

MAINE SWIMMING, INC. | FINANCE COMMITTEE

AUGUST 18, 2021 - MINUTES

ATTENDANCE

PRESENT: Holly Hatch, Taylor Rogers, Brian "Sponge" Savage, Olivia Tighe, Mary Ellen Tynan, James "Jim" Willis

ABSENT: Stacy Kennard, James Wells

GUESTS: Steven Johnston

CALL TO ORDER: 7:10 PM

HH: Reading of mission, vision, and core values

HH: Appoints Taylor to take minutes in Stacy's absence

REIMBURSEMENT STATUS OF ATHLETES

MET: Believes Stacy has sent out checks for all pending requests.

HH: Stacy has paid out \$400 each to 6 athletes (Ethan, Ethan, Brim, Jack, Audrey, Keegan). We budgeted \$20,000 for athlete reimbursement for the 2020-2021 fiscal year and have only spent \$2,400.

MET: Did Audrey submit earlier in the year? She attended a Sectional meet in March

TR: Reimbursement was suspended at that time; there were no reimbursements for any spring Sectional meets.

REIMBURSEMENT POLICIES

MET: Governance Committee did not recommend any changes to our Athlete Travel reimbursement policies as we do not have a full year of data since changing to \$400. Would like to see MESI go through a full year at \$400.

TR: Good practice to review policy annually. No proposed changes as \$200 for Eastern Zone Age Group Championship was already added to policy.

HH: Does not see any issues as we have not exceeded our budget in the past few years. Typically, best practice is to wait at least 2 years before making any changes.

MEET FEE POLICIES

MET: *Shared Governance recommendations on screen for Finance to review*

MESI POLICIES & PROCEDURES 1001.5 "All swim meet attendees, regardless of YMCA-only or USA Swimming registration status, will be charged the meet fees outlined above for Approved Meets" MOTION: MET, SECOND: BS

BS: Unsure if MESI needs to be charging \$1.20/splash as more money may be collected if teams are running more Approved Meets

TR: Would Sponge want to see a different fee for Approved Meets or would he like to lower the fee across the board?

MET: MESI has not yet run a full season with the current meet fee structure. This cost is already less than what MESI collected at the 15% or it allows clubs to retain more

BS: It is great that clubs can retain more but this policy change could affect the number of participants in a meet. Going from paying splash fees for 20 athletes to 120 athletes adds up over the course of a year.

JW: Thinks current fees are good. If clubs are not charging for the meet, the fee is only \$2/athlete, correct?

MET: The \$2/athlete is for non-calendar dual, tri, and invitational meets. Typically, we do not have many calendar approved meets. Approved calendar meet hosts can charge up to \$5/athlete and \$5/splash

TR: What if all relays with at least 1 USA Swimming registered athlete on them are charged and then non-USA Swimming registered athletes were charged the Athlete Travel Surcharge but not the splash fees?

JW: If a host club is charging \$4.00/event, \$1.20 is going to Maine Swimming. Cannot see why \$1.20 for non-registered athletes shouldn't be going to MESI as well.

BS: If USA-only clubs want to have a dual meet, what do their fees look like?

TR: This is covered separately because it is a non-calendar Sanctioned Meet, which is \$2/athlete to MESI but clubs can charge up to \$20/athlete. For Approved Meets, if you bid ahead of time and get the meet on the calendar, you are bound by the \$1.20/splash fee structure but if you apply for the approval later as an invitational after the Bid Meeting, you're bound by the \$2/athlete fee structure.

MET: This was one of the concerns. If people stop bidding to put meets on the calendar ahead of time, we will lose money and won't be able to function.

TR: For P&P 1001.7, can we exclude invitationals, so it only covers virtual, dual, and tri meets?

Table current motion and discuss 1001.7 first and then revisit 1001.5. MOTION: BS, SECOND: TR

MOTION PASSES UNANIMOUSLY

MESI POLICIES & PROCEDURES 1001.7 "Sanctioned Non-Calendar Meet Fees [virtual meets, dual meets (2 teams), and tri meets (3 teams)]..."

MOTION: MET, SECOND: BS

MET: Will Invitationals have to follow the meet fee structure in the chart?

TR: Yes

BS: This is better.

