

HSL Board Meeting Minutes
Date: February 15, 2017
Location: Maryland Golf and Country Club

1. Roll call of members present.
 - a. Executive Board
 - i. President - present
 - ii. Secretary - present
 - iii. Statistician
 - iv. Treasurer - present
 - v. Head Official – present
 - vi. Ex-Offiico - present
 - b. Team Representatives
 - i. Aberdeen (AB) - Regrets
 - ii. Aqua Culture (AQ) - Present
 - iii. Arena Club (AR) - Regrets
 - iv. Bel Air (BA) - Regrets
 - v. Belcamp (BP) - Present
 - vi. Emmorton (EM) - Present
 - vii. Fallston Club (FC) - Present
 - viii. Fountain Green (FG) - Present
 - ix. Joppatowne (JT)
 - x. Maryland Golf (MG) - Present
 - xi. North Harford (NH)
 - xii. Rockspring (RS)
 - xiii. Valleybrook (VB)
 - c. Call to order.
 - i. Attempt to call meeting to order 7:10 PM. Meeting could not be called to order, quorum not present (4 Executive Committee, 6 Teams) Quorum definition is attached (HSL By-Laws para 3.7). Note that Executive Committee members cannot vote both as an executive committee member and a team representative.
 - ii. Since there was no quorum no motions or votes could be entertained; however; the members in attendance agreed to continue discussions. A summary of the discussions is as follows.
2. Correction and adoption of minutes from previous meeting.
 - a. Correction – Aqua Culture added to list of teams present at January meeting.
3. Reports of officers, committees, and coordinators.
 - a. Statistician Board Position - The President reported that the league statistician is looking for change in the responsibilities. As a result of a job change the statistician is concerned about their capability to fulfill all of the current responsibilities of the position in a timely and efficient manner.
 - i. Options include finding a replacement for statistician in whole or dividing the responsibilities to reduce the time commitment. One of the more time consuming tasks noted by the Statistician is the tracking down of meet result files.
 - ii. (Action) President will talk to Statistician about responsibilities and opportunities
 - iii. Aqua Culture representative noted that providing and requiring use of accurate meet templates would help as well as better systems for getting files posted prior to deadlines
 - iv. There was a limited discussion about how to get people to post the correct files in the correct formats

- v. (Action) Check the templates and instructions posted on HSL site for accuracy and incorporate into training to be conducted by Chris Bley.
 - vi. The Fallston representative expressed concern about the impact of the statistician position on HSL championships since the Statistician is currently listed as the meet manager (Action) President will discuss with Statistician and offered to help with HSL Championships as meet manager if necessary
4. Unfinished business.
- a. Head Official stated proposal to add 15-18 100 free event immediately following 15-18 50 free event
 - i. Discussion of position in meet timeline and age group
 - ii. Non-binding opinions of representatives present
 - 1. BL, AR do not want to extend meet
 - 2. AQ, FA, EM yes, but add only one heat
 - 3. MG, FG could go either way
 - 4. FA does not like opening it to 13-14
 - iii. (Action) The President requested that all representatives get feedback from coaches and team so that a motion and vote could be entertained at the March HSL board meeting
 - b. Proposal to change process for determining division balance and team placement
 - i. This cannot be changed for the 2017 season; however, the objective would be to vote on any change prior to the 2017 season so teams know what will happen at the end of the season.
 - ii. Team Placement and Division Balancing is incorporated in the By-Laws (para 2.1.1.) so a change will require an Amendment to the By-Laws
 - iii. Discussion
 - 1. What is the history of the moving one team between divisions at the end of the season? And the two division structure?
 - 2. Representatives expressed that it makes sense to be able to balance the odd number of teams and not require that one division of the other always have the odd number of teams. (Current By-Laws require winning team from Division II to move up and last place team from Division I to move down maintaining seven (7) teams in Div I and six (6) in Div II)
 - 3. Proposal is to remove automatic move and consider division balancing on a season by season basis. Possibly allowing teams to petition to move between divisions. Guidelines for a division move could include; Dominance of lowering division? Consideration of team size, etc?
 - 4. Decision making process could potentially include the fantasy ranking that was discuss at previous board meetings.
5. New business.
- a. Meet schedule change – Aqua Culture representative proposed to make their final meet tri meet and offered to host Maryland Gold in addition to the scheduled meet with Belcamp. Maryland Golf representative accepted and thanked Aqua Culture for opportunity to swim in the last meet of the season. (Action) 2017 Summer Swim Season schedule will be updated to reflect MG/BP @ AQ Saturday July 15. Updated schedule will be posted to website.
 - b. HSL laptop – Secretary brought up that the By-Laws require that the secretary “Maintains and stores the records, files, correspondence, etc. of HSL on HSL laptop” (para 4.5.2.c) Previous secretary indicated that a HSL laptop was never purchased. (Follow up: The Secretary received the HSL documents from the previous secretary on a flash drive. Review of previous board meeting notes indicated that the purchase of an HSL laptop was approved 10/30/2013 “Last meeting we discussed purchasing laptops

