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**BoD Minutes  
January 11, 2023**

This meeting began at 8:30pm via ZOOM

## BoD members present

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| --- | --- |
| Steve Potter (DAQ) General Chair | Jason Swaim (SMAC) Coaches Chair |
| Lucas Ferreira (GA) Admin Vice-Chair | Ceci Christy (GOLD) Safe Sport Chair |
| Rob Copeland (SCAT) Finance Vice-Chair | Rachel Todebush (SPAC) Senior Athlete Rep |
| Nancy Harmon (SCAT) Secretary | Holly Mattson (HURR) Junior Athlete Rep |
| Hugh Convery (GA) Senior Vice-Chair | Will Guichard (SA) Junior Athlete at-large |
| Sydney Pepper (DYNA) Age Group Vice-Chair |  |

## BoD members absent

|  |  |
| --- | --- |
| Kevin Sullivan (OAC) Treasurer  Tommie Jackson (CAD) DE&I Chair | Grace Ann Byerly (TWS)- Senior Athlete at-large  Ed Saltzman (DYNA) Officials Chair |

GASI Swimming staff present GASI Swimming staff absent

|  |  |
| --- | --- |
| John Pepper, Business Manager |  |
| Veronica Burchill, Director of Social Media |  |
| Lora Thompson, Membership Coordinator |  |

## Others present

|  |  |
| --- | --- |
| Karl Krug (SPAC) Governance Chair |  |
| Heather Boyer (SPAC) Sanction Chair |  |
| Michael Grove (ASL) |  |

# Call to order, approval of minutes

S. Potter called the meeting to order at 8:35pm. Mission and vision statement of Georgia Swimming (GASI) presented. He’d like to remind the board that everything we do needs to keep our mission and vision statement in mind.

**Motion:** S. Potter to approve BoD minutes from November 9, 2022 (R. Copeland 2nd)

Discussion: no discussion

Vote: Unanimous approval

Resolution: November 9, 2022, minutes approved

# Officer Reports

**General Chair** (S. Potter)no report submitted

S. Potter remarked he was pleased with the way 2022 ended. Senior State was fantastic from an operational point of view. He was happy to be on deck helping.

**Admin Vice-Chair** (L. Ferreira) no report submitted

Working on cleaning up the website. Some term dates were incorrect; should be correct now.

**Finance Committee (**R. Copeland**)** Finance meeting held. Financial analysis spreadsheet submitted

Sent out the year-to-date financials to board members. Committee will be fine tuning; actuals are correct but there are some budget numbers noted month to month that need to be corrected.