TR: The spirit of the policy was for dual and tri meets originally.

OT: Makes sense.

MOTION PASSES UNANIMOUSLY

MESI POLICIES & PROCEDURES 1001 - Change category on chart from “Club Run Sanctioned/Approved Calendar Meets” to “Club Run Sanctioned/Approved Opens & Invitationals” MOTION: MET, SECOND: JW

MET: Are we covering everything? Because any larger non-calendar meets are really invitationals

TR: Yes. Do we need to distinguish between Invitationals & Opens?

JW: Do we have a glossary in the P&P? If so, we can add “Invitational” in glossary as a meet with four or more teams.

MET: We have a glossary in Meet Director Handbook, can edit what’s there and add to P&P

MOTION PASSES UNANIMOUSLY

MESI POLICIES & PROCEDURES 1001.5 - Motion to delete and re-number accordingly. MOTION: MET, SECOND: JW

MET: Now that we have covered Approved Meets in chart of fees, we won’t need this policy

MOTION PASSES UNANIMOUSLY

MET: Governance Committee also proposed a change to P&P 1004 under Reports & Fees to add the loss of a sanction deposit if the conditions of the sanction did not follow USA Swimming regulations.

MESI POLICIES & PROCEDURES 1004 - Motion to accept Governance Committee’s proposal. MOTION: TR, SECOND: BS

MOTION PASSES UNANIMOUSLY

MET: Finance does not need to vote but Governance Committee would like to inform of the proposal to add a policy to appeal a fine or disciplinary action. The appeal would go to the Executive Committee for review.

LCM ZONE POLICY

MET: Governance Committee proposes change to P&P so MESI will provide \$600 for a coach to attend Eastern Zone Long Course Age Group Championship and MESI will cover hotel and travel and provide a stipend for food.

MESI POLICIES & PROCEDURES 1502 - Motion to accept Governance Committee’s proposal. MOTION: MET, SECOND: TR

BS: Anything we can do to support and motivate people to go, including coaches, is a good thing. This will make it worthwhile for a coach to attend.

MET: MESI should not have to pay much for meals as the meet hosts supply breakfast, lunch, and dinner.

MOTION PASSES UNANIMOUSLY

HH: Governance Committee recommends athletes receive at least 2 t-shirts, 2 caps, or whatever other apparel determined by the Zones Chair or Zones Committee.

MESI POLICIES & PROCEDURES 1502 - Motion to accept Governance Committee’s proposal. MOTION: TR, SECOND: BS

HH: Governance Committee stated it does not have to be shirts and caps, it can be whatever we decide to provide but should be several days’ worth of apparel.

TR: The less we tie our hands with which specific piece of apparel it has to be, the better

MOTION PASSES UNANIMOUSLY

MESI 2021 - 2022 Budget - Motion to increase Summer Zones expenses to \$3,000. MOTION: BS, SECOND: TR

BS: If we don’t spend it all, it is okay but this will allow us to do more for the athletes. Does the coach get coaching shirts as well? This should be included, too

JW: Coach should get 4 coaching polos

TR: If we have enough athletes attend that this will not cover expenses, BoD will just have to approve the expense outside the budget.

MOTION PASSES UNANIMOUSLY

HH: Income was already increased to \$2,250 at Annual Meeting

MESI POLICIES & PROCEDURES 1502 - Motion to include coach’s apparel as outlined in previous discussion. MOTION: BS, SECOND: TR

MOTION PASSES UNANIMOUSLY

MAINE SWIMMING SCHOLARSHIP/AWARD PROGRAM

HH: Fund description titled “MESI Scholarship & Award Fund” has been created that will incorporate all MESI awards under one umbrella, including Caras Scholarship and Impact Award, as we set up a new account and move all scholarship and award funds to this account. Fund description leaves room if we do not award the Caras Scholarship but still want to give an MESI Senior Scholarship or other award. Every year, the budgeted money for scholarships and awards will get moved into that account where it will earn interest. Account has not been created yet as interest rates are still low and the money is better served in the MESI savings account. Will open an account when interest rates improve.

BS: In two meetings, can Holly and Stacy check on interest rates and higher yield options and report back? Committee can make an informed decision on something like a C/D that cannot be accessed for 90 days or 6 months if we communicate far enough out.

