

Midwestern Swimming Board of Director Meeting Minutes
Sunday, September 13, 2015 / Lincoln NE
DRAFT – Submitted 09/15/15

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

CALL TO ORDER: Midwestern Chair, Dawn Bowen, called the meeting to order at 1:05 PM on September 13, 2015 with the following people present: Dawn Bowen, Brian Schaenzer, Jay Thiltgen (remote), Erik Wiken, Ryan Theil, Starre Haney, Louie Balogh, Betsy Purcell, Carol Olson, Brinker Harding, Dan Brailita, Dannie Dilsaver, Kat Keller, Betty Kooy (non-voting).

Those Absent: Jeanie Neal, Stefanie Martinez, Scot Sorensen, Eric Samson, Anya Lindholm, Thomas Graul, Holly Hopson, Courtney Rogers

AGENDA REVIEW: No changes were made to the published agenda.

DECLARATION OF CONFLICT OF INTEREST

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

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

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

MINUTES

MOTION (Schaenzer): *To approve the minutes of the August 25, 2015 Board of Directors Meeting with no additions or corrections.* Seconded (Balogh). APPROVED

CONSENT AGENDA

MOTION (Wiken): *To approve the Consent Agenda with the Executive Secretary Report pulled.* Seconded (Olson). APPROVED

- Executive Secretary Report – Pulled
 - Senior Chair Report
 - Officials Chair Report
 - Sanction Committee Notes
 - USA Swimming Proposed Legislation for Convention
 - LSC Zone Study Task Force Information
 - LEAP 2 Committee Report
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NEW BUSINESS

1. 2015-2016 Board Orientation – PowerPoint Presentation given by Dawn Bowen (Part of LEAP 2 requirements). The presentation and Board Manual will be put on the MW website. The Statement of Ethical Principles and Conflict of Interest was reviewed and each member asked to sign and submit to Dawn. The Duty of Care, Loyalty, Obedience and Transparency was also discussed. The Whistleblower policy was discussed and MW is bound by National guidelines, during review of 990 Form there is a requirement to check if an organization has a Whistleblower Policy. There is a hotline number available for the Whistleblower Policy and Betty will send to the Board members and also post on the website. The Board Manual included presentation, general board meeting information, job descriptions, full strategic plan, Roberts Rule of Order booklet, LEAP information. Requests were made for volunteers to work on the strategic plan and serve as board Parliamentarian.

2. YTD P&L and Balance Sheet and 2016 Proposed Budget

Discussion: Ryan Theil reported that Midwestern is in sound financial shape and presented the P&L and Balance Sheet reports through August 31, 2015. Again, the bottom line depends on the timing as the majority of the registrations occur in the fall.

The 2016 Budget was presented by Ryan explaining the budgeting process with the Finance Committee meeting face to face followed by Budget Committee meeting via conference call. A line by line explanation of the income and expense items was presented recommending a \$13,967 difference between income and expenses (MW has been running ahead of projected bottom line for several years). It was recommended to increase the Officials Expense to \$6500 from \$5,000, changing the bottom line to -15,467.

Pulled Executive Secretary Report: Updates given at this time because of budgetary implications - \$12,125 Long Course Reimbursement expenditures to date, 45 Sectional, 3 Juniors, 5 Futures, and 1 National requests not received to date. Third Notification to clubs sent 09/12/15.

MOTION: To postpone budget voting until after the proposals having budgetary impact. Seconded. APPROVED

After Policy Updates:

MOTION (Harding): *To recommend the proposed budget as amended (increase in Officials Expense) to the House of Delegates.* Seconded (Purcell). APPROVED.

3. Proposed 2016 All Stars and Mega Zone Cost Analysis and Budget

Discussion: The written budget recommendation submitted by Erik was discussed for both the All Star and Zone meets based on maximum number of swimmers for All Stars(80), previous costs and a recommended increase in coach stipends for both meets. Recommended charges for All Stars - \$160.00 for athletes (travel, lodging, entries, gear, meals, pictures) and \$75.00 for chaperones (travel, lodging, gear), and recommended charges for Zones - \$90.00 for athletes (coach, gear, picture, pasta feed, entries). Zone meet will again be individual travel. Approval will come with approval of Budget.

