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Mission Statement: To promote and support the achievement and development of athletes, coaches, volunteers and clubs in competitive swimming.

Oregon Swimming, Inc.
House of Delegates Annual Meeting
 Virtual Meeting via Zoom & Election Buddy Platforms
 October 4, 2020

Attendees	A roll count was recorded/ taken, kept on file at the Oregon Swimming Office.
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TOPIC	DISCUSSION/ RECOMMENDATION	ACTION/ FOLLOW UP
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1.0~ Call to Order		
The meeting was called to order at approximately 9:20 am by General Chair Shelly Rawding, who welcomed the attendees. Shelly thanked everyone who is helping facilitate and prepare for this meeting, including OSI Executive Director Debbie Laderoute, parliamentarian Beverly Przybylski, PRP, Julie Carpenter and Emily Melina (who are assisting in the control room).		

2.0~ General Chair- Shelly Rawding		
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Credentials Report	Debbie Laderoute said that we had 56 participants at the start of the meeting. A final tally will be tracked. The Credentials Report was approved to adopt.	
Standing Rules	Lissa Parker, OSI Secretary read out loud the HOD Standing Rules, as some participants will be joining via phone in only. These were sent out before this meeting with the agenda and materials for the HOD packet. These were voted upon and adopted. Shelly Rawding assisted the participants with instructions as to how to raise our hand in the Zoom platform for making comments.	
Agenda	Shelly Rawding asked if there were any changes to today's agenda, hearing none -today's agenda was accepted.	
Minutes	The minutes of the last meeting from September 29, 2019 at George Fox University, Newberg, Oregon were approved – with a correction to the spelling of Kaitlyn Dobler's name.	
Treasurer's Report	Rex Watkins ,OSI Finance Vice- Chair presented the Treasurer's Report- including the financial overview, account balance sheet summary, income and expense reports and forecasts for the rest of 2020 and 2021's budget. Rex added that the year has been nothing as we expected primarily due to the pandemic- however we are in a better position than anticipated- we had far fewer expenses. Shelly overviewed the ways that this group can make motions electronically, for the voting members, either by computer or phone. Questions and notes can be submitted in the comment/ chat columns.	
The 2021 budget was approved	Shelly added that the budget for 2021 was included in the packet sent out and made a motion to adopt the 2021 budget. Rex explained some of the details about how this budget was created. The poll was launched in the Election Buddy format, and members voted. The budget for 2021 was approved by 99% of the voting members.	

Elections	<p>Shelly explained the process for nominating candidates for the OSI Officers. These names were previously submitted for the open positions:</p> <ul style="list-style-type: none"> • Administrative Vice Chair: Rick Guenther, CAT • Age Group Chair: Chris Pfaffenroth, Bend & Juan Vidal from MHA • Treasurer: Rhonda Soule, CAT <p>If there is only one candidate then the Chair declares that the candidate fills the position. The Chair declared that Rick Guenther will be Administrative Vice Chair, and Rhonda Soule will serve as Treasurer. If there is more than one nominee then a vote will be taken in the Election Buddy platform.</p> <p>For the Nominating Committee we need to have at least one athlete on the committee. This committee selects officers to present for positions at next year's HOD. This committee needs five members. These names were brought forward:</p> <ul style="list-style-type: none"> • Scott Kerr, ECSC • John Wray, NST • Fallon DeWitt (athlete) • Matt Crum, OCST • Jackie Allender, CAT • Kim Hay, CS • Murilo Martins, MSC • Avery Keinonen (athlete) <p>Ballots will be sent out for these positions with the Election Buddy platform, an email will be sent to the registered voters.</p>
Award Nominees	<p>For the USA Swimming Outstanding Service Award these individuals were brought forward as nominees:</p> <ul style="list-style-type: none"> • Emily Melina, LOSC • Rex Watkins, AAA <p>For the James R. Richardson Award, the following individuals were nominated:</p> <ul style="list-style-type: none"> • Gus Arzner, Retired OSI Coach • Jacki Allender, Corvallis Aquatic Team, Official • Rex Watkins, AAA <p>For the Jon Arlin Adaptive Award:</p> <ul style="list-style-type: none"> • Mark Rieniets, OSI Official • Dylan Hall, RAC Athlete • Adin Williams, George Fox Athletics <p>Several members spoke to the qualifications and exemplary service from the various nominees listed above, as well as why they recommended them for an award.</p> <p>Ballots will be sent out for these award recipients via Election Buddy as well. Debbie Laderoute explained the voting process, and how they are launched online. We do have tech support as well.</p>
3.0~ Administrative Chair- Chris Pfaffenroth	
General Chair Report	<p>Shelly Rawding, General Chair submitted her report prior to the meeting. She gave a short recap. The year started out with an amazing Top 5 banquet, and we initiated the Oregon Swimming Hall of Fame. Many changes occurred as a result of the COVID-19 pandemic, and OSI set up many programs and educational opportunities to help keep members connected- these were listed in her report. Changes to the way we the OSI Office is run was also highlighted, we let the office lease expire and Debbie Laderoute received a job change to fill an Executive Director role.</p>