for the statistician and secretary so that all notes and information could be kept on separate computers and be passed on to the next officer. Motion to purchase 17-inch laptops and protective cases was made and seconded. Secretary will get with Treasurer to initiate purchases of these.”) Action: Current Secretary will coordinate with Treasurer to purchase and set up a laptop with all HSL historical information and documents.

- c. Posting documents to TU site
 - i. A concern was expressed that some of the documents that are being posted to the HSL TU website contain PII (Personally Identifiable Information) like birthdays, etc. to TU site – Do we need to set up the meets as private events and how do we adjust the rights so PII is not exposed on the public facing side of the website.
 - ii. Aqua Culture representative would like to see HSL meets set up swim meets as “meets” not “events” –
 - iii. Discussion of properly posting documents and protecting PII should be added to training for team/meet manager
 - iv. Aqua Culture representative offered to facilitate a meeting with TU technical representatives to discuss TU configuration to minimize burden on coaches and meet managers while protecting PII
 - d. Dive overs
 - i. If both teams agree, dive over starts are allowed for events for swimmers for 11 and over
 - e. Fountain Green representative informed board that they are investigating purchase of Colorado systems for a “dolphin” system (wireless stopwatch system)
 - i. \$4100 - 3 watch per lane; possible volume discount Are other teams interested in purchase of Dolphin system?
 - ii. Benefit of wireless stopwatch system: More accurate, time saver, reduce number of persons used to run the meet, allows dive over starts without requirement for each timer to have two watches
 - iii. Potential issues: cost to own prohibitive for smaller teams, requires greater communication between head official and scoring table (could be challenging for less experienced officials);
 - iv. President suggested consideration of other options to bring all HSL meets to the point where they are using wireless systems. Possibilities; HSL purchases system(S) and sets up rental system with fees to help offset the replacement cost? Or possible rent to own – HSL fronts portion of purchase cost and team reimburses HSL of agree time frame?
 - f. Ribbons
 - i. Aqua Culture will handle purchase of ribbons for 1st – 6th place; teams are responsible heat ribbons
 - ii. Board suggested that representative shop around and consider using local businesses if price point is comparable
 - iii. (Action) Aqua Culture ribbon representative will send out one more query for ribbon counts prior to making order
 - g. For next meeting Treasurer will review HSL financial position and how that might inform decision on purchase of timing system (S)
6. Announcements.
- a. Next meeting
 - i. Wednesday, March 8; 7:00 PM , Harford Aquatic Wellness Center 2213 Commerce Drive, Forest Hill, MD 21050 (adjacent to Forest Hill / Hickory Activities Center)
 - ii. Motions to be considered
 - 1. Add 100 free 15
 - 2. Division Placement and Balancing

- iii. Topics of discussion
 - 1. Timing systems
- 7. Adjournment.
 - a. Meeting adjourned: 8:25 PM

3.7 QUORUM: A quorum shall be established prior to the beginning of each meeting. In order for a quorum of the HSL to be established, the following two situations shall be adhered to:

1. a minimum of 4 members of the Executive Committee, **and**
2. at least nine team representatives are in attendance at the meeting (based on a 13-team league).

Should the number of teams in the league change, the team representative minimum shall be two-thirds ($2/3$) of the total number of teams in the league. The Executive Committee minimum shall not change regardless of the number of teams in the league. If less than a quorum is in attendance at the time for which the meeting shall have been called, the meeting may be adjourned from time to time by a majority vote of the members present or represented, without any notice other than by announcement at the meeting, until a quorum shall attend. At any adjourned meeting at which a quorum shall attend, any business may be transacted which might have been transacted if the meeting had been held as originally called. No proxy votes shall be allowed.