4. Proposed Policy Update: Swimmer Surcharge 4.10.5

MOTION (Purcell): *To amend 4.10.5 of the MW Policies and Procedures to include 'Midwestern Splash Fee per swimmer per Inter-squad and Dual Meet - \$3.00'.* Seconded (Brailita). Discussion included rationale of encouraging clubs to host and sanction more inter-squad and dual meets giving newer swimmers more opportunities. APPROVED

5. Proposed Policy Update: Athlete Reimbursement

MOTION (Schaenzer): *To amend 4.5.2.1 (a) (3) to include current or previous Long Course season within the territory of MWS.* Seconded (Theil). APPROVED

MOTION (Purcell): *To accept the proposed policy administrative updates to athlete reimbursement policy (see bolded font below).* Seconded (Theil). APPROVED as amended.

MOTION: To suspend funding for the 2016 Zone Open Water Meet and funding for the meet will be reviewed for for 2017. APPROVED.

MOTION: To approve the continuation for funding the 2016 Arena Pro Meets at \$200 and Futures Meet at \$200. APPROVED.

4.5.2. Athlete Reimbursement PROPOSED POLICY UPDATE

The policy of MWS is to budget annually for the partial reimbursement of expenses incurred by eligible swimmers who participate in the Speedo Champions Sectional Meets, Arena Pro Meets, USA Futures Meet, USA Swimming Junior Championships, USA Swimming National Championships (**pool and open water**), the U.S. Open, and International and/or Olympic Trials

4.5.2.1. General Procedures

(a) For a swimmer to be eligible for reimbursement a swimmer must:

(1) be registered with MWS at the time of the swim and at the time of fund distribution.

(2) be an active member of a MWS club or **a collegiate team swimmer who is an active member of a MWS club and either a former age group member of MWS or in the second long-course season as a MWS member.**

(3) be entered in, swim in, and meet all financial obligations for at least one Midwestern (MWS) sanctioned/sponsored meet per season (both short course AND long course seasons) within the territory of MWS during the immediately preceding 12 months. **Collegiate swimmers must be entered in, swim in, and meet all financial obligations for at least one Midwestern (MWS) sanctioned/sponsored meet during the current or previous Long Course season within the territory of MWS.**

~~(4) be a resident of the MWS area for 12 months or have moved into the area with the intent of establishing permanent residence. Aid is not available during the first season of MWS participation (i.e. only one short course or one long course season).~~

~~(5) have participated in the MWS age group program for a minimum of one short course season.~~

(b) Reimbursement is provided for swimmers participating in individual events. Reimbursement of one-fourth (1/4) individual reimbursement will be provided for swimmers who qualified for the national meet as part of a relay team and swam as part of that relay team at the national meet.

(c) The amount of compensation received from all sources shall not exceed the swimmer's actual expenses as allowed by the USA Swimming Code. Sources include national swim committee, USA Swimming sponsors, member clubs, and business/civic organizations. These sources do not include family contributions. All compensation received or anticipated must be designated on the Midwestern financial aid application form. Failure to so designate will render the swimmer ineligible for current or future aid from MWS.

(d) The current approved MWS financial aid application is included in the Appendices of the Redbook, posted on the MWS web site, and will be forwarded to each eligible athlete upon request made to the Executive Secretary.

(e) Applications must be submitted on the current approved MWS financial aid application form with receipts attached and ~~sent to~~ **mailed (postmarked)** to the address indicated on the form on or before May 31 for the short course season and September 30 for the long course season to be considered for reimbursement. **Application form and receipts can also be emailed by same deadline dates to mwoffice@mws swim.org.**

Applications submitted after the deadline dates will not be considered for reimbursement.

(f) Calculation Procedures

(1) the athlete and coach listed on the application for financial aid will certify the athlete total expense.

(2) Financial aid may never exceed actual expenses proved by receipts.

(3) Financial aid amounts

USA Swimming Olympic Trials \$1000.00

USA Swimming National Championships \$500.00

USA Swimming Junior Championships \$500.00

U.S. Open \$500.00

Arena Pro Meets \$200.00 (3 meets per year, policy reviewed annually – **(9/13/2015)**)

USA Swimming Futures Meet \$200.00 (policy reviewed annually – **(09/13/2015)**)

Sectional Meets (Speedo Champions Series) \$100.00 (1 meet per season)

6. Proposed Policy Update: Coach Honoraria 4.6

MOTION (Harding): *To approve the recommended increase in the All Star and Zone coaches honoraria to be reviewed annually to \$300 for the Head All Star Coach and \$150 for the assistant coaches and \$500 for the Head Zone Coach and \$400 for the assistant coaches (removing the stipend for the Zone Open Water Coach).* Seconded (Brailita). Discussion of this remaining in place after the MegaZone and being revisited annually. APPROVED

