



12655 SW Center St., Suite 330, Beaverton, OR, 97005 * (503) 747-3702

Mission Statement: To build and promote the sport of competitive swimming for the benefit of all swimmers to achieve their maximum potential.

Ammended

OSI Board Meeting

Wednesday, January 3rd, 2018, 7:15 pm, Conference Call

In attendance: Shelly Rawding, Debbie Laderoute, George Sampson, Emily Melina, Brad Robbins, Trey Fincher, David Galbraith, Julie Greenaway, Marilyn Loitz, Shane Bennett, Heather Thomas, Lindsey Soule, Trey Fincher, Chloe Bowman, Greg Bostrom, and Christopher Pfaffenroth, Jacki Allender.

Called meeting to order: Approximately 7:18 pm.

Shelly Rawding called meeting to order. The OSI Board of Directors Orientation Manual was sent out. There is one error – Marilyn Loitz is listed incorrectly as Zone Secretary/Treasurer, should be Credentials/Elections committee. It was asked if our meetings at 7:15 pm – does this work? Is 7:30 a better hour for coaches who come from practice? It was determined changing the time would make no difference, that 7:15 works well for all. Discussion held as to whether everyone is okay with keeping this time? It was discussed previously that it is difficult to have the treasurer's report by the 1st Wednesday and that currently the treasurer's report is for the month prior. The second Wednesday meeting time was also discussed but determined that other meetings are on subsequent Wednesdays. It was decided to keep meetings on the 1st Wednesday at 7:15 pm and clarified the treasurer's report would be for the month prior.

With regard to the minutes from the previous board meeting, the Senior Chair Report is listed as Marilyn and should be Shelly Rawding. Julie Greenaway's name spelled incorrectly. Motion made to approve the minutes and seconded. Minutes with changes approved.

Special Recognition Announcements: Club Excellence Recognition for Silver Medal to THSC, MAC, and HEAT. Bronze Medal to CAT, MHA, LOSC.

Treasurer's Report – David Galbraith

David apologized for lateness of reports. Two things, he wanted to discuss. Regarding the Balance Sheet – it looks quite healthy with plenty of money in cash in bank accounts. Second item – Provisional Budget versus Actual - if we look at this, our budgeting was not accurate on some items but we seem to not spent as much as anticipated in other areas. So if you look at the bottom number, we came out in the black from budget versus actual. I will be looking at number s and look at the budget and would like to put together a committee to tighten these numbers up to be more reflective of reality.

We will also need to look at budgeting for championship meets – especially with the new board in place – we need to start talking about those conversations to nail down what those expenses are going to be like – especially since we won the bid for zones coming up. David stated from everything he is looking at, everything is looking solid and healthy and everything looks pretty good going into the end of the year.



12655 SW Center St., Suite 330, Beaverton, OR, 97005 * (503) 747-3702

Mission Statement: To build and promote the sport of competitive swimming for the benefit of all swimmers to achieve their maximum potential.

He noted he was looking for a minimum of 3 people but no more than 5 to work on a budget committee to estimate the numbers a little bit better. People who could help clarify expenses, perhaps from a meet director standpoint. Jacki Allender and Debbie Laderoute would like to be involved. David stated he would also like to also run these by George Sampson, even though he cannot participate on committee due to time constraints. David will also try to solicit Paul to participate

Jacki Allender asked David about the previous items he was going to ask Paul about from the last board meeting (pool rental & surcharges). He did ask and sent the response to George Sampson (who had asked the question). He will go back and resend these to the broad board list.

Motion was made to approve the treasurer's report and seconded. Motion passes to approve.

Administrative Vice-Chair Report – Christopher Pfaffenroth

Nothing new.

Senior Vice-Chair Report – Emily Melina.

Will continue to work on All Star/Senior Champs – nothing new.

Diversity (Western Zone All Star Team) Who is on this? Kids that are going to Washington DC February for the Black History Meet: Two kids from CAT – Francesca Criscione and Gabrielle Smit, Owen Ngan from MHA, and Jensen Ervin and Fay Lustria.

Coaches Representative Report – George Sampson

Regarding the OSI Coach Mentorship Program proposal, Shane Bennett asked what was the dollar amount that a coach leading round table would receive – George responded \$100. George also stated we have \$8,000 so if we want to make it more – we can make it more. It was expressed that they felt these were great ideas and like how this is set up this year. As far as the B/C camps, the question was raised as to whether the meet director sets this up? George will reach out to each host and ask how they would like to set up – or we can ask the meet director how they would like to set this up? He will send out to everyone and give everyone an opportunity to do it.

