**Mississippi Swimming, Inc.**

**House of Delegates Meeting**

**September 26, 2009**

The meeting of the House of Delegates was called to order at 11:36a.m. by the General Chairman, Barbara Aguirre. The meeting was held at the Courthouse Racquet and Fitness Club in Flowood, Mississippi.

***Roll Call***

* Roll was called by Meghan Taylor
* The following members were in attendance: Barbara Aguirre, Marcy Rushing, Ann Marie Mayers Pate, Meghan Taylor, Lois Colson, Candace Loper, Alan Branson, Kelli Jacobs, Dan’l Murray, Brian Ware, Hannah Wilson, Holly Myers, Eddie Ware, Kru Fairey, Karen Mayers, Kevin Cox, Chris Deaton, Wade Kojima, Rachel Pickich, and Steve Panzram.

***Minutes from previous meeting***

The minutes from the April 4, 2009 meeting were presented.

* One correction was brought to the floor – The suggestion to alternate warm-ups from session to session was changed to year to year. A motion was made to accept to amendment. The motion was seconded. The motion passed and the minutes were accepted as corrected.

***Reports***

General Chair – Barbara Aguirre

* Barbara welcomed new board members – Kelly Jacobs (Finance), Marcy Rushing (Senior Vice Chair), and Wade Kojima (Diversity).
* 5 members attended convention and they came back with several ideas.
* The Bylaws have been sent to USA Swimming for correction. Everyone should receive their new copy by December 31, 2009. These will also be available online via the Mississippi Swimming website in form of a PDF file.
* A Policy and Procedures Legislation is in the works. Barbara will be contacting individual chair holders for assistance with certain sections of this.
* Barbara spoke with the Senior Athlete Representative and is working on a new policy of what is expected of the athlete reps. This legislation will be included in the Policy and Procedures.
* Barbara would like to see the LSC meetings become more productive by use of a consent agenda. All reports need to be submitted 30 days prior to the meeting. This was one of the ideas from convention. Barbara will be sending out the suggestion so everyone has the opportunity to see if they like the idea.
* After reviewing the 2009 Zones trip, there is a need to set up a task force on how to manage the selection of zones coaches and chaperones. There needs to be a job description in place for coaches, managers, and chaperones. Additionally, athletes need to be fully aware of the code of conduct before they depart the bus.
* Zones meets will be held in Carey, North Carolina from July 27-30, 2011 and open water on July 31, 2011 and in Atlanta, Georgia from July 28-31, 2010.
* Senior Zones will be in Orlando, Florida from August 3-7, 2010.
* Ryan Lochte is the guest athlete for this year’s clinic and banquet.
* Officers and Chairmen need to sign a statement of ethical behavior and conflict of interest today. This is mandated by USA Swimming.
* At the General Chair workshop it was discussed that several LSC’s allow their teams to have more than one vote. Each team receives a delegate vote, coaches vote, and athlete vote.
* Convention will be in Dallas, Texas from September 14-19, 2010. It is important that those specific offices going to convention attend on the days with seminars.
* We have been increasing in athletes since 2006.

Administrative Vice Chair – Lucas Smith

* Absent.
* No Report.

Senior Vice Chair – Marcy Rushing

* The executive committee met today dealing with an athlete incident.

Age Group Vice Chair – Ann Marie Mayers Pate

* Absent.
* Ann Marie was in the clinic with Ryan Lochte during the HOD meeting.

