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**MAINE SWIMMING, INC. | Board of Directors - Meeting Minutes**

Date: September 11, 2022 6PM

Location: Zoom

**MISSION** | Create opportunities and provide resources to promote excellence in Maine swimming.

**VISION** | Maine Swimming: You CAN get there from here!.

**CORE VALUES** | Sportsmanship. Excellence. Leadership. Fun.

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✓ Taylor Rogers	<p><b>6:05 Job descriptions;</b> Mary Ellen stated she and Marissa have been working on the job descriptions. Each job description has a general board requirements, meeting requirements, committee commitment and then fiscal responsibilities.</p> <p>Taylor said it might help to designate which committees they are on by virtue of their position and if they are chair of that committee.</p> <p>General Chair is on Finance Committee and Executive Committee (Chair), Personnel Committee and the Crisis Management Team.</p> <p>General Chair is the Informational Officer. Need to update the Crisis Management information page to generics and we need to disband the current Crisis Management Team.</p> <p>Admin- Vice Chair is on Finance Committee, Executive Committee, Banquet Committee, and Personnel Committee</p> <p>Athletes have quite a few designated positions as well as Finance (Finance Committee, Personnel).</p> <p>Kyle said he cannot attend tonight. Taylor asked if Kyle was on a new term or in the middle of a term. Discussion regarding filling sponge's position (Jim), and checking with Kyle and Jack to see if they wish to continue.</p> <p>Mary Ellen will organize the google drive.</p> <p>Mary Ellen notes we need to revisit the Strategic Plan. We have not been doing this so we have lots of blanks in our plan.</p> <p><b>Policies needing to be worked on:</b></p> <ol style="list-style-type: none"> <li>1. Policy for lack of attendance for Board members</li> <li>2. Disciplinary process for Safe sport violations.</li> <li>3. Policies relating to registration and SWIMS 3.0</li> <li>4. Additions to the calendar – who should Sanction Chair consult on this?</li> <li>5. Review Meet Requirement Guidelines</li> <li>6. Swim Meet Fees – premium facility fee? Distance events need to go up.</li> </ol> <p><b>Strategic Planning revisited</b> - Mary Ellen shared Strategic Planning Worksheet.</p>
Marissa Rossouw	
Kyle Bauer	
Olivia Tighe <i>Athlete</i>	
Jack Pillsbury <i>Athlete</i>	
✓ Jim Willis	
✓ Mary Ellen Tynan	



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	<p>Taylor wants all new policy to be presented with a format that includes effective date. Mary Ellen shared what she did with North Texas to present By-law changes. Taylor will create a template for the policy-by-law changes,</p>
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Next meeting will meet October 16<sup>th</sup>.