

Midwestern Swimming Board of Director Meeting Minutes  
Tuesday, June 9, 2015 / Via Conference Call  
**DRAFT – Submitted 06/09/15**

1 DISTRIBUTION: Posted to Midwestern Swimming website, mswim.org.  
2

3 CALL TO ORDER: Midwestern Chair, Dawn Bowen, called the meeting to order at 8:32 PM  
4 on June 9, 2015 with the following people present via conference call:  
5 Dawn Bowen, Brian Schaenzer, Jay Thiltgen, Ryan Theil, Steve  
6 Marchitelli, Stefanie Martinez, Carol Olson, Karl Schaenzer, Erik Wiken,  
7 Jeanie Neal, Eric Samson, Louie Balogh, Scot Sorensen, and Betty Kooy  
8 and Courtney Rogers (non-voting).  
9

10 Those Absent: Chris Pawloski, Karlie O’Connell, Holly Hopson, Shana  
11 Frodyma, Tony Storer, Dan Novinski, Ellie Walstad, Anya Lindholm.  
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13  
14 AGENDA REVIEW: Registration Report emailed on June 6, 2015 was added as first item  
15 under New Business.  
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17 DECLARATION OF CONFLICT OF INTEREST

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19 Dawn Bowen read the following statement to the Board of Directors:  
20

21 “Is any member aware of any conflict of interest (that is, of a personal interest or direct or  
22 indirect pecuniary interest) in any matter being considered by this meeting which should now  
23 be reported or disclosed or addressed under the Midwestern Swimming Conflict of interest  
24 policy?”  
25

26 If a Board member determines there to be a conflict of interest at any point during the course  
27 of the meeting when a specific subject is being discussed and/or action is being taken, a  
28 declaration of a conflict of interest should be made at that time.  
29

30 MINUTES

31  
32 **MOTION** (Schaenzer): *To approve the minutes of the March 10, 2015 Board of Directors*  
33 *Meeting as submitted.* Seconded. **APPROVED**  
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35 **MOTION** (Balogh): *To approve the minutes of the May 9, 2015 Board of Directors Meeting*  
36 *as submitted.* Seconded. **APPROVED**  
37

38 CONSENT AGENDA

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40 **MOTION** (Neal): *To approve the entire Consent Agenda as submitted.* Seconded.  
41 **APPROVED**  
42

- 43 -Executive Secretary Report
  - 44 -LEAP 2 Committee Report
  - 45 -Officials Committee Report
- 
- 46  
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48

49 NEW BUSINESS

50  
51 1. Membership/Registration

52  
53 **MOTION** (Schaenzer): *To approve the Membership/Registration Coordinator report as*  
54 *submitted. Seconded. APPROVED*

55  
56 Discussion: Individual non-athlete members of USA Swimming affected by the class action  
57 lawsuit filed against Acxiom/Sterling Infosystems have or will be notified individually. It is up  
58 to the NATH members whether or not to join the suit. The anticipated settlement amount is  
59 approximately \$12.

60  
61 2. Financial

62  
63 **MOTION** (Schaenzer): *To approve Financial Reports as submitted. Seconded.*  
64 **APPROVED**

65  
66 Discussion: Ryan discussed overages in expenses for the highly successful Midwestern  
67 Coaches Clinic. The \$2800.00 over budget expenditures will be taken from the our  
68 contingency line item funds.

69  
70 3. Proposal: Transition of Assistant Treasurer duties to a private accounting firm due to  
71 resignation of Linda Renner.

72  
73 **MOTION** (Samson) *To accept proposal approve a transition of Assistant Treasurer to the*  
74 *HBE accounting firm. Seconded. APPROVED*

75  
76 Discussion: Discussion included the following: The \$400/month cost of HBE services in the  
77 same amount that we have paid our Assistant Treasurer. (There will even be some payroll  
78 expenses saving to MW.) We would not need to worry about turnover in the future, ensuring  
79 more consistency in our bookkeeping. With HBE, we would continue to use QuickBooks  
80 online and it would continue to be visible to the Finance Committee.

