

New England Swimming, Inc.

Board of Directors Meeting

December 17, 2019, 7:00pm

New England Swimming Office, 1241 Highland Ave. Rear, Needham MA 02492

Minutes

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

Vision: Inspired. United. Fast.

Board Members Present (18): Bob Menck (UN), Rick Osterberg (UN), Ellie Soska (CRIM), Matt Soska (UN); *Via videoconference:* Todd Bohannon (PHX), Brian Crawford (ESC), Priscilla Davis (UN), Megan Feran (SOLO), Ken Galica (UN), Janet Harty (YNS), Issy Hiller (UVAC), Anne Kaufman (UN), Erik Linseisen (VAS), Malicia Policard (CS), Betsy Russell (UN), Lisa Black Sholudko (UN), Gretchen Turner (USC), Aaron Zhu (SOLO).

Board Members Absent (4): Jay Craft (KING), Jake Eastman (SOLO), Anne Schachoy-Clark (BGSC), Caleigh Wukitch (KING).

Guests (5): Bill Glass (BGSC), Carol Healey (UN); *Via videoconference:* Louis Arruda (UN), Nadine Johnson (UN), Moriah Tyrrell (USC).

1. Welcome: The meeting was called to order by General Chair Matt Soska at 7:04pm. He welcomed the Board and guests to his first official Board of Directors Meeting and expressed excitement about changes that will be coming with the new Board structure. Matt thanked those attending in the office and via videoconference for their flexibility around the day's inclement weather. Carol reported that the holiday festivities scheduled for the evening would be rescheduled to take place immediately before the January Board of Directors meeting.

2. Consent Agenda: (*The Consent Agenda is included below.*) The Secretary's Report, Treasurer's Report, Age Group Report, Coaches Report, Athletes Report, Inclusion Report, and Calendar Report were pulled.

Secretary's Report: The minutes from the September 2019 Board of Directors Meeting were approved with corrections.

Treasurer's Report: (Carol Healey on behalf of Betsy Russell) Carol reported that the audit for the fiscal year Sept 1, 2018 through August 31, 2018 was complete with no outstanding issues. The taxes will be filed on time.

Account balances as of December 17, 2019:

Checking: \$148,970.55

Savings: \$516,137.30

First Western Investments: \$418,276.21

Total: \$1,088,384.06

The Treasurer's Report was accepted by unanimous consent.

Age Group Report: The Age Group Chair was asked about the process by which the LCM end-of-season meet lineup was determined. It was reported that decisions were made with collaboration between the Senior, Age Group and Calendar Committee. The Age Group report was accepted by unanimous consent.

Coaches Report: Discussion was focused on when a camp for boys would be offered and the location. Ken Galica offered to help look for locations and Todd Bohannon presented some options he was working on. It was stressed that this event needed to happen this year for balance in the LSC. The Coaches Report was accepted by unanimous consent.

Athletes Report: Matt asked about plans for Athlete Hospitality at the Senior Meet. He expressed the positive feedback from last year and the need to get organized a bit earlier and use existing committees to help. Aaron assured us that going forward they would be better organized. The Athlete Report was accepted by unanimous consent.

Inclusion Report: Malicia reported that an equipment drive was in the planning stages. The Inclusion Report was accepted by unanimous consent.

Calendar Report: The LCM schedule was discussed stressing that decisions for this 2020 LCM year were reflective of the late weekend in July running into first weekend of August and the Futures meet. This conflict eliminates the possibility of another 13-18 meet for this year only. Clarification was provided on how the committee plans to review future meet bids based on the location and type of meets offered on the same weekend, as many meets are not filling up leaving the meet hosts in a financial bind. Other LSCs are much more selective with their meet schedule. Bid forms will be posted on January 1, 2020 and will be due February 1, 2020 for the LCM season. The Calendar Report was accepted by unanimous consent.

3. Appointments to the Board: General Chair Matt Soska appointed Bill Glass (BGSC) to fill the Vice Chair of Finance position left vacant when Arthur Athanas (YNS) resigned as of December 16, 2019. Bill Glass' appointment was accepted with the consent of the Board of Directors.

Bill Glass (BGSC) became a voting member of the Board of Directors upon appointment, and added to the meeting quorum that was present.

4. Finance Committee: Committee Chairs will receive budget request forms in early January for the September 1, 2020 to August 31, 2021 budget year.

5. Office: Registrar Moriah Tyrell reminded those in attendance that clubs, coaches, officials and athletes must be renewed by January 1, 2020. The office staff is burdened at this time of year with all of the late registrations and with seven meets on the first weekend of January we are hoping everyone submits registration information early. Concussion Certifications for all non-athletes and the new Coaching Advantage Tutorial (CAT) must be completed by January 15, 2020.