Admin Chair	Administrative Chair Chris Pfaffenroth introduced the OSI Chairs.
Senior Chair Report	Emily Melina (LOSC) Senior Chair submitted her report. Emily said that this year we had to adjust and pivot from the original plans. She is hopeful that we can resume activities forced to cancel due to the pandemic. She submitted the Next Steps for Hosting a 2020 USA Swimming 18 and Under Winter Championship” and proposal materials from USA Swimming with her report, as well as the Toyota US Open information proposals for several sites hosting in November 12-14, 2020.
Finance Vice Chair Report	Rex Watkins, Finance Vice Chair, said that we have set money aside that we would have been used to rent OSI Office space- for now Debbie is working from her home. Rex said that in the long run he thinks that we should eventually have an office space.
Age Group Chair	Victor Brasil, Age Group Chair reported that it was a very hard year – we did everything that we could due to the pandemic and its disruption. We had a championship committee that was hard to accomplish much work on, as we cannot predict future timelines- he will send a report later. We will have an online Allstar meeting, and we have had disagreements about whether we can compete or not or just prepare for possible competition. He would like to have a plan for something for 14 and Unders to compete in, in person or virtually.
Coaches Report	Quentin Rieniets reported that the OSCA group is now a committee under Oregon Swimming, and will operate under the OSI Bylaws section developed to include the OSCA Committee. We have sent out nominations for the officers -Chair, Vice Chair and Secretary -and all the athletes and coaches awards have gone out. Please vote on these- they will be closed by tomorrow. There will be no meeting this year, but we will continue to meet as a committee about opportunities for coaches training and/ or offering speakers and roundtable sessions. The ballots were sent out ahead from the OSI office from Debbie Laderoute.
Athlete Rep. Reports	Senior Rep. Fallon DeWitt, Junior Rep. Avery Keinonen and At Large Rep.’s Jessica Maeda, Gabby Calvi and Andrew Huang presented their Power Point slide report. They presented their July 2020 online Leadership Summit which was very successful- and they were under budget for expenses. It was 6 hours long- presenters included Katie Wickstrand for Leadership Styles, athlete Alyson Schmitt for Competition Experiences, and Diversity, Equity and Inclusion topics by Dr. Brighid Dwyer. They have also conducted conference calls on the OSI Zoom platform for various- one of which was a DEI conference call with members from the USA Swimming staff. Lastly they covered requesting contacts from each club for team rep.’s and athlete contacts. They don’t have information for all the teams in Oregon- so far 36 teams have filled out their form. They also have an Instagram page which is a fun way to stay connected.
Time Standards	John Hiett, Time Standards Chair, reported that he has not much to report since we have not had competition activity due to the pandemic.
Technical Planning	Dan Gipe, Technical Planning Chair said that we do have a Championship Committee, we have been trying to determine if we can have any competition or not- that is all he had to report.
Scheduling Chair	Murilo Martins, Scheduling Chair reported that we do not have much going on – he would like to make the Fall/ Winter season flexible and not have teams penalized if they wanted to host an inter-squad or other meet at the last minute or when other teams have meets scheduled. OSI was going to be discussing this at a recent meeting per his suggestion. We may not have any for the winter due to COVID-19. He is hopeful that we can start up again for the Spring/ Summer 2021 season and return to the meet bidding process.

