

**Minutes of the August 25, 2013
VSI Board of Directors Meeting**

The meeting was called to order at 2:05 p.m.

Present were David Strider, Mary Turner, Terry Randolph, Steve Hennessy, Leanne Hillery, TJ Liston, Maureen Tolliver, Stephanie Suhling, Jessica Simons, Gordon Hair, Kevin Hogan, Ted Sallade, Bill Geiszler, Scott Baldwin, Bryan Wallin, Katherine Webb, Kara Morgan, Kevin McHaney, Bob Rustin, Pat Donohue, and Peter Maloney.

Bill Geiszler moved that the minutes of the June 13, 2013 teleconference be accepted. This was seconded by Terry Randolph and passed.

Treasurer – See report on website. VSI is \$100,000 to the good for the year to date. Bill reported that he is currently working with three clubs that are behind in payments. Bill asked for authorization for the VSI Treasurer, General Chair, and the Administrative Vice-Chair to remain the designated signers for VSI's accounts. This was approved.

Eastern Zone AG LC Meet reports

Bob Rustin reported that 1250 swimmers were in attendance. Overall, the meet went very well. On the first day, there was a problem with timelines which was worked out for the remainder of the meet. He talked with the Eastern Zones representatives about switching the order of events to move more fluidly. Bob commended Poseidon for a great job of hosting the meet. The Virginia 15-18 boys set a record in the 400 M. Medley Relay.

Kevin Hogan reported that this was one of the smoothest meets he had ever been a part of. There was great participation by officials and the national evaluators fit in well. Coaches also thought the meet went well.

Bill reported that the pool rental was fully paid and that \$4,000 was still owed in entry fees.

Maureen Tolliver reported on the Eastern Zone LC Age Group Championship. Virginia sent 116 athletes and placed second overall. The boys were second and the girls placed third. Thirty Zone records were broken. Ten of these were by Virginia swimmers. Excellent team unity was exhibited throughout the meet. Credit card payments worked well. There were some pre-meet issues. There were many last minute registrations which made it difficult for swimmers who were waiting on Summer Awards results to qualify. Maureen reported on research she had done on best practices for Zones registration. She indicated that most LSCs require that swimmers apply for the team and pay a registration fee by a predetermined date to be considered for inclusion on the team. Maureen proposed that the current policy be changed to "Athletes must submit an application and pay a fee to be considered for selection to the Zones team." A lengthy discussion ensued. Mary Turner moved that the proposal be changed to read :

"Athletes must submit an application to be considered for inclusion on the Zones team by a predetermined deadline."

The motion was seconded and discussed. The question was called and seconded. The motion carried.

Mary indicated that the motion, since it involved the VSI Bylaws, would need to be voted on at the House of Delegates meeting and must be submitted with 30 days' notice for consideration at the meeting in September.

Maureen reported that the team equipment did not arrive on time. It arrived during the meet. This was a problem for other LSCs too. The problem was that Speedo did not place orders in a timely manner which did not allow the vendor enough time to process and ship the orders on time. Speedo representatives admitted to the problem and apologized. They admitted that better communication was necessary on their part. VSI will give the vendor another chance next year with a reminder of the problems encountered this year.

There were two Code of Conduct violations. One athlete stole a cap from a neighboring bench and a team captain had all of his traded zones apparel disappear. The missing apparel is thought to be an internal team issue with no way to tell exactly who is responsible. Maureen will follow up with the team coach about the stolen swim cap and report to David and Steve on what she learned.

Senior Champs Report – Bryan Wallin reported that the meet was well staffed and that there were many fast swims. At one point, the meet was moving too fast and needed to be slowed down. The role of meet jury and championship meets was discussed. Bryan was commended for his willingness to step in at the last minute to serve as Meet referee for Senior Champs, when the previously appointed Meet Referee requested not to serve in this capacity.

Age Group Champs Report – Bryan reported that Christiansburg Aquatic Facility staff did a great job in set up and staffing. The process was seamless. However, there was light staffing of officials during the 10 and under sessions. This was probably due to the conflict with summer league divisionals. A couple of coaches disagreed with calls but the officials reviewed each call with the respective coach to describe the infraction. Scott reported that the meet was well attended. Twenty meet records were broken as well as several state records. Chase starts kept the meet flowing at a good pace.

