

**MSI Board of Directors
January 14, 2016
Waterville Boys & Girls Club
6:00 pm**

Present: Betsy Perron, Mary Ellen Tynan, Tom Manduca , Nicole Viele , John Smith, John Williams, Taylor Rogers, Jim Willis, Matt Baxter, Stephanie Perkins, Matt Vogle. By phone: Fritz Homans and Matt Montgomery

Call to Order

Mission statement and vision statement read.

Approval of November Minutes

Change Jim Willis to John Williams on page 2.

November minutes accepted with the change unanimously.

Officials Committee

Any swimmers who need to be observed at high school championship meets need to submit a form online. By 1/23 Mary Ellen Tynan will send an email to Dan St.Pierre and ask him to pass this information along to coaches.

Nicole will start organizing the officials in the meantime.

Officials Chair Report 01-16

INTERESTING STATS:

The team officials listed under each meet are the number of officials that those teams provided to assist in the running of the meet. Teams listed in blue did not have any officials attending with them at that meet. Teams listed in red do not have any USA officials.

1. SSCHarvestMeet–teamsattending–BBA,CMA,SSC,SEAL,**SYT, CBRY, PPSC, PYPB** Team officials – BBA (2), CMA (1), PPSC (1), LRSC (1), SEAL (2), SSC (5 out of 6)

2. HSCHauntedHat–teamsattending–BBA,BYB,HSC,**WCCU, SEAL, MVSC** Team officials – BBA (3), BYB (2), HSC (1 out of 3)

3. CMAJamieHiggins–teamsattending–CMA,**PPSC, SEAL, LRSC, NYCY** Team officials – CMA (5 out of 5), LRSC (1), SEAL (1), UN (1)

4. MSID#1meet–teamsattending–BBA,BYB,**CCSC, DEFY, WCCU, HSC, LRSC, M DI, NYCY, PBAY, SMAC**

Team officials – BBA (2), BYB (2), DEFY (1), HSC (1), KVY (1), LRSC (2), PBAY (3 out of 3), UN (1) 5. SEALSKing&Queen–teamsattending–**BBA, CBRY, CMA, HSC, MVSC, PPSC, PST-NE,**

SYT, SSC, SSA-NE, SEAL, WCCU, YWTS

Team officials - BYB (2), CMA (2), PPSC (2+4 shadows), SEAL (5 out of 5 +2 shadows)

6. PPSCCandyCane–teamsattending–CMA, LRSC,**NYCY, PPSC, PYPB, SSC, S MAC, TCST, S E A L , WCCU , YWTS**

Team officials – CMA (2+2 shadows), LRSC (1), PPSC (5 out of 5 +2 shadows), SSC (2), TCST (2), SEAL (1)

7. Bowdoin Open–teams attending–CT, NE, BYB, BBA, **CCSC**, **CBRY**, CMA, DEFY, HSC, KVY, LRSC, **MVSC**, **MMD**, **MDIY**, **NYCY**, **PBAY**, PPSC, **PYPB**, **SYT**, SSC, SMAC, TCST, SEAL, **WCCU**

Team officials – NE (11), BYB (1), BBA (2), CMA (2), DEFY (1), HSC (2), KVY (2), LRSC (5), PPSC (4), SEAL (3), SSC (3), SMAC (1), TCST (2), UN (1)

8. IMXmeet–teams attending–**BYB**, **BBA**, **CCSC**, **CBRY**, **KVY**, **LRSC**, **MDIY**, **NYCY**, SMAC, TCST, SEAL, **WCCU**

Team officials – BBA (1+2 unregistered), KVY (1+1 shadow), LRSC (1), SEAL (2), SMAC (1 unregistered), TCST (3), UN (1)

Based on these statistics I believe it is time that the MSI BOD must develop a policy requiring teams to have USA officials. We have several teams that participate regularly in USA meets and do not have any officials.

HIGH SCHOOL SWIM OBSERVATIONS:

A form has been developed for use in observing high school swims at the championship meets for the times to be entered into the SWIMS database. Thank you to NE swimming and Mary Ellen for development of this form. Since times for JO's are not required to be in SWIMS, the only swims that should have requests for observations are for swimmers looking to achieve a NE Senior Championship cut time, a Sectional cut time or above. Parents/swimmers are responsible for the paperwork for an observation. The observation form along with payment (\$5/event) must be presented to the USA official at the meet BEFORE the meet begins. I am in the process of confirming two USA certified officials for each meet to observe the meets requested by the Board. Notification of the success or failure of this attempt will be given no later than 1 week before the scheduled meet. I am working with the MPA/High School officials to verify that this procedure will be workable for them also. Due to lack of officials last year, the only meets tentatively planned for observations are the: State High School championships- girls (Feb. 15), boys (Feb. 16) – location?

