**Meeting called to order 7:33PM**

**Quorum – 7:37PM**

**In Attendance**

Executive Committee

|  |  |
| --- | --- |
| President | Lauren Stouten |
| Secretary | Dottie Drinan |
| Head Official | Paul McEndree |
| Treasurer | Kathryn Gnagey |
| Statistician | Chris Bley |

Team Representatives

|  |  |
| --- | --- |
| Aberdeen | Val R |
| Aqua Culture | Chad LeFleur |
| Arena Club | Renee Mann |
| Bel Air | x |
| Belcamp | Doug |
| Emmorton | Tracy Milstead |
| Fallston | Lisa Quigley |
| Fountain Green | Jim Quin |
| Joppatowne | Nicole |
| Maryland Golf | Karen Jacobs |
| North Harford | x |
| Rockspring | Melissa Coster |
| Valleybrook | Tom King |
| Other Attendees | Sam Lopez  Allen Clark  Adam Kopp  Jessica Marx |

President began the meeting by reviewing the Zoom norms.

* Raise hand to be recognized
* President or Secretary will recognize
* Keep comments to about 2-3 minutes

**Meeting Minutes**

Review of meeting minutes from November and December. Corrections made and votes on whether or not to accept the previous months’ minutes.

**November Minutes**

Leslie suggested changing “Board” to “Executive Committee”

Motion to accept November minutes with change

Voted by general consensus

November minutes accepted by unanimous vote

**December Minutes**

Meeting minutes were resent and the Board reviewed.

Motion to accept December minutes

Updated attendee list to add Adam Kopp and Jessica Marx.

No objections to the updates

Vote by general consensus

December minutes accepted with updated attendee list by unanimous vote

**Officer Reports**

**Treasurer’s Report**

* Kathryn shared Balance Sheet
* Unrestricted or operating funds balance is $5,977.13
* End of year report balance is $5,977.13
* Tax Report status – 990-n form was e-filed and Maryland Form 1 files on Maryland Business Express
* Balance Sheet – 1/1/2020 balance was $7,267.62, there were three (3)3 transactions throughout 2020 new balance is $5,977.13.
* Leslie questioned an amount of around $2000 between what she is showing in her notes from when Kevin Stretzel was treasurer at the end of 2019. Note that there was another treasurer between Kevin and Kathryn (Crystal Gallup). Kathryn shared a spreadsheet that she was able to rebuild with records beginning with January of 2019 through current date. When Kevin left in August of 2019 the balance was $7,267.62. There have only been three (3) transactions since August 2019 as noted in the spreadsheet and the balance remaining after those three (3) transactions is $5,977.13. Kathryn asked for a copy of the document Leslie was referencing so she could reconcile. There was discussion around whether Leslie was referencing a balance sheet or budget forecast, possibly based on increased head tax. Leslie is referencing a 2018-2019 figure. Jim found an email sent by Kevin from January 15, 2019 and forwarded to Kathryn.
* Proposed 2021 Budget presented – expected income $7,500, expected expenses $7,500

Motion to adopt budget

Chris moved to adopt the budget, Paul seconds the motion.

Vote by general consensus – Passed by unanimous vote

**No other Officers had anything to present**

**Unfinished Business**

**Proposed Bylaw change**

Lauren reviewed the bylaw change presented by Aqua Culture and amended by Chris Bley. The wording for the proposed amendment are as follows:

2.1.1. d. Under extraordinary circumstances, for example increased public health restrictions, the HSL Board may vote by 2/3 majority to use a less restrictive meet structure. This may include a structure without divisions, changes in championships and/or modified meet operations. This may only be done when governing bodies outside of the Harford Swim League have established policies or restrictions that affect the management of Harford Swim League.

Lauren asked if there were any other motions to propose further amendments to the bylaw change. There were no other motions and the proposed bylaw change was moved to a vote.

Motion #1 – Adopt the amended bylaw change

Motion passed – 14 Yes, 1 No, 0 Abstain, 2 Not Present

See attached voting record

**New Business**

**Ordering and Inventory of Ribbons**

Chris to take the lead on this item. After discussion it was determined that Jamie Weaver who has handled ribbon inventory and ordering in the past will send her list from last season to Chris. Since no ribbons were likely used last season, the counts should be the same. Will as for new ribbon counts if needed after Chris receives information from Jamie Weaver.

**Financial Audit**

According to the bylaws a financial audit must be done every two years. Kathryn presented the two options we have for performing the financial audit.

1. Engage with an accounting firm
2. Form an audit committee to perform a review of financials

Recommendation by the treasurer to form an audit committee because there is very little financial activity and engaging an accounting firm can be costly. Members of the Executive Committee cannot be on the Audit Committee.

Motion #2 – Form an Audit Committee to review 2019 and 2020 banking activity

Motion made by Kathryn, seconded by Dottie

Motion passed – 14 Yes, 1 No, 0 Abstain, 2 Not Present

See attached voting record

Volunteers for Audit Committee: Jim Quinn, Renee Mann, Allen Clark.

There was some discussion around documents that may be on the old HSL laptop and where the old laptop may be located. Once it is found, Dottie will check to see if any files can be recovered from the hard drive.

**New Business**

**2021 HSL Schedule**

In order to begin working on a schedule, Chris will need any information each team has about the availability or restrictions on the use of their pool facilities. Chris asked for this information by January 29th.

**Open for Discussion**

**Motion to Adjourn**

**8:38PM – Meeting Adjourned**

**Next meeting: February 10, 2021 @ 7:30PM**

**Treasurer’s Report follows:**