HH: In the future, MESI should explore creating an endowment with the Maine Community Foundation but start up fees and initial investment is prohibitive right now. Will need to invest \$10,000 - \$15,000 that will not be accessed. Will be able to award from the earnings and leave the principal intact.

MAINE SWIMMING GRANT PROGRAM

TR: *Shared proposed Grant outline on screen for Finance to review*

TR: This will replace the Club Financial Support Grant from COVID, currently budgeted in Emergency Support for \$5,000. On LSC Leaders call, learned that nationally USA Swimming 12 & Under membership is down 60,000 athletes over the past year. Assumption is we are down a significant amount of 12 & Unders as well.

MET: 12 & Unders have gone from being 53% to 49% of our base but SWIMS. We are down significantly but it is hard to tell exactly how much because of SWIMS and LSC Portal restrictions on the reports that can be pulled.

TR: Pulling in 12 & Unders is critical to our success and if we want to grow as an LSC, it won't happen when kids get to high school, the majority will come from 12 & Under athletes. These grants would help clubs create Learn To Swim and Community Water Safety Outreach Events and help offset the cost of certifying and training people to teach lessons, the cost to families who participate so they could provide to low income families or have lower total cost, and cost of pool rental fees to host these events. To be eligible, club must provide detailed plan including budget, scheduling, cost to participants, detailed curriculum, and proof of application for similar funding, if applicable. SSRP and Club Recognition status will be considered as well as the use of certified instructors and a standard curriculum. Set limit for total amount a club can receive at \$500 or \$1,000 depending on budget. Will have to create a reporting process with measurables and deliverables at the end of the program as well. HH: When awarded money, clubs will receive information on measurables and expectations in return for providing them with support.

BS: Against \$1,000/club cap. If there are clubs who can use more money to run these events, we should give it to them and next year we can consider limiting if needed. Bath is only facility in southern Maine currently providing swim lessons while 4-5 facilities are not running any LTS programming. Anything we can do to help because currently feeder programs are gone and every team will struggle having younger kids. Wants to see document expanded more because if we don't invest in this end of swimming now, in 5 years there will be no one left to coach.

TR: Instead of limiting total aid, change to "Total Round 1 aid will not exceed \$1,000/club". Clubs can apply for more after November 14th and everything will first come, first serve and will be reviewed on ongoing basis.

BS: Make sure it is easy to apply a second and third time instead of a full application

JW: Agreed. \$1,000 first round, and then no additional limits.

OT: This is a great idea, smart to be investing in the future. Concerned if only two teams apply and they get to split total budgeted amount that we make sure money is actually being used for what it's intended. It is really important that we are investing in this, first of all because it is critical that kids learn how to swim at a basic level but also as a feeder system to help get swimmers into MESI so that we have senior level swimmers 10 years from now.

TR: Similar to COVID relief, clubs have to apply and state their amount and then in their budget show exactly where that money will go.

HH: At UMaine Foundation, there is an expectation and deadline for when funds must be used and it is clear up front that if measurables, deliverables, and reporting requirements are not met by a specific deadline or if funds are not used as outlined in the application, the money has to be returned

TR: That's the best idea, it may be hard to collect that money back if it is not used appropriately but at the very least they should be ineligible to receive future funds. In addition to the measurables and deliverables, the report back must be received within 30 days of the last event or the end of the learn to swim program so we get that back before they apply for more funding. Also, added into considerations that MESI will consider "demonstrated or ongoing community need".

MET: What if southern Maine teams who have less access to pool time apply to host a single day Water Safety Day?

TR: This would be considered a "Community Outreach Event"

BS: Super passionate about this. Is this only for future programs or can it be somewhat retroactive?

TR: You can't collect retroactively but if you would like to continue an established program, you can apply and outline that is what funds will be used for. At this point, we wouldn't want to discount established programming but in reviewing application would be looking to see that MESI is offsetting the cost to those families so that the can have free lessons, not just offsetting private lessons where families are still paying full price. Or if it is something like a school group where the second graders are coming in and the families aren't getting charged.

SJ: Shared a lot of the same concerns as others, especially around the \$1,000 limit, but the committee has made good progress and likes what he is seeing so far.