Official's Chair Report – Julie Carpenter - not present. Referees for all championship meets are listed.

Registration/Office Report – Debbie Laderoute

Registration still going – getting there. I think next year it might be better to be proactive and have Linda here in the beginning instead of having to play catch up at the end. However, Elaine Heasley came in and helped out and got a lot of TU stuff cleaned up. We have definitely seen a jump in the number of officials and had a lot of new trainee's register. We're just getting through it.



12655 SW Center St., Suite 330, Beaverton, OR, 97005 * (503) 747-3702

Mission Statement: To build and promote the sport of competitive swimming for the benefit of all swimmers to achieve their maximum potential.

There are other office things we can focus on after registration is caught up. Would like to address/deal with these and approach next year differently, being proactive, now knowing what's coming.

David mentioned he would like us to acknowledge Elaine Heasley's help – that she has been a great asset. Was suggested to have Debbie get her a Starbucks gift card and thank you card. Also, for Ronda Soule, who was extremely helpful – that we would like to do something for her as well. She too is a tremendous asset. This was seconded by George Sampson. Discussion was had that this fits in with our miscellaneous budget and can be decided upon by discussion within the group. This was discussed and approved.

The question was raised as to whether there is still quite a backlog? There is still more than she would like to have in front of us. With still various levels of completion and Jan 1st hitting – the ones that need to be dealt with right away – there's a bigger pile than she would like but it is smaller than it was and definitely going down.

Heather Thomas asked regarding the registration process - Are we ever going to go back to be able to process credit cards for registrations? It was stated that you can currently use credit card or pay by check. This is in the registration module, when you go in through the "start registration," you can click credit card payments. The concern was people leaving a credit card in the system and having it bill the credit card automatically. You can avoid this by putting the credit card in each time. It was enabled for the one-time credit card and disabled for the credit card for automatic billing as there is a flaw in some of the processes in TU. The concern was to avoid the credit card transaction fee each month. David stated they did eliminate the autopay but the single one-time payment should be there. David will take action to validate this and report back.

Debbie Laderoute also reiterated that they are no longer keeping them in a holding tank anymore, so if there is concern about athletes needing to be registered – the holding tank is no longer there.

Webmaster Report – Greg Bostrom

There are some new things on website. Under athletes, a camps page is new. If there is other info you would like on the website, let him know.

Discussion was held as far as the officials and coaches - email is good for contact information – not cell phone.

As far as using TU and emails, Greg asked if the board would want the ability to email groups in the LSC? It was mentioned that meet director/coaches/officials groups would be helpful to send emails out to. Greg would set up a separate account to be able to give access to email groups through TU. Contact Greg if you want this access. He can also create a separate group called Board of Directors. He will set these up tomorrow.



12655 SW Center St., Suite 330, Beaverton, OR, 97005 * (503) 747-3702

Mission Statement: To build and promote the sport of competitive swimming for the benefit of all swimmers to achieve their maximum potential.

Diversity and Inclusion and Disability Chair – Emily Melina.

Nothing to add to this.

New Business

Map for Zone Travel Funding: Shelly mentioned she thought this would be easier to ready in a map form as opposed to listing the LSCs individually. Discussion regarding what should be in Zone 1 was had – change this or leave it the way it is with WA/OR/IE. Discussion specifically geared regarding Idaho and Montana meets? This can be readdressed next year – see how it shakes out. Motion was raised to approve MAP for zones for travel funding and will replace the current wording where we have the states broken out. Motion seconded. Motion was approved.

Coaches Hall of Fame: Jody and Mark are not here, but had the idea of creating a committee - 3 or more people –to work with them on a Coaches Hall of Fame idea. Is anyone interested? Brad asked is this a recognition? – what is the purpose behind it? Shelly thinks it is meant to be a way of recognizing coaches – another way of provided some kudos for some coaches in our LSC. Brad said he would put his name in to help with this. George mentioned he thinks it may be similar to the Wall at Weyerhauser? Shelly stated she would like to find a female coach to participate as well. Christopher stated he would ask Ruth Stocks if she would be interested in participating

Zone Task Force: George stated he plans to move forward with a Survey Monkey as he has been unable to get a female athlete to volunteer to the Zone Task Force. He will work with Debbie on this.