Website/ Records	<p>Greg Bostrom reported for the maintaining the website and meet records. Sixteen new records were achieved this year. He sent the Top 5 information to the committee working on that. He is looking to switch over to the new Team Unify team format for the website- but based on changes at the OSI office and personnel duties he is waiting so it does not need to be redone again.</p> <p>The old meet schedule will be taken down, he can add some if dual meets are scheduled. He will make OSCA scholarship updates and other changes to the website as needed.</p>
Op. Risk Report	<p>Russ Scovel reported as Operational Risk Chair. Very few injuries occurred this year for obvious reasons. For coaches' credentials – USA Swimming is extending the certifications that must be done in person, online is still required before the end of the year such as Athlete Protection and coaches Red Cross education.</p> <p>If anyone needs help or have trouble with their certifications, they can get hold of him- the Red Cross has some provisions for training in a socially distanced manner. OSI now has some mannequins and equipment so that we can conduct some trainings.</p> <p>For coaches- there is health insurance through USA Swimming options are available if they do not have coverage. Open enrollment is currently underway- so they need to sign up now. He has served two terms now- so his position is open for a volunteer if they are interested. Questions were raised about what we do if a team member tests positive for COVID-19. Does it get reported to USA Swimming? Russ said that he can request reports, he has not received any information about this i.e. it would be via statistics after the fact. We do want to track these, so submit any as an incident report.</p>
Camps	<p>Camp Coordinator Denise Croucher – was not attending. No report.</p>
Officials Committee	<p>Julie Carpenter, Officials Chair thanked OSI as she is stepping down after serving 6 years. She shared her data online- starting with the slides of the area official's chairs and the areas that they cover. She thanked Reed Sloss for his service as he is also now stepping down as Sanctions Chair. She also submitted a written report ahead.</p> <p>Julie reported that all our official's clinics were held yesterday via Zoom meetings and they had about 60 people attending. They also did the awards for officials as well. The Dick Parker award went to Pat Allender yesterday, which was very well deserved.</p> <p>In terms of protocols for the COVID-19 plan and compliance with various counties and entities- we will talk more about this topic later in this meeting.</p> <p>For hosting future meets, for example - communication via coaches and referees may be via text in the future, and no spectators will be allowed at meets. Sanctions should be submitted via electronic methods and paperless- make sure it is approved by your meet director ahead of submission and include the MAPP protocols. Do not assume that your entries are not accepted unless you get conformation from the host/meet director. All swimmers must be dive certified as well. One must have enough officials to start the meet or times will not be counted.</p> <p>Swimmers also must have one foot in contact with the adjustable plate, including the relay members. No deck changing is allowed as usual, and tech suit rules are to be enforced -we expect the coaches to talk to their athletes. Questions were raised about deck changing and who would be enforcing this. This is a conversation from the coaches to their athletes.</p> <p>Is OSI also considering lowering the number of officials that are required for meets? Julie said that this would be primarily occur just for during the pandemic, with one less official, once we go back to our regular season previous requirements would be reinstated.</p>
Diversity, Equity & Inclusion	<p>Emily Melina reported for DEI – she does not have a full report as she has been serving in this role only for a couple of weeks. There is a committee that is working on several DEI topics. They have had multiple conference calls.</p>

Disability	No report for this. Christopher Pfaffenroth said that he does not think that Shane Bennett was aware that he (Shane) was slated for this role.
Office Manager	Debbie Laderoute reported for the Office Manager and Registration. Debbie said that we have had a few changes with our office move, and a few small changes about the sanction applications- which now include referee approval ahead with a signature from the referee or an email to the OSI office. The meet information will not be posted until the meet has been approved for a sanction. Teams will be invoiced for sanction fees and through March 31, 2021 they will be a half charge- and inter-squad meets will be allowed once a month. The LSC return to competition document requires some wording changes per USA Swimming and examples will be on the OSI website. Contact Debbie if you have any questions.
Sanctions Chair	This was included above in the Office Manager's report.
Safe Sport	Jacki Allender, Safe Sport Chair reported that 16 OSI teams have completed the Safe Sport recognition, and a \$500.00 incentive to teams is still available until the end of December 2020, several teams are close to obtaining this recognition. This includes coach owned teams as well as the non- profit teams. As athletes turn 18 years- old they need to complete the athlete protection training, otherwise their times do not count, and they cannot compete. USA Swimming has added additional training to help meet the requirements for athletes and parents.
Allstar Team	Debbie Laderoute, Team Manager and Danny Weinberg, Head Coach served as last year's Allstar Team coordinators. We had no Zone meet this year due to the pandemic. Allstars may be done virtually – to be worked on by the Pacific host team. Danny Weinberg said he has not much to report hopefully we get to a 2021 Zones competition- hosted at Mt. Hood by Inland Empire and Snake River Swimming in August 2021.
Question	Greg Bostrom as asked if we will have any Hall of Fame additions this year? Shelly Rawding said that we may have nominees next year -after we make it through the pandemic year.
4.0~ New Business	
COVID-19 Protocol	The topic of COVID-19 Club Safety Requirement / Protocol was discussed at length. Chris Pfaffenroth presented the topic- once pools were brought into Phase One for the entire State of Oregon -we needed guidance for swimmers to practice and to keep pools from being shut down again. We did submit recommendations early on to the State and Governor's office – a Task Force worked on this. These points were brought up, some actions were adopted, via online polls: <ol style="list-style-type: none"> 1) Strikeout language for requirements and recommendations- passed by 85% 2) Changing a line about publishing on the website- passed by 84% 3) Questions about health screening requirements- whether they are required or is there room for interpretation in this language/ wording 4) All teams should follow local and state guidelines- i.e. minimum requirements 5) How are teams warned for violations? What constitutes this and what is the action plan? Wording was suggested if a team does not provide an action plan with a week, then the team is found to be in violation of the code of conduct of USA Swimming. 6) Clarifications were brought up about establishing team policies. Who is policing these i.e. such as a mask policy? 7) This seems like overreach if we already have state guidelines that are mandated. 8) A poll was taken about the wording change about violations- this passed by 80% Further discussion ensued about when this protocol would go away, such as after the pandemic is over. We do have laws in place already that includes compliance such as State laws. (see next page)

