

**NEW ENGLAND SWIMMING**  
**BOARD OF DIRECTOR MEETING MINUTES**  
**Tuesday, Dec 18, 2018 at 7 PM**  
*Approved by the BOD on January 22, 2019*

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

**Vision:** Inspired. United. Fast

**Board Members:**

**Present:** (16) Matt Craven (CRIM), Brian Crawford (ESC), Jay Craft (KING), Jake Eastman (PSC), Ken Galica (UN), Sean Geary (CRIM), Anne Kaufman (UN), Sasha McNeil (PHX), Bob Menck (UN), Malicia Policard (ICMY), Betsy Russell (UN), Chris Sheppard (CS), Aaron Zhu (SOLO), Joe Frazier (UN) via video conferencing, Lisa Black Sholudko (UN), Janet Harty (YNS)

**Absent:** Erin Mary Ackerman (CRIM), Arthur Athanas (YNS), Meghan Feran (SOLO), Rick Osterberg (UN), Caleigh Wukitch (KING), Eric Linseisen (UN), Connor Miller (KING), Priscilla Davis (UN)

**Guests:** (8) Louis Arruda (UN), Carol Healey (UN), , Mary Ellen Tynan (UN via video conferencing), Moriah Tyrrell (PSC), Carl Cederquist (CRIM), Jesup Szatkowski

**7:04 pm** –BOD Meeting called to order by General Chair, Matt Craven

**Welcome remarks**

**Consent Agenda:** (See Appendix A):

- Secretary's Report
- Treasurer's Report
- Committee Reports
  - Age Group
  - Senior
  - Officials
  - Coaches
  - Athletes
  - Inclusion
  - Safety
  - Safe Sport
  - Calendar

The Safe Sport report and the Coach Report was pulled from the consent agenda. The remainder of the consent agenda was adopted with general consent.

**Safe Sport Report:** The report was edited to reflect the attendee to the Safe Sport Workshop as Caitlin Clark from YNS as a coach, not an athlete. The correction was made and the Safe Sport report was adopted with general consent.

**Coach Report:** (Chris Sheppard): Mentorship Program officially ended on December 1st, with

only one coach taking advantage. We have chosen not to re-apply for the matching funds grant from USA Swimming this year to try and increase participation over the next calendar year. We intend on requesting continued funding from the LSC.

Coaches Committee working on assembling a meet management focus group to look at intentional and unintentional outcomes of meet policies such as the 4 hour rule, meet fee structures, what constitutes a real “meet” etc. The goal is to identify ways in which we may be failing to serve our athletes through meet structures and develop suggestions for rectifying those failings.

Coaches Committee has not met since last board meeting. Board Meeting Topic Agenda would be helpful to have about a week in advance so that we might gather opinions and ideas from the coaches who are eager to have an impact in the LSC.

Miscellaneous notes-NE Athlete named Safe Sport Fellow (Sahar Mumtaz), Chris Sheppard named to National D & I Committee. The Coach report was adopted with general consent. Meet suggestions sent to technical.

**Finance Committee**, Joe Frazier: Budget requests will be due in January to be reviewed at the next board meeting. All Committee Chairs must request money using a form that will be provided. The state audit is underway with expected finish time in February.

Three policies were presented: The Financial Whistle Blower Policy, The Document Retention Policy and the Investment Policy. A motion was made to accept the policies by Bob Menck and seconded by Malicia Policard. The policies were adopted with general consent. (Attached)

**Club Grant proposal 2019:** Carol Healey: The grant was presented and several suggestions and edits were made and will be presented in January for approval.

**Governance:** Matt Craven: has put together a special committee to examine our Bylaws and Policy and Procedures, and to meet up to present a package to the HOD in May for adaptation. These committee members are not necessarily going to be appointed to the Governance Committee:

Laura Matuszak, Rick Osterberg, Bob Menck, Carol Healey, Bill Carline, Jake Eastman and one other to be named upon agreement.

**Office:** Carol Healey stated that registration numbers were down by close to 2,000 athletes, but the same was said across the country. A few teams are offering FLEX, but seem to be upgrading quickly to full time membership.

**Annual Meeting:** Saturday, May 4<sup>th</sup> in the afternoon at the Needham Sheraton.

**New Business:** none

**Other:** *Matt Craven* expressed concern over recent social media use with negative comments about the Board and policies of NE Swimming. After much discussion it was suggested that Technical look at creating a Social Media Policy that is reflective of the NE Swimming and USA Swimming Code of Conduct.

*Carl Cederquist* inquired about whether his team could receive a \$5,000 stipend for running a Senior Circuit Meet in January. After much discussion it was moved by Lisa Black Sholudko to move the decision to the Finance Committee, seconded by Sean Geary. Motion passes (8 yes, 4 no, 4 abstain)

*Louis Arruda* suggested NE look at future dates of the Annual Meeting so as not to conflict with the LCM meet calendar. It was stated that our by-laws dictate when we should have the meeting and that it can possibly be worked on with the new bylaw updates the Governance Committee will be working on.

Next meeting: Tuesday, January 22<sup>nd</sup> at 7 PM

Meeting adjourned: 8:25 PM

**APPENDIX A:  
COMMITTEE REPORTS FOR CONSENT AGENDA  
NE SWIMMING BOARD OF DIRECTORS  
DECEMBER 18 2018**

**SECRETARY REPORT: Malica Policard:** The tentative minutes from the previous board meeting (October 30<sup>th</sup>) are attached separately.