Governance Items:

Ceremony Chair and Camp Foreman/Coordinator—Christopher appoints them. He stated he would take suggestions for these appointments. For Ceremony Chair, Christiani was offered and Berkdahl from Corvallis.

For Camp Coordinator, Denise Croucher’s name was offered. George will send her info to Christopher. George stated it is an important role and how it is a struggle to get pool time (have a team give up pool time) for a BC camp on the weekend for 2 hours.

Awards Chair. This is different than the ceremony chair, and needs to order the awards. Debbie Laderoute stated her preference. She and Linda would take stock of what needs to be ordered. Because of changed sponsorship, the Speedo ones can’t be used. Having someone in this position, would just take something away from the office. The awards ceremony chair would be more important at this point. There are people out there that would like to be able to help and participate and be involved. We need to reach out to people and there would need to be guidelines in place before you do that.



12655 SW Center St., Suite 330, Beaverton, OR, 97005 * (503) 747-3702

Mission Statement: To build and promote the sport of competitive swimming for the benefit of all swimmers to achieve their maximum potential.

Policies and Procedures Updating: Shelly stated she realized it is hard to see what had changed on the travel fund. She sent out an email out about 5 minutes before meeting started. Leap 3 requires travel fund policies and procedures. As far as eligibility, she tried to clarify swimmer must compete in individual event. Under reimbursement, it was defined to clarify what we actually do—that we don't pay every coach to go to nationals – that they must have an athlete swimming. This issue was tabled to next month for a vote.

Exact change proposed is outlined as follows:

Clarification on the coach funding item. This is on page 2 just below the Zone table with states/reimbursement amounts.

What was changed was in the travel fund under C. Eligibility.

*2. The swimmer must compete in an individual event **and the coach requesting reimbursement must directly coach an athlete** at one of the following USA Swimming Sanctioned meets...*

*3.a Funding will be available for a single meet within a given season except in Olympic years when funding will be available to athletes **and coaches** who compete at Trials and Nationals within the same season*

*3.c. The swimmer/**coach** must represent an OSI club at the qualifying meet...*

*And under D Reimbursement, - is based upon the swimmer's time in the OSI LSC. the Winter (short course) season is September 1 thru April 15. The summer (long course) season is May 1 thru August 31. The reimbursement guideline listed below is applied to the dollar amounts in the Distribution table above. **Coaches are eligible their first year coaching in Oregon for reimbursement.***

For coaches education funding from ASCA, we are clarifying what we do now, that the ASCA rep can go to ASCA or can have someone else go in their place. The wording is under Article V – adding a section XI – talking about coaches travel to the ASCA clinic – to provide funds for coaches chair to attend (travel/hotel/per diem) and if coaches chair cannot attend, another coach can go in his place. This wording is to clarify what we currently do. The question was raised about clarification for the World Clinic – not just any ASCA clinic – yes this can be added. Christopher asked Is there anything in ASCA rules or limit for amount of times they could go? George stated that no there is no limit – limited to the president of the coaches association or who they appoint? The concern was raised about abuse of this. George stated this can be discussed at the next ASCA meeting – if the chair cannot attend – do we want the committee to approve who takes their place? The question was raised if the current wording sounded appropriate. A motion was made to adopt this policy, seconded, and approved.



12655 SW Center St., Suite 330, Beaverton, OR, 97005 * (503) 747-3702

Mission Statement: To build and promote the sport of competitive swimming for the benefit of all swimmers to achieve their maximum potential.

Exact wording is as follows:

Article V: OSI Travel Fund

Section XI: Coaches travel to the World Clinic sponsored by the American Swim Coaches Association.

Purpose: to provide funds to send the Coaches Chair, voted in by OSCA (Oregon Swim Coaches Association) to the American Swim Coaches Association Clinic for continued education. Travel, hotel and per diem is paid for by OSCA for the Coaches Chair to attend this clinic. If Coaches Chair cannot attend, another Oregon coach may be sent in their place.

Distribution of Funds: The Oregon Swim Coaches Association pays for this travel.

The next meeting will be February 7th at 7:15.

Motion to adjourn at 8:15 was made, seconded, and passed.