

Missouri Valley Swimming, Inc.

Board of Directors Meeting, October 9, 2015, Roeland Park, KS

Board Members present: Clarence Aitken, UN; Scott Bliss, UN; Natalie Haag, TSA; Amy Hoppenrath, UN; Maria Hutchinson, ESC; Tom Kleiboeker, TST; James Kuhlman, WKSC; Patrick Norman, AAAA; CJ Roberts, ESC; Dulcy Sellon, UN; Mark Sutton, UN; Catherine Wilson, AAAA.

Natalie Haag called the meeting to order at 2:00 PM and asked if anyone wanted an item pulled from the Consent Agenda. Dulcy requested that the Investment Policy be pulled. Amy moved that the Consent Agenda absent the Investment Policy be approved. CJ seconded the motion and all voted aye. The following items were approved on the Consent Agenda: Minutes, Investment Policy, Treasurer's Report, LEAP Update, Equipment Sale Report, USA Swimming Convention Report. (For these reports see [direct link here.](#))

Mark Sutton, Finance Chair, explained that the proposed MV Operating Reserve and Investment Policy documents what MV does with its cash management. The operating reserve would consist of a 12 month reserve of liquid cash for changes that happen during the year. The 12 month amount is based on the average annual amount needed from the past three years. This amount would be reviewed annually. The Policy's operating cash investment vehicles would be general operating accounts/checking accounts, restricted operating accounts/money market accounts, certificates of deposit and mutual funds. The Operating Reserve is to be used for managing monthly cash flow interruptions, providing funds to meet unfunded or unexpected MV needs, providing funds to make up a shortfall in budgeted revenue estimates and funds for emergency or emerging MV needs. The Policy states that the MV Board may approve the use of an investment advisor to assist in investing funds above the operating reserve balance. MV has paid \$300 annually for a Merrill Lynch representative to manage MV's investments. The representative stated that Merrill Lynch would not handle funds under \$250,000 but he would continue to manage the MV investments for a short period of time. Morgan Stanley would charge \$150/ per year, to manage the MV funds and Fidelity would charge \$0.

Dulcy asked why purchasing CD's was included in the plan if MV wanted to be able to have liquid assets available for emergencies and whether the Finance Committee could oversee the purchases of mutual fund investments instead of paying \$300 to Merrill Lynch for this. Mark stated that CD's gave MV another investment option and that he thought the committee could oversee the investments. He also stated that if approved the Investment Policy would go into the Policy and Procedures manual and that only the Board needed to approve the investments in the future. Tom Kleiboeker made the motion to accept the Investment Policy; CJ seconded the motion and all voted aye. The Board decided that the Merrill Lynch representative MV had used would be consulted for recommendations for the Finance Committee. The Finance Committee would secure these by March 2016 and send them to the Board 30 days before the MV April meeting.

New Business

Mark Sutton presented the audit and budget reports. He stated that the audit report is almost completed. He had checked on all the meet and registration fees, validated all income and expenditures and matched all receipts to expenditures for last year. When he had completed the same tests for post September 8 activity the audit would be complete. He raised the question of how MV should conduct future audits, the options being using an outside audit firm or a MV audit committee. The Board decided to hold this decision for a later date. Natalie stated that this year's audit would be adopted by an electronic vote. USAS requires that the audit and 990 be sent by January, 2016.

Mark presented the 2016 Budget Report. He stated that registrations fees are expected to be lower in 2016 because of a \$2.00 increase in USAS registration fees and no corresponding increase in MV fees. Sanction and meet fees are expected to be lower from an expected decline in registration numbers and with the sale of the timing system, there will be no budget income from the timing system rental. He added two new budget items. The line item "Pending Board Approved Expenses" would capture the potential adoption of expenses yet to be approved by the Board. The line item "Other Unallocated Expenses" was added to allow for some flexibility in the budget line items for unknown but necessary expenses. The Board discussed various changes to the proposed budget. Under Awards /Scholarships the Board wanted to list LSC Championship meet enhancement and District Championship meet enhancement rather than Division I and II meet enhancements. The Board also suggested combining all the funds as a line for LSC Committee/Officer expenses and using the funds to cover the expenses of officers for attendance at USAS Conference and educational meetings. The separate lines for each chair would not be listed. Amy made the motion to consolidate all of the lines at \$5350. Tom seconded the motion and all voted aye.