* Line item for meet travel surcharge
  + We are receiving money from the 2% sanction fee plus the meet surcharge. Working with H. Convery and Senior Committee as how to best reflect this and show it going out to the Travel Fund. For now, it is only reflected on the revenue side.
* Registration income looks like we are behind. Need to get with Treasure and Registrar to figure out if this is accurate, if not, need to adjust budget to show the money coming in appropriately.
* Line items spread month to month need to be tweaked. Zone Team Funds, looks like we should be getting money monthly, need to reflect accurately when funds come in.
* Several clubs owe Georgia Swimming money, we are trying to find the best way to collect. Committee will work with S. Potter offline to look for the best way to handle these situations. Ideas that have been discussed are withholding money, i.e., not paying out reimbursement for travel fund, or if sufficiently delinquent, not sanctioning their events. Need to have a solution by the Spring HoD. S. Potter remarked that if you want to be paid you need to be paid up. One factor to consider is the severity of delinquency. R. Copeland agreed.
* K. Krug asked if we could discuss going back to USA Swimming invoicing the entire amount for registration. Current process is very confusing, annoying, and time consuming. L. Thompson noted that we did not have time to vote on this option this past year, but she is in favor of changing to this option as well. She stated it is unbelievably time consuming to process registrations as it is now. She proposed that we go ahead and vote on this procedure at the Spring HoD, so we can implement it for the 2024 registration year. S. Potter agreed and advised J. Pepper to add this to Spring HoD agenda for vote. K. Krug reminded the BoD that Governance will need notice at least 20 days before the meeting as this is a policy change.
* H. Convery stated monthly invoices have been difficult and hard to reconcile. They are not adequately itemized. M. Groves noted that ASL is having similar issues. L. Thompson noted that registration invoices should be coming itemized, as that is how she sends them. H. Convery said he will check with Karen and let L. Thompson know what he finds out. R. Copeland noted that he will work with K. Sullivan to streamline this process.
* H. Convery commented that he loves that we are now getting financials; but 3 month increments in an excel spread sheet is confusing. He would really like us to go to month P&L statement with a comparison from a year ago, with a monthly balance sheet comparison from a year ago. They are very easy to read coming out of Quick Books, just standard accounting reports. This will tell us a lot more than 3 months of spread sheet data.
* L. Ferreira had questions about the financial report.
  + (Line 8, 86) All Star Towel income and expense show a $4000 discrepancy. He thought that the Towels charges were pass through items. J. Pepper answered that there are a lot of parents who have not paid; invoices are outstanding. He has addressed this with K. Sullivan, waiting on how to handle this next year when USA Swimming gets their system debugged.
  + (Line 85) What are the small charges to All Star Banquet? R. Copeland will ask K. Sullivan.
  + (Line 98) There is a line for LSC supported meets, there is an additional line for “The Fred”; wondering what the other LSC supported meets would be? R. Copeland will check with K. Sullivan on this as well. J. Pepper noted that both “The Fred” and the DE&I/Diversity meet have their own line items. It could be Senior State where there are funds to offset the cost to the host team. H. Convery noted that the team would have had to turn in a P&L to request for budgeted funds and it does not look like this happened. The expense is recorded in November, per R. Copeland. J. Pepper then stated it may be for Age Group State awards and if so, it is miscategorized. R. Copeland will verify with K. Sullivan.
  + Not able to find line items for the National Travel expense and reimbursement. R. Copeland again noted this is a K. Sullivan question as to the location of those funds. He asked H. Convery if he knew the dollar amount and if these funds had been dispersed. H. Convery noted that summer payout has taken place and that was about $76,000. This would have been out of last year’s budget. Winter Juniors and Open should be around $24,000, of which some has been paid. It is possible that no monies were paid out during this 3-month cycle. J. Pepper noted that K. Sullivan told him that he was waiting for the window to close before paying out winter reimbursement. R. Copeland stated that there should be an accounting for these funds, there should be a line item and he will follow up with K. Sullivan.

**Senior Chair** (H. Convery**)** reported submitted

Highlights of the Senior Committee Meeting:

* Travel Fund gave their accounting to the Senior committee, payout to athletes and coaches has been about $75,000 for Summer Championship series. With 4 days left until closeout approximately $24, 000 has been claimed for Winter Championship meet. Summer meets came out of last year’s budget and winter from this year’s budget. If you look at them as one contiguous year, it’s around $100,000. For this year we’ve budgeted $110,000. So, if we are near or close to last year, we will hit on the money. Additional good news, K. Sullivan said we’ve pulled in $71,000 in Travel Fund Surcharges for the meets since August. He doesn’t have an accounting from the summer meets because of the way checks were cut, but he’s working on it and feels we have about $24,000 there. We still have until May 10, 2023, for one full year of the surcharge. We are therefore going to bring in greater than $100,000. This was the goal of the committee, to bring in slightly more than our need, to start building a fund. The fund is on track, doing what the committee said it would do.
* Senior State Meet: reactions were varied. H. Convery summarized them for the Senior committee. They felt that most of the issues didn’t warrant changes. The one change, moving forward will be to not combine genders in the distance events. It will be a heat of girls, a heat of boys, heat of girls, heat of boys, etc.
* Reminder that the Summer Championship meet will be in Columbus. It is the best meet we can put together for this summer. He is still getting concerns about not having short course cuts. However, the committee feels good about how this worked last year and will not be changing.
* Received information that Futures location will be Ocala Florida.
* Time standards for Futures and Juniors will not be changing. Using last year’s standards.
* Currently no host for LC Senior Sectional meet. Unfortunately, we cannot help as UGA, and GT are unavailable.
* H. Convery noted that O. Ravid (SWIMS) is still not able to access SWIM3.0 in a manner that allows him to generate an exception report. We just hit our stride with proof of times from Senior State and now we cannot do it. He asked Senior Committee what they thought. They felt we should send out an email explaining the problem but hold fast to the idea that fines are coming as soon as they can be generated. He thought he should bring this to the board to see if they wanted to rescind the fine due to the problems with SWIMS3.0. S. Potter responded if this was an issue due to a faulty system generating bogus information then that might be something to consider; however, this is not the case. He agrees with the Senior Committee. He asked the board for dissenting opinions, hearing none, we moved on.