6. Annual Meeting: The Annual House of Delegates meeting will be on Saturday, April 25, 2020 at the Needham Sheraton. Carol asked committees to let her know if they wanted to hold a meeting that morning so she could reserve space at the hotel. The Athletes responded that they wanted to hold a morning meeting.

7. New Business:

Zones: It was discussed and agreed by the Board that we, as the NE LSC, would attend the Eastern Zone LCM Age Group Meet in August 2020 despite the location at Liberty University in Virginia. The 15-18 age group has been eliminated by the Eastern Zone, so the meet will be for age 14 and Under swimmers. Solicitation for coaches, a Zone Team Manager and chaperones will begin in February.

Speedo LSC Sponsorship: There was discussion about the Speedo presentation at the previous Board of Directors Meeting. The general consensus of those in attendance was that there was not a strong interest in making a commitment to this sponsorship relationship at this time.

8. Next Meeting: Tuesday, January 14, 2020 at 7:00pm at the New England Swimming Office. Before the Board meeting, at 6:00pm, we will have our holiday celebration that was postponed from December due to weather.

9. Other:

General Chair Matt Soska thanked the Governance Special Committee members Bill Carline (HAY), Jake Eastman (PSC, Athlete), Maria Ann Guerra (ABF), Rayna Hata (CRIM, Athlete), Carol Healey (UN), Laura Matuszak (GMA), Bob Menck (UN), Rick Osterberg (UN), and Aaron Zhu (SOLO, Athlete) for their work over the preceding 12 months to draft and help the House of Delegates to adopt the new LSC Bylaws that will take effect January 1, 2020. He formally discharged the Governance Special Committee with the thanks of New England Swimming.

Louis Arruda asked if there was an opportunity to change the meet fee structure to be more supportive of a Pentathlon Meet format. This item was referred to the Technical Committee for further evaluation and consideration.

Adjournment: Having been moved and seconded, the meeting was adjourned at 8:08pm.

Respectfully submitted by Carol Healey and Rick Osterberg.

(Consent Agenda is included below.)

**CONSENT AGENDA
NE SWIMMING BOARD OF DIRECTORS MEETING
DECEMBER 17, 2020**

Secretary's Report: (separate document) submitted by Anne Shachoy-Clark, edited by Rick Osterberg.

Treasurer's Report: Will be stated at meeting

Age Group Report: submitted by Gretchen Turner: *Age Group Chair*

- Regional Events Lineup – Lots of discussions on pool decks during meet weekends and email chains with committee and coaches for input. Lineup will be decided prior to board meeting on 12/17. Biggest conversations were around age groups to combine (or not to combine), time of day for each age group, and 50 events / Relays.
- Committee gave input to the calendar committee with feedback on LCM 2020 summer schedule.
- 10 and Under Challenge format conversation happening over the next week prior to board meeting.

Senior Report: submitted by Jay Craft, *Senior Chair*

Things are looking great for Brown. We have added some exciting 50 stroke events as well as a couple mixed relays.

Looking forward to transitioning to our new structure under the new bylaws too. Happy Holidays to all.

Officials Report: Submitted by Betsy Russell, *Official's Chair*

- There will be an Officials Committee conference call/meeting tomorrow, December 11. Agenda and call-in information have been posted on NES website to allow and encourage guests to make plans to join call. Among items on agenda selection of official shirt vendor, concussion training, Champs assignments, recruitment/retention/advancement/training and Officials Tracking System (OTS).
- USA Swimming Officials Committee is hosting a Mentor Training workshop in the Spring for N3 Evaluators. We can send up to 2 from each LSC. I have asked Bob Menck and Ken Galica to attend.
- SCY Senior Meet Assigned Officials will be Paul Maker as Meet Referee, Bob Menck as Admin Referee, and Matt Soska as Team Lead Chief Judge.
- Next Officials Newsletter will be emailed to all NE Officials with relevant info for the coming months.

Coach Report: submitted by Todd Bohannon, Jr. Coach Rep

- We have reached out to WPI about hosting our Boys Leadership Summit which will be held in late May or early June. They are very interested in doing so and are putting together a quote with their facilities department. We have brainstormed about a head coach for the Summit. Given the proximity to Trials we are open to the idea of getting an NCAA coach who may not have the same obligations at Trials. All options are on the table. Work on the curriculum for the weekend has begun with help from athletes.

Athlete Report: submitted by Jake Eastman, Aaron Zhu, Erik Linseisen, Caleigh Wukitch, Issy Hiller, Ellie Soska

- We are looking to bring back Athlete's Hospitality for Seniors. We are still looking for ways to efficiently staff it. We are open to any suggestions.
- We have updated our athlete reps and committee with the new governance changes.
- One of our goals is to prepare for an Athlete's Meeting which we will hold in April prior to the HOD. At this meeting, we hope to vote on our new Athlete Reps, and help mentor athletes regarding governance and other issues around the LSC that may involve athletes. We hope to use this meeting to help train and inspire our athlete leaders, and gather ideas of how else we can improve NES for the athletes.
- We are also working on constructing our Athlete Rep/Committee Bios! We hope to send those to you soon.
- As our time as Athlete Reps near to a close, one of our projects in the upcoming months before we leave is to write some sort of "Athlete Rep Survival Guide" that will help future athlete reps be the best they can be in our LSC!

