

**Midwestern Swimming
Board of Directors Meeting Minutes
June 5, 2014 8:30pm**

The meeting was called to order at 8:30pm by Brian Schaezner, General Chair. The meeting was held via telephone conference call. There were no non-board members present. Board members present:

Brian Schaezner, General Chair	Cindy Wigness, Delegate at Large	Ellie Walstad, Athlete Rep.
Mary Losee, Adm. Vice-Chair	Louie Balogh, Technical Chair	Tanya Hopson, Delegate at Large
Chris Pawloski, Safety Chair	Brianna McCullough, Athlete Rep.	Bruce Schomberg, Coaches' Rep.
Betty Kooy, Executive Secretary	Dawn Bowen, Secretary	
Scot Sorensen, Registration Chair	Linda Renner, Treasurer	
Tony Storer, Officials Chair	Lynn Weaver, Senior Vice-Chair	
Erik Wiken, Age Group Vice-Chair	Dan Novinski, Delegate at Large	

Approval of April 29, 2014 BOD minutes

Brian asked if there were any questions/corrections for the April BOD meeting minutes. Lynn made a motion to accept the minutes. Tony seconded. The minutes were accepted.

New Business

Review & Approval of Form 990 2013 Tax Return for MWS & related 2013 CPA Reviewed Financial Statements

Linda highlighted the Annual Financial Statements reviewed and prepared by Massman Nelson Reining PC. The review is performed by an outside agency to make sure all the financial records are accurate. The total revenue: \$305,574. The total expenses: \$265,708 with a net of \$39,866.

The 2013 Form 990 (annual tax return) is prepared by Larsen and Associates and in order to be filed with the IRS, it is a USA Swimming requirement that the MWS Board of Directors approve the filing before it can be submitted. There was a question about filing being submitted as United States Swimming-Midwestern and Linda said that has been the name on the return since 2010. The IRS goes by the EIN number, rather than just name of organization. Linda said that the Annual Financial Statements all tie to the corresponding line items on the tax return. There were no requests to pull any particular section of the filing for further explanation. One item Linda noted was that Board member names are listed on the filing and in the past Betty's name was included. This year her name was not listed since she is not an elected Board of Director member. Linda said she agrees with all the information provided. Brian asked for a motion to accept the 2013 Form 990 and submit to the IRS. Scot made the motion. Tony seconded. Brian asked for a roll-call vote and the motion passed unanimously.

Linda provided an overview of the January-April 2014 Profit and Loss Statement. Total income to date: \$92,070, total expenses: \$113,415. The loss of \$21,345 is completely expected at this point in the year and Linda said it is consistent with prior years and is due to the timing of membership income. MWS usually runs at a loss until September. As a follow-up from last meeting regarding a sales commission check from Pure Blue, the check has now been received. Brian also noted that the Strategic Planning Workshop expense was about \$3,200 and the estimate approved was \$3,000-\$4,000. Brian asked for a motion to accept the Financial Statements. Scot made the motion and Tony seconded. The January-April 2014 statements were accepted.

Proposal to Address Lapse of Head Coach Credentials - Scot Sorensen

Scot introduced a proposal to formalize a process he is currently doing when a club designated head coach is no longer a coach member of USA Swimming for any reason. This proposal is separate from the current fine structure in place for improperly registered members. Historically, in order to be a coach member there are many safety requirements, some of which may expire at any given point in the year. It is the coach's responsibility to maintain current status of all requirements. If a head coach has a lapsed requirement, Scot will send an electronic notification to the individual in violation, the club registrar, MWS General Chair, MWS Adm Vice-Chair, and MWS Executive Director. A valid designated head coach must be submitted in writing to the MWS Registration/Membership Coordinator within 48 hours of the initial notification. If a response is not received, all attached athletes to the club in violation are unattached which then will cost \$10 per athlete to reattach to the club once a head coach has been designated. A head coach membership status audit is performed periodically by the MWS Registration/Membership Coordinator. This proposal is a MWS

