and ISI Administration Office. Reimbursement will be forfeited if written report is not submitted within 30 days of the conclusion of the meeting.