STROKE & TURN CLINIC

There is an upcoming stroke and turn clinic being held at Westbrook Saturday, January 16 at 8:30 am. This will be followed by a starter clinic if there is anyone interested. There is the possibility of a stroke and turn clinic being held at Bates Saturday, January 30 at 8:30 am. Still waiting to hear if space/equipment is available for this clinic.

ADMIN OFFICIAL/HYTEK TRAINING

Our admin officials/hytek operators are in desperate need of some training. Beginning May 1, there will be a rule change concerning calculated/adjusted times in the event there is a pad malfunction. Upon inquiry most hytek operators have never had any formal training offered for their team in at least 8 years. We are way overdue and need to address this ASAP.

MSI SPONSORED/RUN MEETS

Items that need to be clearly assigned when MSI is running/sponsoring a meet: Marshalls, timers, admissions/programs, concessions, meet information, hy-tek file....

There should be one point person on the board that is responsible for the organization of MSI meets. We also need to discuss the availability of volunteer officials.

+++

Review of IMX Meet

It was concluded that the concession stand at the IMX meet wouldn't have been practical.

Host teams for MSI meets are responsible for coordinating meet jobs. At the IMX meet and Junior Olympics, jobs need to be assigned to all teams participating.

Jim Willis pointed out that the participation fee was the same for both age groups even though the ten & unders really only participated in one day versus two.

Saturday's sessions could be combined into one session; have one session each day with both age groups in three events each day. This is a matter that should be discussed by the TPC.

Job assignments need to be coordinated well before the meet.

Brad waived the custodian fee for the IMX meet.

Financial Chair

As of January 14, 2016 there was \$51,000 in checking \$5000 in savings and \$29,000 in the CD account.

Still awaiting money from the IMX meet and the Bowdoin meet.

These are similar amounts to the January 2014 report. The 990 has been turned in and been reconciled; there are no mistakes

MSI meet income is up compared to recent years, as of January 14.

Financial review:

We need three people not including Jim Willis to review the books for an internal audit. It should take two days to go through it all and should be completed in the spring before the HOD meeting. Per the bylaw requirements the audit committee should be composed of the Administrative Vice Chair, the Senior Coaches' Rep and one more person. John Williams volunteered to be the third party. Tom Manduca would like a CPA to oversee the process and will explore the possibility of a YMCA CPA to help out.

By-law Review

We will form a subcommittee to come back to the Board of Directors with recommendations on By-law updates and amendments. Taylor Rogers will chair the subcommittee and will work with Tom to set up a timeline.

Diversity Chair Report

Matt Vogel created a job description for the position of Diversity Chair:

Maine Diversity Chair Job Description

Position Specifications:

**Supported by the Eastern Zone and guidelines set by USA Swimming Diversity Goals and Objectives*

**2 –year term with unlimited terms*

Reports to:

**Maine Board of Directors*

Position Requirements:

**USA Swimming Non-athlete Membership*

Job Summary:

**Maintain communication as needed, between Maine BOD, HOD members and the LSC coaches concerning events and happenings in regards to Diversity and Inclusion in Maine Swimming.*

**Help to foster a forum where swimmers, coaches and parents, can share successful practices and exchange of ideas with one another on a consistent basis.*

**Assist in the implementation of programs, meets, camps and other activities that support diversity and inclusion in the sport.*

To promote inclusion and increase diversity in the sport of swimming specifically to Maine Swimming through the following responsibilities:

Duties/Responsibilities:

**Facilitate communication and exchange of ideas and best practices among the committee and BOD.*

**Report to the Maine Swimming BOD and the HOD regarding Diversity efforts and initiatives throughout Maine Swimming *Serve as a liaison during the planning and delivery phases of Zone-wide programs such as the EZ Diversity Camp, EZ Multi -cultural meets, and Zone-wide Water Safety Days*

**Support and assist with the fulfillment of USA Swimming and the National Diversity Committee objectives.*

Matt will attend the Diversity meeting in the spring in Denver Colorado. There is money in the budget which is allocated for covering the cost of attending.