**Discussion**: S. Potter wanted H. Convery to know from his perspective Senior State was a great event for the kids. We had 50’s and we had pyro techniques. He heard nice comments from the athletes about the energy of the meet. He applauds the Senior Committee and Wil (Bayer) for pulling off a more exciting meet for the kids.

**Age Group Chair** (S. Pepper**)** no report submitted

Working with Wil (Bayer) finalizing the meet information for Age Group State. It has been sent to Sanctions and it should be out shortly. There was push back from the Officials about running the 500’s with the B session (formally JO) on Friday night; all is good to go.

**Diversity** (T. Jackson) DE&I not present, report submitted

**Secretary** (N. Harmon) present

**Registrar** (L. Thompson)no report submitted

Registration is getting better. She is spending a lot of time merging accounts and on the phone with people walking them through registration. She thinks it will be better if USA Swimming collects all the fees in the future. There will still be a lot of work involved but it is a better solution for everyone. The system seems to be improving but still many accounts to reconcile and it is work intensive.

**Discussion**: K. Krug asked if L. Thompson had any more information on what is required for coaches to be in good standing. She recommended that coaches go to the Coaches Requirement page at USA Swimming for specifics but felt that

* The Welcome course is only required for new coaches.
* Core Certification is required for new coaches before their second year.
* ADM modules are optional for “grandfathered” coaches.
* Quality Coaching Framework needs to be taken by everyone, but that deadline date has been extended to June 2023.
* Those that have taken the Foundations of Coaching do not have to take the others but are encouraged to do so.

**Discussion**: S. Pepper asked L. Thompson about fixing an account where the individual is a coach, swimmer, and official. L. Thompson instructed that the individual needs to open a ticket with USA Swimming and they will get rid of the extra designations.

**Business Manager** (J. Pepper, V. Burchill**)** report submitted.

J. Pepper reminded everyone at Georgia Swimming to always follow our mission statement and keep the athletes first.

V. Burchill highlights

* She and J. Pepper have started calling on club teams for feedback. Goal is to help them the best they can. J. Pepper added that this is to be much like USA Swimming used to do. If any team would like them to visit, reach out and let them know.
* No real update on “Thank you Thursday”. Starting work on a new podcast with J. Swaim. It will be Coach’s Roundtable. It is still in the beginning stages, but it will be a good opportunity for members to hear more from the coaches on different topics.
* Attended a virtual non-profit marketing webinar today; very impactful. Discussed Social Media Strategy for non-profits. Learned we’re doing a lot right and there is a lot we can do to moving forward. Lots of good knowledge and ideas to incorporate in the coming year. Reach out if you want to know more.
* V. Burchill will be at Age Group State to do live videos.

**Discussion:** S. Potter thanked V. Burchill on her hard work and noted we’ve definitely seen a real difference in our publicity and our brand.

**Coaches Chair** (J. Swain) no report submitted

Coaches committee is working on the symposium, to be held in downtown Macon at the Georgia Sports Hall of Fame. Dates have been secured; contract signed. Mercer pool will be used for in water session. Piedmont Brewing Kitchen, contracted for the evening, food will be provided. Looking into Terminal Station Downtown for the HoD; it is just across the street from the Sports Hall of Fame. J. Swaim is having a problem finding the correct contact but expects a call back this week. Still looking for a female coach to include as a speaker. S. Potter suggested possibly a female coach from UGA.

