

NEW ENGLAND SWIMMING
Board of Directors Meeting December 14, 2021
Meeting Minutes

Approved on Tuesday, January 11th by the NE Swimming Board of Directors

MISSION: To provide opportunities for all to achieve their highest potential in competitive swimming".

Vision: Inspired. United. Fast

In attendance:

Board Members: Bill Glass BGSC, Matt Soska, UN, Scott Ellis UVAC, Betsy Russell UN, Rhi Jeffrey ATLA, Chris Sheppard CS, Samantha Brabeck, BYB, Gretchen Turner USC, Nadine Jesionek-Johnson UN, Jesse Ford WSY,

Guests: Carol Healey UN, Moriah Tyrrell UN, Jenelle Dolan ESC, Meg Feran SOLO, Patrick Johnstone UN, Alessandro Eramo, BYB, Patrick Hunter UN, Lauren Reidel PHX, Joel Shinefeld USA Swimming, Jess Workman GMA, Noam Reinhorn USC, Kenzie Driscoll CRIM, Ken Galica UN, Laura Matuszak GMA.

1. Welcome 7:03 pm Matt S: Welcome to Joel Shinefeld from USA Swimming, Managing Director of Sport Development.

2. State of the LSC, General Chair

3. Consent agenda

a. General Chair Report - *Our short course season is in full swing. We have made significant progress toward returning to pre-pandemic levels of participation and competition. Our clubs have done a remarkable job keeping our swimmers and communities safe during an incredibly challenging time. Additional facilities continue to open to our clubs, including the University of New Hampshire. As my time as General Chair draws to a close I'd like to take a moment to thank all of our Board Members for the sacrifices they have made and the commitment they have demonstrated to the New England Swimming community. I look forward to supporting a smooth transition to our next General Chair.*

b. Secretary's Report (including meeting minutes)

c. Treasurer's Report

	October 17-21	10-Dec-21	Difference
Checking acct/PPP account	\$3,953.12	\$ 10,200.48	\$ 6,247.36
Business Op Account *	\$126,912.99	\$97,540.42	\$(29,372.57)
Business Advantage Sav -	\$261,549.76	\$311,567.24	\$ 50,017.48
First Western Investment -	\$ 463,766.87	\$ 464,208.14	\$ 441.27
Priscilla Fund	\$11,616.97	\$11,598.00	\$ (18.97)
Bob Menck Fund	\$6,960.00	\$6,960.00	\$ -
Total:	\$874,759.71	\$ 902,074.28	\$ 27,314.57

Moved \$50,000 from Op account to Savings in November

d. Administrative Vice Chair Report (including Calendar Committee)

e. Finance Vice Chair Report (including Finance Committee)

The Finance Committee met October 29 (7pm) and discussed various matters.

Primary to the agenda was discussion pertaining to "Donations" as per a BOD request coming from the October 19th meeting. After discussion and the subsequent circulating of edits, the following Policy statement is presented for BOD consideration:

Policy Statement – Authorization for Payments to Charitable Organizations (other than USA Swimming and its affiliates)

When a payment is proposed to be made to a charitable organization, the proposal must include documentation explaining the nature of the payment, how it relates to the work of New England Swimming and how it will support the New England Swimming Mission Statement. A copy of the organization's tax exempt (501(c)3) certificate must also be provided.

With the exception of a nominal memorial gift (valued at \$100 or less) to a charity that complies with spending guidelines, all payments to charitable organizations must be approved by the New England Swimming Board of Directors.

Consideration could be made to substituting the word 'donation' for 'payment' in the above. By using the word 'payment', we apply a higher standard to the approval process.

Another key agenda item was to review our Athlete reimbursement policy for the 2021-22 season, and propose necessary changes to take into account our reduced budget in this area (\$15,000). Many iterations were considered and final form was presented to the Executive Committee, convened November 4th [the first eligible national meets were scheduled to take place beginning 12/1 and 12/8, both before the scheduled BOD meeting of 12/14].

In summary, reimbursement rates were set at a \$200 cap for the season, per individual athlete, regardless as to the number of eligible meets attended. For our younger athletes, a maximum \$100 reimbursement was established for attendance at Futures. This level of reimbursement was estimated to be within the approved budget of \$15,000. [see attachment for the policy]

Separately, the Finance Committee reviewed the LSC's YTD figures, it being too early in the year (less than 2 fiscal months) to offer guidance, but noted nothing unusual in the results to date.