Treasurer – Lois Colson

* Packet included in agenda.
* The top page is cash flow and we have two accounts, savings and general.
* The Finance Committee (Kevin Cox, Kelly Jacobs, Lois Colson) has decided to look into changing the fiscal year to September 1st through August 31st so the budget will reflect the beginning and end of the season.
* The clinic will bring in $3,500 to $4,500 more than estimated.
* The athlete’s portion on zones was good.
* Surcharges are up due to the increased surcharge amount.
* Not all monies were in at the time the budget was made and the banquet income has not been counted.
* Costs for Juniors and Nationals are going up.
* The LSC meeting includes the food provided by Lenny’s.
* There was no Safety Committee meeting this year.
* We will not need a $500 allotment for the website.
* Zones did well and spent $900 less than what was budgeted for.
* Almost 87% of all monies have been spent on or for the athletes.
* Expenses for 2010 are off $12,000.
* Kevin Cox suggested that before we vote on the 2010 budget that the Finance Committee gather figures from September 1, 2008 through August 31, 2009 and make a then make a proposal for the September 1, 2009 – August 31, 2010 budget. The Finance Committee, Treasurer and Board Chair will work on this proposal and the budget will begin January 1, 2010. A motion was made by Kevin Cox and was seconded by Kelly Jacobs. An amendment to the motion was made by Chris Deaton and stated that the study be completed by December 1, 2009 or the current budget will be in effect. The amendment was seconded by Karen Mayers. The motion and its amendment was passed.

Registration – Candace Loper

* Packet included in agenda.
* Numbers have gone up.
* Each team needs to have a crisis plan.
* Each team needs to send in a list of athletes, including their USA numbers, that are participating in high school state championships to the host team.
* All 8 and under 25 yard out of state times need to be sent to Kru.
* Candace is having trouble getting meet recon and times submitted on time. Meet recon needs to in her hands the Monday before a meet begins so all details can be corrected. Meet times need to be submitted the Monday following the meet.
* Candace attended two times conventions and three registration meetings at convention and everything was informative.

Safety/Disability – Alan Branson

* Those that assist athletes with disabilities on the deck to not have to be members of USA Swimming. They are covered under general liability, but not under excess accident insurance.
* There were 3 accidents since the last report. These were reported by SWAT, MAKOS, and BEST.
* The Report of Occurrence form is available on the USA Swimming website. These forms should be available on deck at all times and filled out immediately when an incident occurs.
* USA Swimming cannot send out a Report of Occurrence confirmation but you can still submit them through fax.
* Dan’l sat in on a meeting in convention and it was stated that they are working on an online submission of reports.

Finance – Kelly Jacobs

* A motion was made by the Finance Committee and presented by Kelly Jacobs: Change surcharge from $3 with 10% fee from total entries to a flat $5 surcharge. Alan Branson seconded the motion. A vote was held and passed 11 to 3. This change in surcharge will take effect January 1, 2010.

Technical planning – Dan’l Murray

* During the Technical Planning meeting today the change in order of events was discussed for the 8 and Under development meet. The change of events passed.
* A championship research committee was created to look into more effective ways to run state championships. This committee includes Alan Branson, Eddie Ware, Hannah Wilson, Doug Welch, and Dan’l Murray. These committee members will look into processes that other LSC’s use for running effective championship meets. There was a proposal for an LSC Championship Committee to be composed of each office used at championships (registration, safety, technical planning, coaches and athletes representatives, sanctions, records, and awards). Each season the host team would add two members to the committee.
* Dan’l discussed a letter that was received from Dave Thomas following his visit to Long Course Championships 2009. Athlete nutrition, walkouts, and length of warm downs were among the items addressed.
* Technical Planning discussed making it mandatory for all athletes to do walk-outs for finals. This was referred to the LSC Research Committee.
* Team seating for championships was also addressed. A committee of Marcy Rushing, Brian Ware, ng meeting 2010.
* The method of proving times was brought up by Alan Branson. The method needs to become more effective because the administration area at championships is getting too backed up and is making the meet run behind schedule. Eddie Ware proposed that we use swims in Meet Manager to pre-proof times. This does not include an additional charge and the function is included on normal Meet Manager programs. A committee was formed and will make a decision by January 1, 2010 so that this new process will be in effect for Short Course Championships 2010. The committee members include Alan Branson, Eddie Ware, Hannah Wilson, Doug Welch, and Dan’l Murray.