Safety Chair Report

John Smith reminded the board to please report accidents and be well informed about concussion protocol.

Safe Sport Chair Report

Taylor Rogers reported on an incident at the Bowdoin Open.

The executive board will meet to discuss the incident and move forward.

Taylor encourages Safe Sport announcements to be made at swim meets and included in meet packets. She will also be attending the LSC Leadership meeting in Denver between April 22 and 24th.

Zoning Committee Report

A phone call meeting will be held the following week. There are four bids for apparel. The committee expects to spend much less on apparel this year. This year's package includes a few new items -- water bottles and towels. 10 swimmers are registered for zones as of January 14. Deadline is March 1.

Annual Banquet

Facility has been reserved for April 24.

Upcoming Meetings

Along with Taylor and Matt Vogel, Tom Manduca may also be attending the LSC Leadership meeting. United States Swimming pays all costs except for airfare.

The Eastern Zone meeting will be May 6 and 7 in Atlantic City. We will send three representatives; Nicole will plan on being one of those attending.

The Spring 2016 HOD meeting will be on May 14. The bid and coaches meetings were also be held on this date.

Open positions will be General Chair, Vice Chair, Finance Chair, Safety Chair, Secretary, Coaches Rep, some At-large positions and Disability and Camp Coordinator, which is an appointed position.

Colby College

Colby is building a 50 m pool as a part of their new athletic facility. MSI would like to have a liaison between our board and Colby College. Stephanie Perkins volunteered to take that position.

Junior Olympics

We have one bidder for T-shirts, the same vendor as last year. MSI is guaranteed to make \$5000. The JO committee would like to accept the bid.

30 shirts will be available for officials. Nicole will get sizes.

At Junior Olympics, we need to vote for the Coach Representative and Athlete Representative.

Jim Willis will create to meet info packet for JO's and will send it to Mary Ellen Tynan and the meet director. The timeline will be adjustable.

Jim will also create the hy-tech file for JO trials; Maryellen Tynan will do the meet info for JO trials.

Meet Director

Louis Arruda has submitted an RFP for the meet director position. At the spring

HOD meeting, we approved up to \$5000 for the meet director position. Louis has bid \$4,000 to do the job. This includes the cost of programs, which historically runs about \$2000. He will need help running the Colorado system.

Question: If we remove hospitality and team job assignments from the contract, can we knock the price down? In the past the meet director has been responsible for assigning all team job assignments and running hospitality. (Concessions goes out to the highest bidder.)

Taylor Rogers suggested that we assign team jobs way ahead of time, based on last year's entries.

Fritz Homans felt Louis should assign the meet jobs, since he has current entry numbers.

Jim Willis agreed that we should give out team jobs early and doesn't want to give Louis all the responsibility. If volunteers are too far removed from the process we will have inexperienced volunteers in the future.

John Smith doesn't want to lose the volunteer base.

Motion by Fritz Homans; second by Taylor Rogers. Include the assignment of team jobs as a responsibility for Louis. Motion passes seven in favor, two opposed.

Motion: Accept the RFP, minus the hospitality responsibility. Motion passes.

Motion by Fritz Homans, second by Taylor Rogers. Eliminate the trainer position at Junior Olympics.

Discussion:

In the past, a trainer has been hired to work at the Junior Olympics. It is Fritz's position that we don't need to spend the money for that job. Jim Willis: if a lifeguard is handling an emergency situation, no one should be swimming.

Motion fails. 10 opposed, 2 in favor.

Regarding MSI Records

Jim Willis questioned the records rule (re: College Students breaking Age-Group records) that was discussed at the Fall Coaches' Meeting and the Fall HOD in 2015. Though the HOD minutes do not reflect a vote on this issue, the Coaches Meeting minutes reflect that the coaches voted for a record rule amendment.

There is a discrepancy in the memories of the Board members about whether or not there was an actual vote at the HOD meeting. If this rule change was indeed voted in at the HOD meeting, Jim feels that the decision is invalid, as it was not made through the proper channels. The vote did not go through the Board of Directors before it went through the HOD. It was decided to bring it up at the BOD and, if recommended, then again at next HOD meeting. Until a decision is made, any deleted records will be restored.

Motion to adjourn – all in favor!

Respectfully submitted by Betsy Perron, MSI Secretary. 2/11/16