There was also discussion to formalizing the annual budgetary process guidance steps for the LSC. We are working with the Governance Committee in this regard.

f. Program Operations Vice Chair Report (including Technical Committee, Operational Risk Committee, Officials Committee)

g. Development and Performance Vice Chair Report (including Senior Committee and Age Group Committee)

h. Coach Representative Report (including Coach's Committee)

i. Diversity, Equity and Inclusion Chair Report (including DEI Committee)

j. Safe Sport Chair Report (including Safe Sport Committee)

k. Athlete Representative Report (including Athlete Executive Committee, Athletes Committee)

2021 Athlete Leadership Summit– short presentation later in meeting

Starts and Turns Clinics– We have reached out to coaches in New Hampshire, Vermont, Massachusetts, and Rhode Island to find venues for clinics. We won't be starting any clinics until after Jan 1, 2022.

Holiday Food Drive– Food collection will take place at Seniors. Swimmers can work alone or collaborate with their team to collect non-perishable goods. Food will be distributed directly from donation boxes to families in the New England area. Ask Ray for a local food pantry that the food can be donated to?

LSC Governance Project– working with Noam Reinhorn to create Athlete Rep/AEC Reference Guide to assist in onboarding process and help Athlete Reps with responsibilities that aren't explained to us

I. Governance Committee Chair Report (including Governance Committee)

m. Registration Report

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Below is a comparison chart of the number of processed registrations between the registration season of 2021

Type of transaction	6/1/2020- 12/31/2020	YTD 9/1 12/9 2022 season	YTD DIFFERENCE
New Athlete	803	1463	660
Renew Athlete	3669	4062	393
Transfer	713	830	117
Non-Athlete New	77	79	2
Non-Athlete Renew	558	575	17
Clubs	71 (1 new)	76 1 new	3

(6/1/2020 to 12/31/2020) and where we are today for the 2022 season.

Items to note:

1. We still do have a few of our largest teams that have not renewed their athletes or team yet.
2. We have one new club in the works that should be approved by the end of the year.
3. Our non-athlete registrations have stayed very consistent through COVID.

Consent Agenda Reports Pulled:

Bill Glass- Finance

In the finance report is an embedded statement of a new policy that I want to pull and address in new business. A policy recommendation in regards to donations made to non-profits from the LSC. Needs discussion and formal approval. Will be second item of new business.

Sam Brabeck- Athlete report

Athletes want to present an Athlete Leadership summit debrief as first item of new business

Matt- in the previous minutes there are multiple references to the Rise Against Hunger, some named and others generically. Please update minutes to reflect all Rise Against Hunger

4. Governance Budget Request

The Governance Committee submitted a request of \$7500 for support for the committee and the LSC. Present a motion to approve a budget of not more than \$7500 to be used at the discretion of the Governance Committee Chair. Seconded- Bill Glass. Discussion is open. Bill asked about legal fees in budget. This is separate. This would not be used for legal fees but professional consultation.

All in favor- all. 0 opposed.

The motion is to approve up to \$7500..... All in favor- all, 0 opposed. The motion passes unanimously.

5. Appointment(s)

The Vice Chair of Operations. We were fortunate to have many candidates and Laura M and Matt S interviewed and selected Patrick Hunter as this position. The floor is now open for advice and consent. No objections. Patrick Hunter becomes the Vice Chair of Operations and will serve until the next Board Meeting. Welcome, Patrick. From this point on you are a voting member of the board.

Admin Vice Chair. Last week Brian Crawford resigned. In the event of General Chair resigning Admin Vice Chair would take over. Matt S nominates Betsy Russell as Admin Vice Chair. Any questions or debate? Betsy, you are officially now our Admin Vice Chair. Betsy has been serving as treasurer and will remain treasurer until the conclusion of this meeting. At the conclusion of this meeting Betsy will become the Board Chair and the responsibilities of the treasurer will fall to the NE Swimming office, specifically Carol Healey. The Board will have one less position until new Treasurer is appointed at next HOD meeting.

6. Review of Current LSC Goals

Goals from the previous strategic plan were shared.

Matt and Carol looked it over and seems like committees have been meeting some of the goals.