Eastern Zone Business

David raised the question of "Should VSI submit a bid for Long Course Eastern Zones for Aug. 2014 or the Open Water Zones meet at convention?" Stephanie clarified that a bid for the age group zones meet includes the open water meet. They are both part of the same meet.

David asked if Poseidon could host both meets. Ted thought this would be possible, but they had never hosted an open water meet before and wasn't sure what was involved. Stephanie reported that open water meets generally have lower numbers of participants and additional costs for water testing and safety personnel and equipment. Profitability is generally lower due to these expenses and lower participation. Ted indicated that he would like to support this, but would like to see an expense report to get an idea of the costs involved.

TJ suggested that at convention VSI must make sure that a bid for pool includes a bid for open water. Convention delegates should vote for flexibility in the dates that each are held. It is very difficult to hold both at the same time due to air and water safety concerns. Stephanie recommended that VSI support the open water zone and that the host LSC be able to move date and site. All agreed.

Registration Report – Mary reported that registration materials are now available online. The issue of registration of satellite clubs was discussed. Satellite clubs have been a long standing problem on several fronts including registration, facilities use, LSC boundaries, etc. VSI and Potomac Valley worked on these issues together in the past. Their concerns were taken to USA Swimming but no substantive decisions were made at the time. VSI would like to create a mechanism to define a satellite club and determine where clubs can be located, where swimmer live, and which LSC best supports the team. Currently, VSI cannot act on this. The best course would be to go back to USA Swimming with Potomac Valley and try again.

Steve suggested that it may be time to start over again. VSI and Potomac Valley are both very concerned about being able to support swimmers and give them opportunities. It may work better this time. Mary will look into this possibility.

Mary discussed the issue of satellite club registration. Satellites are attached to established teams but are separate teams with separate financial bookkeeping entities and separate registrations. The registration for these entities is very complex. They currently do not pay separate registrations to VSI.

Jessica moved that “Satellite clubs are responsible for payment of club fees equal to the regular club registration fee.” Terry seconded the motion. Discussion ensued.

Mary countered that satellites should pay no more than the amount retained by VSI for administrative fees.

Friendly amendment: Bill Geiszler suggested that “Independent satellite clubs will be charged 50% of the current club registration fee”. The amendment was discussed. The question was called and the friendly amendment failed.

TJ and Ted expressed that all clubs should pay the same amount (currently \$100.00) as the cost of doing business.

Jessica moved that “Independent VSI satellite clubs pay the current club registration fee.” The motion was seconded, discussed and passed.

Mary will prepare a definition of “satellite club” and submit it to the board.

Mary discussed several proposed changes to the bylaws. See report on website. The majority of changes are housekeeping. Those that require more substantive changes will need to be submitted to the House of Delegates for approval. The changes must be submitted thirty days before the September meeting to be considered. The Board approved the changes and Mary will submit them for delegate approval.

LEAP 2 Update – Mary reported that we passed LEAP 2. However, she and Terry are now redoing LEAP 1, which must be done every four years. The deadline for submission is September 1 and it is almost done. VSI must meet 20% athlete participation on all committees. It may be necessary to reconfigure some committees to meet this requirement. Mary needs complete committee lists from committee chairs this week to meet the deadline.

An athlete travel policy is also needed. The Zone Team policy will be modified to meet this requirement.

USA-S Convention - Mary sent around a signup sheet for hotel reservations for those attending convention. She will also be collecting flight information for a spreadsheet. Mary suggested that everyone read the legislation packet to prepare for the delegates meeting. TJ suggested the board discuss the proposed dues increase before the convention. This issue was discussed and was not supported.

September Leadership Weekend – David read the report submitted by Steven Phillips on the plans for Swimposium. Swimposium will be held the weekend of September 28-29 at the Doubletree Hilton. The Athlete Clinic will be from 10:00-2:00 p.m. on Saturday. Athletes can begin registering at 9:30 a.m. The scheduled hosts are Kate Ziegler and Kim Vandenberg. Jim Miller has agreed to lead the Coaches Workshop. He will speak on “Injury Prevention” and if there is time “Open Water”. The banquet speakers are Kate Ziegler and Kim Vandenberg.