**Open Water** (M. Green) not present, no report

S. Potter jumped in with a plug for Georgia’s 2nd annual Open Water Championship to be held April 21 -22, 2023 in St. Mary’s Georgia. If any coaches have distance swimmers with interests in Open Water, or Officials with an interest in riding around in a boat, it has a great host and is run by local coaches. He is the Meet Referee.

**Governance** (K. Krug)

* Committee is finalizing language on Candidate Survey, and it will be sent out shortly. The survey has been expanded to include all positions, not just those up for election in order to gage general interest and to give the next general chair options for appointed positions.
* Tech Planning, Matthew Grant resigned last week. Committee will meet next week to discuss an interim chairman. S. Potter had two thoughts, first, Senior and Age Group Committee do a good job identifying meets, and second the calendar stays stagnant. He felt we really don’t need a new chairman appointed by him. He further stated that our best practice is the General Chair working with Governance on recommendations before taking to the board for advice and consent. An interim chairman can take us through April.

**Safe Sport (**Ceci Christy)no report submitted

* C. Christy thanked the board for welcoming her back. She’s having an issue with the Safe Sport email ([Safesport@gaswim.org](mailto:Safesport@gaswim.org)) and J. Pepper is having to forward emails to her. It’s best, for now, to call her cell 404-219-6195.
* She is again the Southern Zone Safe Sport Chair and the member-at-large on the National Safe Sport Committee.
* She attended the Safe Sport National committee meeting in November. USA Swimming now has two case managers who are handling all cyber bullying issues throughout the swimming community. They are taking the reports from each LSC and doing the investigative work. Cyber bullying is the big focus this year as the issue has grown exponentially since COVID.
* Reminder, there is no longer a grace period for APT training. Any athlete turning 18 must have completed their APT training before they may compete.

**Discussion:** Michael Groves (ASL) asked if the LSC club Safe Sport Coordinator Training is online, or will it be live training? Also, does the LSC keep a running record of who is acting as each team’s coordinator? C. Christy responded that yes, she should have a record but currently does not. Each LSC is tasked with compiling this list; she is working on updating. Training for Team Coordinator is scheduled every other month; she will send the schedule to J. Pepper to post. Training is offered at the same time for athletes and parents. She used to be able to do in person training with teams, but this was eliminated during COVID. Training is now only conducted online through USA Swimming. She can go and talk to clubs, but it does not count as training.

**Operational Risk** (B. Kubik) not present, no report submitted

**Athletes** (R. Todebush)no report submitted

* The canned food drive is ongoing. Coaches should have received emails from their athlete representatives with more details on the food drive. They are asking coaches to push hard for donations. Age Group State usually receives the most contributions.
* Currently planning the Athletes Summit to be held April 22, 2023, in Columbus, more information will be coming as we get closer.

**Discussion:** S. Potter asked J. Pepper and V. Burchill what we are doing to assist the Athletes Committee on publicizing and branding?

* V. Burchill responded that they have been posting about the food drive two times a week for the past 2 months. They have had the Athlete Reps create videos with information about why it’s important, using feeds, reels, and stories. All this has boosted traffic to the actual JotForm site which has increased donations.
  + S. Potter mentioned that even though the larger teams are leading, in the past, Carpet Capital, a smaller team outside the metro area, won.
  + He suggested that the food drive should be added to the website in a prominent position to generate more excitement as we lead up to Age Group State.
* For the Athlete Summit, doing a lot of the same media coverage; scheduling posts with information, save the dates, specifically having the athlete reps talk about what they are excited about. Hoping these posts will increase engagement and get the athletes excited about it

**Officials** (E. Saltzman**)** not present, no report submitted

**Technical Planning** (vacant)

**Disability** (T. Coan) not present, report submitted

# Old Business

None

# New Business

None

# Announcements

Next board meeting will be February 8, 2023, 8:30pm

# Adjournment

**Motion:** R. Copeland to adjourn BoD January 11, 2023, BoD meeting (L. Ferreira 2nd)

Discussion: no discussion

Vote: Unanimous approval

Resolution: meeting adjourned 9:37pm

Respectfully submitted:

**Nancy Harmon**

GASI Secretary

January 17, 2023

Submitted reports:

**Finance Committee Report**