TR: It is important, even if it's a Water Safety Day, that there is a detailed itinerary or curriculum that lays out the skills that are being covered, what they'll learn and not just "We'll bring kids in and they'll learn how to swim and that's all you need to know". It's important that clubs go through the process because it is different than coaching kids who can already swim.

SJ: Also important to mention that the intention is to potentially get kids into a team if the interest is there, to not hide that swim team is a possibility for them.

BS: At Bath, parent/child instructors use words that Jay is going to use (streamline, how to kick, etc.) and every level is geared to getting to swim team, and then from swim team is where they pull all of their swim instructors and lifeguards. The goal is to get them from 6 months to life.

TR: Can some of that go in measurables and deliverables? Promotional information about MESI to be distributed, etc. When received Y-USA grant in past, had certain benchmark skills that were checked off day one and again on day eight. The expectation isn't that they all pass their deep end test but collect that data to ensure they are learning things and holding people accountable.

MET: Also encourage use of USA Club Marketing Toolkit as part of promotion.

TR: Great idea to put together a task force or committee to develop curriculum and then they should be the ones reviewing applications and making recommendations to Finance for approval or review.

BS: Would like to see someone not involved in USA Swimming right now (Brian Townsend from DEFY) head up a committee like this, not sure how we can get this done.

TR: Would have to register as member of USA Swimming.

HH: While we know purpose of this is to grow feeder programs for our clubs, we're talking about life skills, we're talking about saving lives, keeping lives safe, we want to make sure that doesn't get lost, too.

BS: Could care less if they join swim team right now, 13% of Maine is water - just want kids to be safe and could care less about the competitive swim part

MET: Don't want to rush this, make a motion to put in budget item for this with policy forthcoming

MESI 2021 - 2022 Budget - Motion rename "Emergency Support" to "Club Grants" and increase to \$8,000. MOTION: TR, SECOND: MET

HH: Since we are not out of COVID yet, do we really want to make emergency support go away knowing this winter we could be right back to where we were?

TR: Yes, would rather see this memorialized in our budget that the HoD has supported and that were getting behind for longevity and if we end up in that situation with COVID then the BoD can act to add other funding and bring that support program back. Don't see that as a critical need in the budget knowing that no one took advantage of it last year at all.

MOTION PASSES UNANIMOUSLY

TR: Sponge is right, these kids have to learn how to swim and they have to be safe, if they choose competitive swimming that's awesome but we also have a responsibility to our communities. We've talked about ways to give back (community clean up, soup kitchen, etc.) - this is a very specific need we can fill, but I also think as we fill that need if we can get on the news that an MESI club is running a great LTS program or Water Safety Day that becomes great publicity for the individual clubs and for MESI so people realize that it's a thing, we have swim teams happening, they're doing good, and the word is out there

Holly: Look to table Fundraising Goals and CRM Database for fundraising and alumni

Finance Committee Agenda - Motion to table Fundraising Goals & CRM Database for fundraising and alumni. MOTION: JW, SECOND: TR

MOTION PASSES UNANIMOUSLY

ENTER CLOSED SESSION TO DISCUSS PERSONNEL AND RELATED FINANCES; MET LEFT MEETING FOR THIS CLOSED SESSION.

MESI 2021 - 2022 Budget - Motion to increase Contract Services to \$20,000. MOTION: BS, SECOND: JW

MOTION PASSES UNANIMOUSLY

MESI 2021 - 2022 Budget - Motion to increase Contract Services to \$22,250. MOTION: BS, SECOND: JW

MOTION PASSES UNANIMOUSLY

LEFT CLOSED SESSION; MET RE-JOINED MEETING

Finance Committee Scheduling - Motion to meet first Sunday of the month at 6:30 PM beginning in October. MOTION: BS, SECOND: TR

MOTION PASSES UNANIMOUSLY

Finance Committee Scheduling - Motion to meet Wednesday, September 1st at 7:00 PM to discuss two tabled items. MOTION: BS, SECOND: TR

MOTION PASSES UNANIMOUSLY

Finance Committee Meeting - Motion to adjourn. MOTION: TR, SECOND: BS

MOTION PASSES UNANIMOUSLY

ADJOURNED: 9:00 PM