The Board meeting will be Friday, Sept. 27 from 6:00-9:00 p.m. Committee meetings are from 1:00-6:00 p.m. on Saturday. On Sunday, the athletes meeting will be at 8:00 a.m. The Board will meet one hour prior to the House of Delegates meeting (9:00-10:00 a.m.). The House of Delegates will meet from 10:00-12:00 p.m. The awards banquet will begin at 1:00 p.m.

Make a Splash Update - Gordon reported that we have 32 local partners. Four letters of intent were received for the Virginia Swimming grant. Full proposals were due by August 15, but none were received. Gordon moved that “the August 15 deadline be extended to September 1.” The motion was seconded, discussed, and passed.

Committee Reports

Safety Committee Report– Gordon reported on the new coaches’ safety certification offered online by the American Red Cross. USA-S has a new Director of Risk Management, George Ward. He shared that 30% of USA-S’ budget is spent on insurance coverage for athletes. There is no Board of Review for racing starts. Each club must keep a list of all swimmers who are dive certified with a parent signature on the certification. Gordon also discussed chronic medical conditions and injuries. He closed with a discussion of the new Open Water safety procedures. Virginia is by far the most compliant and most accepting of the safety changes including guidelines for air and water temperature and for recognizing only sanctioned open water meets. All non-sanctioned open water meets are not USA-S insured.

Safe Sport Report – David passed out the report submitted by Jerry Hayes. See report on website.

Open Water Report – See report on website. Stephanie reported that Jessie Arnold was selected for the U.S. National Open Water Team. She is the only Virginia swimmer to be selected for a national team. There were four open water meets scheduled for 2013 with three actually held. OBX is planning to host another open water meet in 2014. Although OBX is a member of VSI, the meet must be approved by the Zone Coordinator for North Carolina. Dare County is currently covered within the Southern Zone. This caused some problems this year. However, if the meet is approved for 2014, it will be easier. Stephanie stressed that it is important to run sanctioned meets, as unsanctioned meets are not insured by USA-S.

Age Group Report – See report on website. Scott indicated that there were three bids for Summer Awards. The timelines were very long this year. He will attempt to have this problem resolved during the House of Delegates meeting. It may be necessary to have three meets to help with the timelines.

Unfinished Business

Bill proposed that a \$500 gift card be purchased in appreciation for the Zone Team Manager. This proposal was seconded and passed. Bill also proposed that he continue to process the outreach entry fee reimbursements. This proposal was also seconded and passed unanimously.

Gordon discussed the Interim Report on Air and Water. USA-S has a checklist for safety of facilities. He suggested that VSI could educate teams on this process and use the form to evaluate facilities. Issues could be documented and shared. Also, he feels that not enough is being done to educate athletes and coaches in the benefits of showering before entering pools and building restroom breaks into practice schedules. Gordon led a long discussion on air quality of facilities during meets and if meets should be called due to this issue. The following steps will be taken to assist in educating coaches and athletes on air quality issues:

- Gordon will submit safety tips for the VSI website
- Gordon will post a PowerPoint presentation on air quality on the VSI website
- Gordon will send the Facilities Checklist to David, Mary and Steve to disseminate
- David asked Katherine and Kara to talk to swimmers about this issue during the Athletes meeting in September.

Board member Pat Donohue discussed concerns with previous championship meet contracts, coach-official communication issues, and the lack of support for the meet director role at Senior Championship meets. David stated that he would respond to Pat's concerns in a timely manner.

New Business

Mary passed out the Board of Directors Handbook to all new board members. She asked that all new members sign the confidentiality agreement on the last page and return it to her prior to leaving today.

Mary noted that information on Outreach is currently located under the Diversity tab on the VSI website. She indicated that Michael would like permission to relabel the tab Diversity Inclusion/Outreach. This issue was discussed. A suggestion was made to just create a new page for Outreach.

Jessica made a motion to "Create a separate outreach page." The motion was seconded and passed.

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Leanne Hillery/Secretary