Diversity, Equity, Inclusion: Will be presented at meeting

Safety: No report

Calendar Report: submitted by Brian Crawford, *Calendar Chair*

1. Short Course Championship Meets:

2020:

2/7-9 *Regionals (CRIM-WELL, CRIM-A, NSSC. SEEK, UVAC, WYST, YNS)

2/21-23 *10 & under @UNH

2/27-3/1 *11-14 @WPI

3/6-8 *15-18 Champs @ WPI

3/13-15 * Silvers (UVAC, URI, WPI)

2. Long Course Championship Meets 2020:

- **July 16-19** will be either called a 13 and Over or Open meet (four full days) and details to be decided by Senior Committee. Possibly three heats for finals (13-14, 15-18, and overall fastest).
- **July 23-26** will be 12 and Under Champ Meet at Harvard
- July 30-August 2 would be unprotected for any specialty meets and it is also USA Swimming Futures. Rationale:
 - *Because of limited weekends in July, and having three consecutive weekends of Champ meets into August, committee decided to go with two weekends of champ meets for the Olympic year.*

3. Going forward to short course 2020-2021, the committee may have to use more discretion when approving so many meets on a weekend and decide if it is good for the LSC to offer so many.

Safe Sport Report: Submitted by Anne Kaufman, Safe Sport Chair

- Safe Sport Recognition Program
 - Safe Sport is still hoping to increase numbers of NE clubs who have achieved SSRP recognition, particularly those clubs w/ members of BOD. What are administrative roadblocks?
 - Suggestion: include in meet information that there will be an opportunity for parent training during warmups. All it takes is one laptop, a wifi connection, and one person to keep track of names and club affiliations of parents. Members of the Safe Sport committee can do this, but so can club safe sport coordinators. We are hoping to allow a conversation with a member of the Safe Sport committee to count as this training in place of the video- national committee will consider this at next meeting 12/18/19.
- Safe Sport workshops
 - Please reach out soon to schedule short course season trainings – please encourage othercoach friends to do the same. Use JotForm on NE Swim website. We have 5 teams scheduled already this season, which is great.
- MAAPP 2.0
 - Expect a revised version of MAAPP (revised for clarity based on user feedback, hopefully also made more sport specific) in February 2020, expected to roll out in August 2020.

Safe Sport Recognition Program (SSRP)

NE ABF	Bluefish Swim Club	Started
NE CRA	Charles River Aquatics	Started
NE CS	Commonwealth Swimming	Started
NE GLYB	Greater Lowell YMCA Barracuda	Started
NE MWYS	Metrowest YMCA Stingrays	Safe Sport Recognized
NE NANT	Nantucket Swimming	Started
NE NSSC	North Shore Swim Club	Started
NE ONE	ONE Aquatics	Started
NE ORO	Oyster River Otters	Started
NE PVA	Purple Valley Aquatics	Started

NE SAIL	Sailfish Swim Team	Safe Sport Recognized
NE SNAP	Snapper Swim Club	Started
NE UVAC	Upper Valley Aquatic Club	Started
NE YNS	YMCA of the North Shore	Started

Governance Report: Submitted by Rick Osterberg, *Governance Special Committee*

Attachments submitted into the record:

- New England Swimming, Inc. Bylaws, effective January 1, 2020
- USA Swimming Rules and Regulations Letter approving NES Bylaws (dated November 13, 2019)
- NES Board of Directors Structure and Changes reference (unchanged from October 22, 2019)

Bylaws: Updated New England Swimming, Inc. Bylaws based on the new template from USA Swimming were approved unanimously at a Special House of Delegates meeting on October 6, 2019, with an effective date of January 1, 2020. The USA Swimming Rules and Regulations Committee requested some minor language and terminology changes in the Bylaws before approval, which is their prerogative. Out of an abundance of transparency, these changes were sent to all members of the New England Swimming House of Delegates on November 4, 2019. Receiving no questions or objections from members of the House of Delegates, the new Bylaws were approved by the USA Swimming Rules and Regulations Committee on November 13, 2019 (letter attached). The new Bylaws will take effect on January 1, 2020.