<p>Legislation Bylaws- changes proposed by the Governance Committee Contd.</p>	<p>Bylaws # 8- Action- Treasurer being exempt from term limitations was in conflict with the OSI P&P and is not a commonly accepted business practice. Members- at – large will now be appointed for a 1- year term and will not have term limitations. This falls under 6.6 Terms of Office, Sections .1, .2 and .3.</p>	<p>Voted at 95% Yes</p>
	<p>Bylaws # 9 – Action- To give athletes a voice in who represents them on the OR committees. This falls under Article 7- Divisions, Committees and Coordinators 7.4, Section .1 Athletes Committee, D. Committee Appointments.</p>	
<p>Policies and Procedures</p>	<p>Action # 1- proposed by Sanctions Chair Reed Sloss, BOD and OSI Office. The reason was to move sanction process back into the OSI Office and to add to the P&P the current practice of Meet Referee approval of Meet Document before sanctioning. This falls under Article II Sanctions, Section IV- Submission for Sanction, Sections C through H. This was pulled for discussion- a clarification was asked about adding an exclusion for intra- squad meets, they should not be required to have a 30 day posting. A line change was proposed to exclude intra- squad meets in Section C by Russ Scovel. This amendment was seconded and approved by 97%. Also considered – should we change the wording of Sanctions Chair if it falls under the office? This is not required if it is under the purview of the office. Mark Rieniets explained that we left the position in the P&P in case we needed to change it back in the future, rather than eliminate it.</p>	<p>This action passed by 98%</p>
	<p>Action # 2 – proposed by the Governance Committee. The reason was to bring it into alignment with other Board members term limits. This falls under Article VII- Officiating, Section 1- Officials Organization, A. Julie Carpenter spoke to this proposal. Judi Creech did some research about the Western Zone- out of 17 only 2 term out their Officials Chair. The trend in the Western Zone is to not term out their Officials Chair. Julie is in favor of not making the Officials Chair term limited. Mark Rieniets explained that this was a clean up item. (This needs only 51% majority to pass with 30 days- notice).</p>	<p>This P&P change passed.</p>
	<p>Action # 3 - proposed by the Governance Committee. The reason for this was to ensure that officials are given a chance for the ballot. This falls under Article VII- Officiating, Section 1- Officials Organization A. Julie Carpenter spoke to this about elections on the ballot- and the expectation of having a minimum of two per position. There is no reason that they should have to have a minimum when other board members do not have this requirement. Mark Rieniets explained the history of this. The reason was to add this by other officials requests to the governance committee, but it is inconsistent with our other board appointee requirements. A NO vote takes this back to the original wording, a YES then makes the changes as listed to require a minimum of two candidates. (This needs only 51% majority to pass with 30 days- notice).</p>	<p>This P&P motion failed.</p>
	<p>Action # 4- added later. This P & P item under Article VII- Officiating, Section 1- Officials Organization, A. Officials Chair. A section was removed regarding “an advisory ballot that shall be held at the end of May each election year, with the ballots due in the OSI Office by the end of July”. Discussion was held about the timeline, and when they are appointed. Changes were made to change the date at the next HOD meeting, rather than listing October per se, which was approved. Also proposed was to take out the last sentence in this section, which delineates who knows the election results early, which also passed.</p>	<p>This P& P with additional changes passed by 100%</p>