Other expenses for the fall Swimposium, the proposed Swimjitsu, and future camps were discussed. It was decided that a redistribution of expenses would be made after the Board's strategic planning session. Mark stated that MV has about \$70,000 it can use towards these expenses since MV assessed \$60 for registrations in 2015 while USAS collected \$52 for each registration. (2016 will see USAS collect \$54 per registration and MV will charge \$60 thus receiving just \$6 per registration. A fee adjustment schedule will be discussed at the strategic planning meeting as well to meet the \$2 annual increase in USAS registration fees.) The Board discussed various ways to use this \$70,000. These included increasing funding for more coaches at the All Star and Zone meets and increasing senior travel funds. Tom suggested increasing senior travel to \$20,000. Natalie stated that a senior travel fund task force would be appointed and would recommend an allocation formula for senior travel in the spring. The Board decided to also hold the discussion for the use of the \$70,000 at the strategic planning meeting. Amy made the motion to accept the budget as amended; CJ seconded the motion and all voted aye.

Natalie presented a slate for the Nominating Committee consisting of Tom Kleiboeker, Dilynne Huskey, Phil Metz, Canaan Campbell, Curtis Meyer and Alison Pick. Amy made the motion to accept these members of the nominating committee. CJ seconded the motion and all voted aye.

Mark presented a fee proposal to deal with the \$2 annual increase USAS will be adding to registration fees. The Board decided to table the fee increase discussion to the strategic planning session.

Natalie stated that the BOR Appointments/Elections would not be discussed as the LSC lacked authority for action on the item. She also stated that the coach committee would be responsible for appointing three members to the Senior Travel Fund Task force and that she would appoint the additional members for it and include Mark on the committee as well.

The Board discussed the submission criteria for ODP meets. The list needs to be submitted to USAS very soon. ODP meets are those USA Swimming meets that the Kansas High School Activities Association grants permission for high school swimmers to compete in during the high school swim season. It was suggested that the Senior Committee determine the criteria for choosing the meets. Patrick agreed to develop and submit a list to USA Swimming for approval after he discusses the list of ODP meets with the coaches committee.

Natalie asked the Board for suggestions for an individual to fill the Diversity and Inclusion Chair position.

Discussion Items

CJ made the Board aware of a club/coach mentoring opportunity provided by USAS through a grant process. She asked the Board to consider matching the funds offered by USAS for this mentoring program. Amy suggested that the Board have CJ and the Age Group Committee develop the mentoring plan that would be submitted to USAS and then come to the Board for approval. CJ stated that there had been few complaints about the championship meet site assignments. TSA wishes not to be assigned to the Wichita meet sites every year. CJ stated that meet numbers work best if TSA continues to compete at Wichita. Amy suggested that the coaches should discuss this. CJ asked if MV would consider purchasing Olympic Trial tickets to award to swimmers and coaches. Amy also suggested having the coaches discuss the possibility of purchasing Olympic Trial tickets for their clubs and parents. The tickets go on sale October 31.

Natalie suggested that MV needed to have an Action Plan/Strategic Planning Retreat. USAS would help us with this by sending a person to help with the retreat. The Board supported this proposal. This will be done before April and a list of potential dates will be circulated. She stated that there is LSC training information on the USAS website that members need to undertake. Natalie also noted that planning for the April meeting such as securing a location needs to be undertaken and that she was looking for volunteers. She is also seeking volunteers for the Governance task force. The JCKW club from Joplin, MO has asked MV to change its boundaries to allow them to join the Arkansas LSC. This would require a 2/3 vote by the MV House of Delegates. Arkansas has already approved it by a 2/3 vote. Shawn Klosterman from JCKW wishes to make a presentation at the MV House of Delegates to present information for this request. The Board agreed that Shawn could make the presentation but that no vote would be taken at the October 10 House of Delegates meeting. Amy and Scott agreed that a working group would be set up to determine the effects, financial and otherwise, of changing our boundaries. This would be discussed at the spring MV meeting.

Amy made the motion to adjourn to executive session for ten minutes. Tom seconded the motion and all voted aye. The meeting adjourned to executive session.

At 4:45 Mark made the motion to adjourn the Board of Directors meeting. CJ seconded the motion and all voted aye.

Respectfully submitted,

Dulcy Sellon, MV Secretary