81  
82 4. 2015 Zone Championships

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84 **MOTION** (Schaenzer) *To approve a fee of \$75 to swimmers competing in the 2015 Zone*  
85 *Meet. Seconded. APPROVED*

86  
87 **MOTION** (Schaenzer) *To approve the use of contingency funds for the 2015 Zone Open*  
88 *Water event athlete entry fees and coach honorarium per MW policy, but previously not*  
89 *included in current Zone budget and for 2015 to include coach lodging expense.*  
90 Seconded. **APPROVED**

91  
92 Discussion: Erik presented the Zone Championship financial analysis, concluding that the  
93 athlete fees for the meet this year should be \$75. Open Water event funds were not budgeted,  
94 but are allowed under current MW policy. Open Water swimmers will pay their own travel  
95 expenses and have the option to buy Midwestern branded gear for Zones. Midwestern will  
96 cover open water entry fees, coach lodging expenses and coach honorarium and will review  
97 expenses to include for 2016 budget. Betty will get event information distributed to clubs and  
98 will process Midwestern entries.

101  
102 5. Multi-Cultural Meet / Zone Open Water Meet Update  
103

104 Discussion: Jay Thiltgen reported that nine athletes originally intended to go, but there are  
105 now seven confirmed athletes. Jared Sharman is the Head Coach for the event and Jay  
106 Thiltgen will be a chaperone. Louie has agreed to be the coach for Zone Open Water.  
107

108 6. Olympic Trials Test Meet Update  
109

110 Discussion: Dawn summarized the discussion from the June 7, 2015 conference call with  
111 Arlene McDonald, Meet Director for the US Olympic Team Trials-Swimming.

- 112 • Trials Competition Dates: Sunday June 26 through Sunday July 3
- 113 • Pool will open for a half day on June 23 and then remain open for the duration of the  
114 event.
- 115 • All sessions will be televised.
- 116 • There is an overlap of two days with the College World Series.
- 117 • As of the conference call date, slightly fewer than 1000 swimmers have qualified.
- 118 • Arlene is working with Amy Hornocker from the Omaha Sports Commission. Their  
119 plan is consolidate some committees and increase efficiencies, and keep people  
120 engaged and excited throughout the process.
- 121 • Local Organizing Committee participant invitations will be sent out sometime around  
122 mid-August.
- 123 • Volunteer recruitment and registration will begin in January 2016. Volunteers from  
124 2012 will be give a window of opportunity to volunteer before jobs are made available  
125 to the public.
- 126 • The Test Meet is tentatively scheduled for Friday, June 17 through Saturday, June 18.  
127 There has been discussion to date about keeping the meet to approximately 400-500  
128 swimmers, using Region 8 Sectional cuts, and fee structure, using a modified World  
129 Cup list of events (eliminating the 50's, mixed relays, and the 100 IM), allowing some  
130 bonus events, and allowing Midwestern swimmers an opportunity to enter before  
131 opening the meet to others. In addition, Midwestern officials may be given the  
132 opportunity to participate and Arlene suggested that Midwestern Swimming consider  
133 hosting a post meet social event for all the participants, perhaps a pizza party. Arlene  
134 hopes to get a flyer out soon so that we may promote the Test Meet this summer, but  
135 details still need to be worked out, and all of these details are still subject to change.
- 136 • Jeanie Neal and the Diversity Camp staff will be working with Arlene to find an  
137 opportunity for the camp participants to participate in an event at the Century Link.  
138

139 7. Proposal: Midwestern Swimming Crisis Management Plan  
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141 **MOTION** (Schaenzer) *To approve the Midwestern Swimming Crisis Management Plan as*  
142 *proposed, shown below, and submitted for approval.* Seconded. **APPROVED**  
143

144 Discussion: A requirement of LEAP 2 is for Midwestern to have a written plan outlining the  
145 steps to be taken and the personnel to assume responsibility in any kind of crisis which  
146 confronts the LSC, and which requires action, reaction, and potential public comment. This  
147 plan will be added to the Policies and Procedures Manual.  
148

**PROPOSED Midwestern Swimming Crisis Management Plan**

This policy shall be implemented when any incident requires communication with the public on behalf of Midwestern Swimming. Only the individuals listed in this policy and acting within the scope and procedure below are authorized to make any statements. All other individuals shall refer the media to the General Chair.