Locations for next HOD	The locations for the next 2021 HOD meeting were considered for nominations. The locations brought forward were Albany and McMinnville- Russ Scovel spoke to Albany and Murilo Martins spoke about McMinnville for their qualifications and facilities available. After an online vote Albany was voted at 56%, McMinnville 44%.	Albany is the location for 2021 HOD
Positions Voted In	Shelly Rawding announced that Chris Pfaffenroth will be the new Age Group Chair. For the nominating committee the new members will be Scott Kerr, Fallon DeWitt, Matt Crum, Avery Keinonen and Jacki Allender.	
P&P # 2	Russ Scovel brought up reconsidering some wording on the last line of P&P changes – action item #2. After discussion since the motion is not amendable but debatable, it was withdrawn. We would need a full vote to reconsider it. This can be done at a regular OSI Board meeting.	Work on this at an OSI Board meeting
5.0~ Old Business		
No old business was brought forward. Our next Board meeting will be on November 16, 2020.		
5.1~ Executive Session		
No separate discussion was held.		
Adjournment: There being no further business, the meeting was adjourned. At the end of the meeting 87 were still in attendance.		
Next Meeting: October 3, 2021 HOD Meeting, in Albany, location TBD.		

Chair Reports

OSI General Chair Report HOD October 2020 Shelly Rawding

This year started out with an amazing Top 5 Banquet, where we inaugurated our initial class of 13 Olympic swimmers and coaches into the Oregon Swimming Hall of Fame. We were honored to have had 2000 Olympian Chris Thompson speak and answer questions to the swimmers, along with having the family of Kim Peyton speak and show the video of her Olympic Race. After the ceremony honorees and board members shared dinner at McMenamins in Corvallis. It was well received, and we look forward to additional inductees as the years progress.

As Oregon Swimming was wrapping up our very successful Championship meets, Covid19 began to show it's ugly head in Oregon. A big thank you to Tom Holt, OSI swimming official, who was able to assist us as we navigated the start of this epidemic. We soon had to make hard decisions in canceling the ability to sanction swim meets, but soon thereafter pools were closed at the State level and decisions began to be made at USA Swimming level for us. We are happy to report that pools currently have the ability to open statewide, and the board is continuing to work on helping clubs find the resources needed in order to do this safely. This year has shown everyone how quickly things can change.

Programs and educational components put into place by the OSI board have included:

- Roundtable discussions with OSI peers
- Payroll Protection Program education, shared coaches idea exchange Padlet
- Weekly newsletters for coaches and team leaders • Hosted 5 webinars for all OSI athletes
- Zoom calls for reopening strategies
- Provided funding up to \$1,000 given to Safe Sport Certified Clubs
- Provided funding up to \$1,000 available for all clubs that gain one level in Club Recognition Level Status
- Letter to Governor's Office

- Athletes hosted our Virtual Leadership Summit
- Held Town Hall with USA Swimming Staff
- OSI Diversity, Equity and Inclusion Committee
- Brainstorming sessions on how else to help clubs
- Funds earmarked for Covid19 relief to be spent as clubs get back into the pool and into racing

This year has also marked a change in the way the office is run. The office lease expired in May and we did not renew the lease. We will allow our employees to currently work from the safety of their home. Debbie Laderoute received a change in job title/description to Executive Director. This will allow her to function most effectively for our organization, and help meet the needs of all our athletes, coaches, clubs and volunteers. I appreciate all the Oregon Swimming board members, volunteers and staff, who have helped us navigate this uncharted territory this past year. If you have concerns, questions, or ideas to help make our organization even better, please don't hesitate to contact myself or Debbie Laderoute.

Senior Report- Emily Melina

This year we had to adjust and pivot from our initial plans. We had intended to have several programs (mainly joint practices sponsored by OSI for qualifying athletes to swim and practice together, learn from new coaches, and hopefully drive performance) to support our athletes in the leadup to the 2020 Olympic Trials/Games, however with COVID forcing the cancelation of virtually everything, we were unable to hold these. Our hope is to bring these back, safety permitting, in the leadup of 2021 if possible. We had also hoped to attend a FINA World Cup meet in Europe in October or November of 2020, but again, this was delayed. Our hope is to do this in 2021, safety and opportunity permitting.

The idea of bringing kids to a higher level meet outside of the country is still something I'd like to explore but we will have to see how the next few months play out as much is unknown. If international travel isn't feasible, but domestic travel is, we will explore those options or return to our senior training camp. Lastly, the meet format for USA Swimming Winter Championships and US Open have been adjusted. It goes without saying that many things could still impact these, but currently the formats have been adjusted to allow flexibility, minimal travel, and safety. I have included the format and information released by USA Swimming. Locations are still being decided but the goal is for LSCs to host the Winter 18&U Champs and we are working on figuring out logistics and locations for those, and the US Open meet will be at 8-10 sites TBA shortly (may be announced by the time HOD happens and I will update then).