Coaches Representative – Brian Ware

* Brian is trying to get all the meets online and has the meet schedule online.
* Send all invitation files to Brian so he can start weeding out the old website. Invitations, event files, and results all need to be sent through PDF so they can be posted on the website.
* Each team will receive a username and password and will be able to email from the Mississippi Swimming website.
* Any ideas for the website need to be submitted to Brian via email.
* If Eddie has sanctioned the Invitational, Eddie will give to Invitational to Brian.
* All event files need to go to Brian.
* Meets that have not been sanctioned will not be posted on the website.
* Brian is working on getting all reimbursement, nomination, and disability forms on the website.
* All the team information needs to be updated. If you have corrections please email Brian.
* The Top 5 category will be removed.

Senior Athlete Representative – Hannah Wilson

* Sectionals for Spring will be in Nashville, Tennessee on March 4-7, 2010.
* Senior Zone Championship meet had a lot of revisions. It was a really fast and fun meet. They are changing the time standards to AAA times due to the lack of entries. There were only 75 entries. The age range has been changed from 19 and over to 15 and over. There will also be bonus events. For every one event you qualify for you may swim three events. There will be time trials between prelims and finals.
* August 3-7, 2010 will be the dates for Zones in Orlando, Florida. Relay time standards are being developed and there will only be allowed 2 relays per team.
* Hannah proposed new legislation. She is going to rewrite her proposal of the new Code of Conduct and will resubmit it in at the spring meeting.
* The Code of Conduct from convention is included in packet. Hannah suggested that we modify and adopt this.
* Brian will scan the USA Swimming Code of Conduct and put below applications on the website.
* A vote was held to changing the age of voters for athlete representatives to cap at 18 years old. All were in favor. Motion passed.
* A motion was made to accept Nicko as the Junior Athlete Representative. The motion was seconded and passed.

Junior Athlete Representative – Holly Myers

* Holly attended convention. The House of Delegates meeting was short.
* The FINA rule for suits is effective starting October 1, 2009. An approved list will come up on January 1, 2010.
* Hannah Wilson and Holly Myers were on the winning convention team and received free Speedo jackets.

Sanctions – Eddie Ware

* Sanction for meets this Fall are due today.
* We will follow USA Swimming guidelines when it comes to suit wording.
* Whether or not your pool is certified must be included in your invitation.

Records – Kru Fairey

* Everyone should have a list of Long Course records set since April 2009. This is included in packet.
* 8 and Under records do not go into swims. Please send 8 and Under records to Kru.
* Kru is going to check on 11 and 12 girls 50 butterfly record. It may not be correct.

Legislative - Warren Holladay

* Absent
* No report.

Awards – Karen Mayers

* A report is in the packet.
* Let Karen know if you have not received awards.

Marketing - Kevin Cox

* Packet included.
* Kevin proposed an idea on heat sheets that was tabled until the next meeting. The proposal was the charge $1.00 more per event and the heat sheet will be posted online the Tuesday of the week of championships. This way the families can print as many copies as they would like. We may need to look into putting a cap on the charge so larger families are not burdened by this.
* Kevin is working on getting sponsors for Mississippi Swimming that do not already sponsor clubs.

Board of review - Chris Deaton

* No Report.
* Ann Marie Mayers is now on the USA Swimming Board of Review.

Diversity – Wade Kojima

* No report.
* Wade will attend the Diversity Summit on November 12-15, 2009 in Colorado Springs, Colorado.

***New Business***

* There are three things that need to be voted on: 8 and Under Development Meet change of order of events, research committee for State Championships Committee, and setting up team seating for Long Course State Meet. A motion was made to approve these changes. The motion was seconded. All were in favor and the motion was passed.
* A motion was made to approve the ethical business document. The motion was seconded and all were in favor and the motion passed.
* Barbara will send a new document to everyone.

**A motion was made to adjourn the meeting. Motion was seconded and passed and the meeting was adjourned.**

The minutes have been respectfully submitted by Meghan Taylor.