policy and not a policy related to requirements by USA Swimming. Scot said this is an effort to tighten up policies and point out to club leadership the responsibility of making sure the head coach does not have lapsed credentials. The board had many questions/concerns regarding this proposal. Lynn asked why it matters if the head coach has lapsed credentials as long as at least one of the coaches on deck has current credentials. Also how would this policy relate to a club with co-head coaches? Scot said that if a claim arises that is sent to USA Swimming, the question would be asked as to who is the registered head coach of the club and if the credentials were all current. Also, co-head coaches are not allowed in SWIMS part of the club registration process. Each club must designate a head coach when submitting the annual club registration form. Lynn also expressed the concern about knowing when credentials lapse since cards are no longer printed and sent to the coaches. Scot said a notice is sent to club registrars and coaches also can check status using Deck Pass via computer or smart phone. Betty said that all clubs can also check on the USA Swimming portal. Dan addressed a concern of smaller clubs that may only have one or two coaches, the communication has to be in place so that a coach would know if he/she has expired credentials. Scot said he recently worked with a club with one coach and he able to assist the club in getting things worked out to protect the athletes while in practice. Linda asked about the cost to a small club versus a large club when there is a violation. She suggested the cost of the violation should be same rather than each club only paying according to the number of registered athletes to re-attach. Louie agreed with Linda's suggestion of making the violation fee equal for all clubs. Bruce pointed out that there are many times when it is difficult to find a class through the Red Cross to keep credentials current. He suggested that MWS offer a clinic once a year for all coaches so that everyone would renew credentials at the same time. Scot asked that the proposal be withdrawn at this time for further review.

Revised Proposal for the Athlete and Team Awards/Recognition - Erik Wiken

The awards/recognition program was updated to incorporate concerns/questions raised by BOD members during the April 29 BOD meeting. The Awards/Recognition program includes IMX Awards designed to increase participation in the IMX Challenge, Senior Student Athlete Awards designed to recognize those athletes for their pursuit of academic and athletic success, Senior Student Athlete of the Year to award the swimmer with the highest athletic and academic accomplishments and a Team Spirit Award to encourage team support and make the championship a more exciting and fun place to be for swimmers and parents. The first requirement of setting up this program is for the BOD to approve the purchase of caps and awards. Eric presented two proposals and after discussion the consensus was to order two-color caps to cover four years of the awards along with paper and printing costs for the certificates. Brian asked for a motion to approve. Mary made the motion. Linda seconded. The motion was approved.

Eric highlighted the requirements for the IMX and Student Athlete awards. There was discussion about the application dates and it was decided that the deadline would be July 1 with LC season times included. Brian asked for a motion. Mary made a motion to accept the IMX and Student Athlete Award proposal. Cindy seconded. The motion passed.

Eric highlighted the requirements for the Senior Student Athlete of the Year award. Brian asked for a motion. Dan made the motion to accept the Student Athlete of Year award proposal. Cindy seconded. The motion passed.

Eric highlighted the concept of the Team Spirit Award and was open to amendments of who should be on the Spirit Committee to judge the competition. Betty suggested that a general statement of "committee will be chosen at the time of the championship meet and will include Meet Director, Meet Referee and three at large positions." Brian asked for a motion. Lynn made the motion to accept the Team Spirit Award proposal and statement "committee will be chosen at the time of the championship meet and will include Meet Director, Meet Referee and three at large positions." Mary seconded the motion. The motion passed.

Proposal - Open Water Zone Meet - Athlete Support for LSC Entered, individual travel meet - Brian Schaenzer

Brian updated the Board about the Central Zones Open Water Meet on June 13-14 in Pleasant Prairie, WI. Brian proposed that MWS pay for each athlete's entry fee of \$26.00 and reimburse up to \$100.00 travel expenses per athlete along with providing a stipend of \$200.00 for one coach to provide coaching for the event. Mary made the motion to accept the proposal. Lynn seconded. The motion passed.

Proposal - Professional Announcer LC DI Meet 2014 - carry-over from SC DI Meet - Brian Schaezner

Brian proposed that MWS provide a professional announcer for the LC Championship Meet in July. The announcer would be the same person as the SC Championship Meet. The cost would be one night lodging fee. Bruce made a motion to accept this proposal. Lynn seconded. The motion passed.

Update on progress from MWS Strategic Planning workshop – initiatives

Dawn provided an update on the strategic planning project groups. Each group now has a lead person who will facilitate the group in working on the goals and implementing. The leads are: Volunteers-Dawn, Partnerships-Brian, Education-Mary and Performance-Jay. The Volunteers Group is currently working on a position description for a volunteer coordinator and a plan to help with recruiting more officials, the Performance Group is working on establishing a MWS Coaches Assn, the Education Group is working on setting up a coach's education clinic and the Partnership Group is currently working to provide updates regarding the Multi-Sport Complex. The framework document will be sent to the HOD members for review prior to the meeting.

Announcements

Brian reminded everyone that the HOD will be Sunday, June 8 in between sessions of the meet at UNO. An email will be sent out with meeting room location.

Adjournment

Brian asked for a motion to adjourn the meeting. A motion was made by Tony and seconded by Lynn. The meeting was adjourned at 9:56pm.

Respectfully submitted,
Dawn Bowen
MWS Secretary