Rhi- I do want to work more on coach education. Would like to expand training about younger kids and developmental and age group development.

Athletes: Sam- We have done a lot of things well. We have engaged more in social media. Athlete accomplishments. Better job getting athlete committee more involved. More consistent meetings. We need to know our audience in regards to who we are targeting via social media. We would like to have more in person athlete get togethers but have not been able to due to COVID.

Safe Sport- her goal to get 75% of clubs to pass SSPR and making it a requirement. We did pass the policy that all meet host clubs have to be SSPR by the start of next season.

DEI- items were discussed on past DEI meeting. Sam— Jesse has an idea for the passion project and the committee will give a monthly report /presentation about a passion project topic. Nadine- the committee is interested in the communication and education portion. The committee that created these items is still committed to seeing these items through and incorporating the passion project.

Officials: We have offered shorter clinics with updated items for the meeting. Trying to get everyone to understand registration process and who to ask of what. Ongoing process. The DEI focused goals will always be ongoing. We have added and changed language in some of our clinics. Provide and atmosphere where everyone is welcome and included on the pool deck. Using “athletes and swimmers” vs. “ladies and gentlemen”

Competitive Advancement: Much of the meet planning is at the mercy of the facility and their rules and guidelines around COVID. Time standards have stalled as our last two years with COVID we have not had the data to adjust qualifying times. We have not made progress on the Silver Champs formatting, We had a successful long-course season. The quad plan, again as been a challenge with confirmation of big USA Swimming meets being off and adding new meets is challenging with limited facilities.

Matt- Communication is across all areas - we need to continue to communicate effectively across all channels. Also did not want to miss saying that working with the various athlete committees over the last few years has been a highlight for me. It has been a real pleasure.

7. Governance: Grievance Process Discussion

Patrick Hunter is going to present a Grievance Process that will be used by the LSC to report a grievance before it escalates higher. This is something that is a Governance best practice. Recent events have made us realize this is needed, but we really should have had this before. There are different types of grievances - Safe Sport, drugs, legal issues are listed. Then there is a governance policy. Items that are happening within our organization that need to be worked out for the good of the LSC. Should a board meeting feel like something needs to be addressed about a member or the organization it will go to the Governance Committee and decide what to do. May facilitate a conversation between the parties involved. The GC may also propose additional courses of action. The GC will share recap to the board and the board can decide to take action if needed. The GC is not an action committee- we are an oversight committee. Any action taken would come from the board of directors. Best practices of a board - rules of engagement. We are agreeing as a board that when we have conflicts and concerns we are going to agree that this will be the first step to resolve the issues before taking the issues somewhere else. When we all agree on our rules of engagement we are all doing what is best for the athletes and our organization.

Matt S - I would like to make a motion to accept the policy as presented on the screen. Betsy and then Patrick H seconded. The floor is open for discussion. Nadine- There would be a facilitated discussion. - what if one member is not willing to come to the table? Patrick Hunter- It does say *may* which states that this is one option, however there may be discussions separately before bringing parties together. There may be other courses of action if someone is not willing to come to the table. This would be when GC proposed other courses of action. There is no way to outline every situation because you don't know what might come up. It could range from in-action to action not align with our mission and vision. This is set up in a broad way to take each case by case. In hopes of bringing the parties together for reparative conversation. Nadine- do you think it would be helpful to have outside participants help with facilities- like from USA Swimming? Patrick- that would be one of our tools in the tool box. We would hope that we would not get have many of these instances, we'd like to stay a prosecution board. Patrick H- I would hope that we would not have to get to that point. We are keeping the policy broad to encompass anything that might arise.

Matt S- this is why we previously asked for the \$7500 for the GC to use in this type of instance. We really hope that the parties would be willing to be involved in resolving. One question I have is the ability to access whether a concern

that

was raised is appropriate for this process or maybe needs to go somewhere else like a Safe Sport, or law enforcement. Patrick- if something was to come to GC, then GC would make this assessment and decide who to include from outside.

Betsy- where did you find this format for the draft?

Patrick- Laura drafted the policy. The top half came out of the USA Swimming's policy and procedures. The end was a result of multiple communications within the GC

Laura M- drafted from a template from USA Swimming about board governed teams and revised to match our NE Swim needs.