Board of Directors and Other Position Changes: The following changes or actions are expected to take place in the coming months:

- December 16, 2019: The position of Finance Vice Chair becomes vacant due to the resignation of Arthur Athanas (YNS).
- December 17, 2019: The General Chair may appoint someone to fill the Finance Vice Chair vacancy, with the advice and consent of the Board of Directors. The appointee will serve until the April 25, 2020 House of Delegates Annual Meeting.
- January 1, 2020: The new Bylaws take effect, triggering the following changes:
 - Program Operations Vice Chair position begins and is vacant.
 - Development and Performance Vice Chair position begins and is vacant.
 - Senior Vice Chair (Jay Craft/KING) position ends and incumbent becomes Senior Committee Chair.
 - Age Group Vice Chair (Gretchen Turner/USC) position ends and incumbent becomes Age Group Committee Chair.
 - Technical Planning Vice Chair (Bob Menck/UN) position ends and incumbent becomes Technical Committee Chair.
 - Junior Coach Representative (Todd Bohannon/PHX) changes to ex-officio (voice-but-no-vote).
 - Officials Chair (Betsy Russell/UN) position ends and incumbent becomes Officials Committee Chair.
 - Inclusion Chair (Malicia Policard/CS) position changes to Diversity Equity and Inclusion Chair.
 - Operational Risk/Adapted Swimming Chair (Priscilla Davis/UN) position ends and incumbent becomes Operational Risk Committee Chair.
 - The Junior Athlete Representatives (Isabelle Hiller/UVAC, Erik Linseisen/VAS, Ellie Soska/CRIM, and Caleigh Wukitch/KING) will become Athlete At-Large

Representatives.

- Aaron Zhu (SOLO) will become the Junior Athlete Representative.
- The Governance Committee (4 members) is created and is vacant.
- The Athletes Committee is created and is vacant. Group Members (Clubs) may begin appointing their athlete appointees to this committee (1 athlete per club).
- The Athletes Executive Committee (2 to 15 members) is created and is vacant.
- At the first Board of Directors meeting on or after January 1, 2020:
 - The General Chair may appoint someone to fill the Program Operations Vice Chair vacancy, with the advice and consent of the Board of Directors. The appointee will serve until the April 25, 2020 House of Delegates Annual Meeting.
 - The General Chair may appoint someone to fill the Development and Performance Vice Chair vacancy, with the advice and consent of the Board of Directors. The appointee will serve until the April 25, 2020 House of Delegates Annual Meeting.
 - The General Chair may appoint 4 individuals to fill the vacant Governance Committee, with the advice and consent of the Board of Directors. After appointment, the Committee will meet to elect a Chair from among their members. The appointees will serve as follows:
 - One member to serve until September 1, 2020 (8 months)
 - One member to serve until September 1, 2021 (1 year, 8 months)
 - One member to serve until September 1, 2022 (2 years, 8 months)
 - One member to serve until September 1, 2023 (3 years, 8 months)
 - The General Chair may appoint members of the Athletes Executive Committee with the advice of the Senior Athlete Representative and the consent of the Board of Directors.
- April 25, 2020: House of Delegates Annual Meeting
 - General Chair election. Takes office September 1, 2020 for a 2-year term. Incumbent is eligible for re-election.
 - Administrative Vice Chair election. Takes office September 1, 2020 for a 2-year term. Incumbent is eligible for re-election.
 - Financial Vice Chair election. Takes office immediately for a 1-year term (vacancy fill). Incumbent is eligible for re-election.
 - Secretary election. Takes office September 1, 2020 for a 2-year term. Incumbent is eligible for re-election.
 - Program Operations Vice Chair election. Takes office immediately for a 1-year term (vacancy fill). Incumbent is eligible for re-election.
 - Development and Performance Vice Chair election. Takes office immediately for a 2-year term. Incumbent is eligible for re-election.
- April 25, 2020: Coaches Meeting after the HOD Annual Meeting
 - Junior Coach Representative election. Takes office September 1, 2020 for a 2-year term (promoting to Senior Coach Representative on September 1, 2021).
- Spring 2020: Athletes Committee elects a Junior Athlete Representative. Takes office September 1, 2020 for a 2-year term (promoting to Senior Athlete Representative on September 1, 2021).

Governance Special Committee Discharge: The Governance Special Committee was created on December 18, 2018 and charged with examining the existing NES Bylaws and Policies & Procedures, and marshalling the process to draft updated New England Swimming Bylaws based on the updated Bylaws template that was approved at the USA Swimming House of Delegates meeting at the 2018 USA Swimming Convention for adoption by the New England Swimming House of Delegates. The

members of the committee are Bill Carline (HAY), Jake Eastman (PSC, Athlete), Maria Ann Guerra (ABF), Rayna Hata (CRIM, Athlete), Carol Healey (UN), Laura Matuszak (GMA), Bob Menck (UN), Rick Osterberg (UN), and Aaron Zhu (SOLO, Athlete). Their tasks complete, it is expected that the General Chair will discharge the Governance Special Committee with the thanks of New England Swimming.