1. Crisis Communication Team:
  - 1<sup>st</sup> Team
    - General Chair
    - USA Swimming Legal Counsel
    - USA Swimming (Club Development Representative and if needed Director of Communications & PR)
  - Back Up:
    - Administrative Vice Chair
    - USA Swimming Back-up Legal Counsel
  - Situational-General Chair may include other individuals/specialists as appropriate for given situation
2. Stakeholders to be notified:
  - Board of Directors – contact emails and phone numbers through MWS website
  - Clubs – contact emails and phone numbers through MWS website
  - Coaches –contact emails through MWS website
  - MWS Membership – use MWS website
  - Media/Public – contact local newspaper and television networks as appropriate
3. Process:
  - General Chair gathers and confirms all the information from relevant sources
    - a. Determine what happened, when and where
    - b. Determine who is affected
    - c. Identify cause
    - d. Determine reaction to incident and possible repercussions
    - e. Determine when there will be more information/update
    - f. General Chair convenes Crisis Communication Team via conference call.  
Team will be alerted by phone call to home number and cell number.
  - Team determines appropriate response to crisis and develops plan and timetable
    - a. Determine what needs to be done and when it needs to be done
    - b. Determine what to say, who will say it, to whom it will be said, when it will be said, and by what means it will be said, as well as determining whether to take a proactive or reactive approach
    - c. Spokesperson makes any necessary statements to news media, membership or others as appropriate.
    - d. Team monitors situation and reacts accordingly.
  - Spokesperson informs appropriate stakeholders of situation and response
    - a. Description/background of situation and the response are communicated to stakeholders by established timetable
    - b. Stakeholders are given contact information for Spokesperson as well as other contact information that may apply in the situation
    - c. Spokesperson makes any necessary public statements to news media, direct meetings of membership, or others as appropriate.

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151 **8. Proposal: Temporary HOD Voting Representative**

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153 **MOTION (Samson) To approve the Midwestern Swimming Crisis Management Plan as**  
154 **proposed, shown below, and submitted for approval. Seconded. APPROVED**  
155

156 Discussion: Midwestern has routinely followed the procedure described below for a club to  
157 request a temporary voting representative. This procedure works well and should be added to  
158 the Policies and Procedures Manual, and also be posted on the Midwestern website.  
159

Proposed update: MWS Policy 2.14.2

2.14.2. House of Delegates

Midwestern Swimming will hold two House of Delegates meetings annually – one in the spring and one in the fall. Meeting site, time and location will be posted on the MWS website.

- (a) In order for the House of Delegates representative to be eligible to vote at a House of Delegates meeting, the representative must be the named HOD delegate on the annual club registration. If a club has a temporary representative change for a meeting and not a permanent change to the club registration, the club president can name a temporary representative. The request for a change may be sent to the MWS Executive Secretary via email prior to the day of the meeting or the temporary representative may bring the signed request to the HOD meeting.

163 9. Request Advice and Consent of Board of Directors for Appointments  
164

165 **MOTION** (NEAL) *To approve the Courtney Rogers, Head Coach at Brownell-Talbot School,*  
166 *as Diversity Chair. Seconded. APPROVED*

167  
168 **MOTION** (Schaenzer) *To approve the Tony Storer, Officials Chair, as Sanction Committee*  
169 *member. Seconded. APPROVED*  
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171  
172 MOTION TO ADJOURN (Marchitelli) This meeting was adjourned at 9:26 PM. Seconded.  
173 APPROVED

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175 ANNOUNCEMENTS/INFORMATION  
176

- 177 • Please read the information provided on complimentary membership with  
178 BoardSource.
- 179 • Please read the USAS Board Meeting update from the Central Zone Directors.
- 180 • The next BOD meeting is Tuesday, July 14 at 8:30 PM.

181  
182 RESPECTFULLY SUBMITTED: Jeanie Neal, Secretary  
183

184 ***Midwestern Swimming strives to maximize opportunities***  
185 ***for growth and success through competitive swimming.***