Matt- Motion to cut off debate. Besty so moved, all in favor all opposed 0

Let's return to the original motion- all in favor of approving the original motion as presenting. All in favor say aye- All in favor - all, 0 opposed.

Another policy was presented in regards to the Budget policy and process. Bill Glass: We felt the need to create a policy to structure our budgeting process to ensure that we are always following the same guidance and steps each year. To provide stability to the process. It summarizes the role of the finance committee- the role is to review the information that is put forth to understand the alignment of the budgeting requisition to the policies of NE swimming. To pass commentary on in regards to feasibility of the budget and to present it to the board. We have done this in the past it has just never been in writing.

Patrick Hunter- I appreciate how you introduced it. 1. This frames our budget within our mission, vision and objects of the organizing and holds us in obedience to our roles on the board. And it outlines the job of the FC and then marries those two ideas. Each line item needs to be explained in regards to the mission of the organization. The idea is that every committee and person submitting the budget as the opportunity to meet with the FC, discuss their request, the FC can ask questions. The second thing is that in the event the FC determines that the budget request should be revised for a variety of revisions. If the committee accepts that revision then it moves forward. If the committee does not agree then both amounts will be presented side by side to the board for the board to discuss and decide on course of action. The board will send the recommendation to the HOD. The goal of this was to show multiple layers of transparency. It also gives clear direction of process to use of funds or to request additional funding.

Matt S- clarifying question. The word in the second bullet is "Should". Should it be shall, or may? Patrick says if it is time sensitive it is not necessary to clog the process more than necessary. IT should first go to FC but not trying to plug the process.

Nadine- thanks. This is really good information. Thanks for putting in the time to streamline it. One thing that has come to me is to think about how when someone presents their idea and new budget idea to the board to think about how we respond and react to the proposal. It is difficult when it has to go through the office.

Patrick- good point Nadine- these votes need to be done with prudence. These items need to be taken care of and if a committee chair coordinator is asking for funds to make sure to loop in the right folks and not just the office. We need to remember that the HOD has the final say and our budget needs to be followed by what the HOD voted on. If the BOD was to issue out money outside of what the HOD approved we would all be accountable.

Matt S- I think that is important in the policy that budget requests be made with specific details as to where it falls and its specificity. It is important to have the details about where the money is going to spent in the process so there are not questions about what the money is actually getting spent on. And the committees know where the money

was

outlined to go so where they can spend. Right from the beginning. Alleviates gray areas in what the money was budgeted for and what it actually gets spent on.

Matt S- propose a motion to accept the policy as presented. Seconded yes. All in favor of policy as presented say aye- all in favor- all, 0 opposed.

8. New Business

1. A policy on donations. Bill- the policy is written as authorizing payments to charity organizations. This is a policy for us to go through when a proposal is presented. This is not meant to govern nominal (less than \$100) decisions. This formalizes the process. It is in the consent agenda. Matt- motion to accept the policy? Betsy so moved, Bill seconded. Matt- open for any comments. All in favor. All- 0 opposed.
2. Athlete Leadership Summit Debrief Shared slideshow

Kenzie- the Athlete summit was great. It would have been good to have more board support through the process.

Matt- Betsy should really appoint someone to be there for support to the athletes, someone they can reach out to and can help guide them.

Carol- really great weekend - Kenzie and Sam really amazing job. Bill Glass- I would like to ditto Carol's comments. I was there both days and it was very impressive. I wish we could involve more of our athletes.

Nadine- Being there both days with the athletes and interacting - Sam's leadership is bar none and Kenzie taking the baton on Sunday- our athletes really shined. We need to be there to support them in everything they do.

Matt- I want to add my thanks and appreciation. Two points- my favorite part of the weekend was the meals. The second part was suggestions that the athletes had for making our LSC better. I would like these ideas presented at a future board meeting. Ideas to bring athletes together from different teams. I.E. an LSC store that sells NE Swim gear. 10, 152 meals were packaged over the weekend which is enough to feed 47 school children for an entire year.

Nadine- quick question I know I missed the appointments. Congrats to Betsy and Patrick. How long are those appointments for? To next HOD meeting. The people voted into those roles at the HOD meeting will take effect immediately.

9. Next Meeting January 11th at 7pm.

Meeting adjourned 8:32PM