7. Proposed Policy Update: Athlete Representation 2.1.4.3

MOTION (Olson): *To approve the additional wording to the Athlete Representation policy 4.1.4.3 (a) (3), (4) (6) with an amendment to include requirement of release and no contact information to be released. (3) ...serving as an Athlete Representative, submit a digital photo, and a brief resume of their swimming career. Photo release must be signed. No contact information will be included. (4)...position that is open. Once the candidate selections are made, the athlete essay, photo, and resume will be sent to all clubs. Clubs are expected to use the information to inform their voting athletes of the slate of candidates. (6) ...Midwestern Short Course Championships. The Athlete Representative(s) receiving the most votes during the voting period will be presented to Midwestern Swimming during the final evening session of the MW Short Course Championships following the national anthem.* Seconded (Schaenzer). APPROVED.

8. Proposed Policy Update: MWS Office and Employees 4.8

MOTION (Balogh): *To approve the addition of the following to the Office and Employee policy:*

4.8.3 Annual Performance Review

4.8.3.1 *The Personnel Committee shall establish performance instruments to be used to conduct annual performance reviews of all paid MWS staff.*

4.8.3.2 *The General Chair or Administrative Vice-Chair shall have the responsibility to conduct the annual performance review.* Seconded (Olson). APPROVED.

9. Proposed Policy Update: On Deck Registration 8.5.5.1 (d)

MOTION (Balogh): *To update MW Policies and Procedures 8.5.5.1 (d) to have the same wording as the Registration Manual regarding On Deck Registration.* Seconded (Olson). APPROVED.

(1) Current year registration form must be completed.

(2) ~~New swimmer must present copy of government-issued birth documentation~~ A copy of a government issued birth certificate, driver's license, military ID (front & back) or passport must be forwarded with the registration form. This documentation is required no matter what statements are made regarding previous registration. If the athlete is listed as an expired registration on the pre-meet recon report or presents a previous year's registration card, the birth certificate requirement is waived.

(3) ~~Double fees must be paid.~~ A check payable to MWS for the on deck registration fee, which is double the standard fee.

(4) ~~Meet referee must sign and date the registration form~~ The Meet Referee will confirm that all elements are present, sign and date the registration form and return it to meet management.

(5) ~~Meet management must sent registration form and money to LSC registrar immediately at the conclusion of the meet of pay late fines.~~ The registration materials will be forwarded to the Membership/Registration Coordinator no later than three (3) days after completion of the meet.

Fees for late submission of the registration materials by the host club (charged to the host club) are:

Four (4) to seven (7) days \$25.00

Eight (8) to fourteen (14) days \$50.00

Fifteen (15) days or more \$100.00

10. Nominating Committee

Brian clarified the make-up of the nominating committee and the Bylaws related to the nominating committee. Election for committee members shall be held at the spring HOD meeting in even-numbered years. Discussion regarding the way it has been handled in the past. It was recommended to follow the Bylaws and use the currently elected committee for the 2016 nominations with a new nominating committee to be elected in the spring of 2016 who will serve for a two-year term. Process will be discussed at the Fall HOD meeting. Current Committee: Five members, two BOD members, 3 HOD members, committee must include one athlete – Brian Schaezner, Carol Olson, Laura Cvrk, Analisa Peterson, Anya Lindholm.

11. Advice and Consent for Appointments:

MOTION (Balogh): *To accept appointment of Erik Wiken as Camps/Clinics Coordinator.* Seconded (Purcell). APPROVED.

MOTION (Harding): *To accept appointment of Betsy Purcell (current Officials Chair) to the Sanction Committee (replacing Tony Storer, past Officials Chair).* Seconded (Brailita). APPROVED.

MOTION TO ADJOURN (Purcell): This meeting was adjourned at 3:40 PM. Seconded (Theil). APPROVED.

CALENDAR REMINDERS:

- September 21 Volunteer of the Year Nominations Due
- September 27 Banquet RSVPs Due.
- October 11 HOD Meeting/Awards Banquet – Country Inn and Suites – Lincoln
- November 10 BOD Meeting 8:30 p.m. via conference call. Reports due November 4.

RESPECTFULLY SUBMITTED: Betty Kooy, Secretary Pro Tem

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