**TREASURER'S REPORT: Joe Frazier**

Bank balances as of 12/13/18

Business Advantage Chk - \$54,904.38

Business Advantage Chk - \$134,059.49

Business Advantage Sav - \$565,680.12

First Western Bank: \$381,907.81

Total: \$1,136,551.79

We have secured Auditors for the fiscal year 2017-18 and they are beginning to request data. All annual reports have been filed with the Commonwealth of Massachusetts.

**SENIOR COMMITTEE: Jay Craft**

Looking forward to Seniors next weekend at Brown. By the December board meeting it will be in the books and I will be collecting feedback from participants to see how we can make it even better next year.

I am very happy that it seems like we will have a championship meet for 15 and overs this summer, too. Many thanks to Brian, Sean and Carol for a coordinated effort on this.

**AGE GROUP COMMITTEE: Sean Geary**

-Working with meet hosts/sites to finalize all details for Regionals/10&U/Silvers/11-14 Champs

Quick notes regarding changes in 2019 from previous years:

-11-14 Champs works into 3 1/2 days based on WPI availability. 4 full days has been a hot button issue in the past, but the meet host is able to fit the meet into 3 1/2 days based on lanes available and event timeline. We're looking forward to it and hopefully can use this model

moving forward, as the full day Thursday has put a strain on many teams/families in the past.

-Silvers and Regionals will both have all events offered (including 50 of strokes as bonus opportunities for 13&Older) at all sites, but the order of events/session breakdown will be unique to each host facilities abilities. The same relay opportunities will be offered across the board as well.

### **CALENDAR COMMITTEE: Brian Crawford**

The Quad plan has been updated and posted on the calendar. This new plan includes the 13-18 LCM Champs, typically the last weekend in July. The current Quad plan ends after 2019 and new bids will be accepted for end of season meets for those currently granted.

The bid form for 2019 LCM will be posted on the website this week. Bids will be due February 1<sup>st</sup>.

**ATHLETE REPORT:** Jake Eastman, Sasha McNeal, Eric Linseisen, Connor Miller, Caleigh Wukitch, Aaron Zhu:

- In the process of putting together athlete's community
- Still need to open applications and spread the word regarding the community
- Still need to figure out other specific details such as when we will meet and collecting emails of all current athletes in committees
- Getting ready to begin athlete's hospitality in March championship meets
- Need to work with facilities to secure a room and use part of budget to purchase food and other items/set up
- Modeled off of Juniors: chocolate milk, granola bars, fruit snacks, water, fruit?
- Social Media
- Been trying to follow up on big races and NE Records, especially at big meets on the instagram page, as well as the twitter page
- **Need more people to follow these pages! Coaches may help spread the word**

### **SAFE SPORT: Anne Kaufman**

We are sending two committee members to the Safe Sport Leadership conference at the end of January: Bernie Dickman, SSYS and Caitlin Clark, YNS. Connor Miller will already be there as a panel member.

Clubs should do the following Safe Sport Assessment to earn the Safe Sport recognition icon for their website. SAILFISH was the first club to do so and the icon is posted with their club information on our website.

Sahar Mumtaz from CS was chosen as the USA Swimming Safe Sport fellow. This is the third athlete from New England to be named to this position.

### **INCLUSION/DIVERSITY: Matt Craven**

I am currently seeking out LSC members who are interested in helping our committee get back on track.

**OFFICIALS:** Betsy Russell: There is no report at this time.

### **SAFETY: Priscilla Davis**

New England Swimming Safety Committee Meeting

Saturday November 17, 2018  
Start Time: 1530  
End Time: 1635

- Warm Ups
  - Safe swimmer limits
    - Optimizing warm up configuration
      - Could splitting warm ups by age group work better than splitting by teams?
        - Possible negatives could include large range of ability within a single age group.
      - Designating specific time block for one-way sprints
    - Complicating factors include limited pool rental time
  - Sit and slide mandate
    - Could be more feasible to initiate with 12&U first
    - Decrease risk of injury/concussion
    - Contingent on coaches' cooperation
- Concussions
  - Current educational training options
    - CDC "heads up" app
    - CDC online training
    - Must be cautious of liability/ coaches are not qualified to diagnose
      - **Goal is to inform not diagnose**
  - Goal to make resources available to parents, coaches, and swimmers
    - Parents are a particular focus
- Emergency action plans
  - Should be present at every facility
    - Both meets and practice
      - Should include fire, active shooter, emergency response, lightning
  - Could make a requirement when applying for sanctioned meet
  - Should be present in some capacity for travel trips
    - Bus evacuation, hotel evacuation, designated meeting place
      - Important to educate group prior to trip
- Meet marshals
  - A requirement for every meet
    - Loosely enforced as of late
  - Responsibility cards should be given to marshals prior to the meet
  - Useful as an additional set of eyes for safety purposes on deck, particularly during warm ups
    - Could be a useful tool in enforcing policies such as "sit-and-slide"

- Should be aware of emergency action plan at facility
  - Should there be seasonal marshal training?
- Hotel safety
  - Emergency Action plan should be present
  - USA Swimming Safe sport model policy to guide
- For the future
  - Committee still in need of an athlete rep
  - Review injury statistics