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

OSI Board Meeting Wednesday, September 2, 2020 - 7:00 pm, Zoom Conference Call		
Attendees	Jacki Allender, <del>Jim Bowe</del> , <del>Jody Braden</del> , Victor Brasil, Quinn Brown, Gabby Calvi, Julie Carpenter, Judi Creech, <del>Fallon DeWitt</del> , Dan Gipe, <del>Jeff Gudman</del> , <del>Andrew Huang</del> , Avery Keinonen, Debbie Laderoute, Marilyn Loitz, <del>Jessica Maeda</del> , Emily Melina, Lissa Parker, <del>Christopher Pfaffenroth</del> , Shelly Rawding, Mark Rieniets, Quentin Rieniets, Brad Robbins, <del>Russel Seovel</del> , Heather Thomas, Rex Watkins, <del>Paul Windrath</del> Guest(s): Helen Leiser, Erica Desoto	
TOPIC	DISCUSSION/ RECOMMENDATION	ACTION/ FOLLOW UP
Welcome, Agenda Items/Consent Agenda, Special Announcements		
<p>Shelly Rawding welcomed attendees at 7:00 pm. Shelly announced that Avery Keinonen is joining us now as the new OSI Junior Athlete Representative. In other news Shelly said that Skip Runkle, longtime Oregon coach has retired, and that Jody Braden has left Portland Aquatic Club- as a result Jody has resigned from the OSI Board as the Coaches Representative. (See New Business below about the coaches rep. replacement).</p> <p>We will pull Shelly's report today and add the inter squad meets proposal to new business. The standing rules will also be discussed later in new business. Jacki Allender asked if we are going to have another meeting for the Personnel Committee- is it ready for the Board to look at? Shelly said that we will meet again tomorrow and are finalizing the proposals before they are presented to the board.</p> <p>Questions came up about the HOD online meeting and details. We do not have a command center space yet but are working on it and will be practicing ahead- need a space large enough and good Wi-Fi capabilities. Shelly also clarified the details about the control room space- there will be only about five people will be in the command center. Julie Carpenter will follow up again with the MAC Club.</p>		
Treasurer's Report- Paul Windrath		
The treasurer's report was submitted – Shelly said that there was a big loss of income due to the pandemic, but to counter that we had few expenses- is hard to compare with the past years. This report was approved.		
Past Minutes		
The OSI Board meeting minutes from the August 2020 were approved with a couple of minor changes and clarifications.		
Chair Reports		
General Chair Report	See submitted report, and Shelly will highlight some items in New Business.	
Admin Chair	No report.	
Senior Chair	See submitted proposals in New Business.	
Age Group	No report.	

Coaches Rep.	See New Business. Quentin Rieniets will serve as interim coaches rep.
Officials	See submitted report.
Operational Risk	No report.
Safe Sport	No report.
Diversity	No report.
Athletes	No report.
Sanctions Chair	No report.
Office Report	See submitted report. Debbie Laderoute brought up starting an OSI Facebook page- see New Business section below.
Other	No submitted reports such as Age Group Camps and Zones reports. Murilo Martins – Scheduling Chair-submitted a report about the annual meets calendar and championship meets.

#### New Business

Coaches Rep.	<p>We need a motion to have Shelly appoint a replacement coach’s representative– she said that Quentin Rieniets is willing to serve in that role, even after the elections. We need approval for Quentin taking over Jody’s spot on the Board until we can fill the position at HOD.</p> <p>Clarification was made that the coaches vote for this position; in the past it was done at the OSCA meeting in October. They would still vote for this position within the new OSI Coaches Committee structure. Shelly added that Quentin will serve as the Chair of the Coaches Committee and will have a vote at the USA Swimming Convention.</p> <p>Rex Watkins said that he also has a couple of candidates that are also interested in this position. A motion was made, and it was approved to have Quentin serve for the interim.</p>	Quentin Rieniets now serving as interim coaches rep.
OSI Facebook Page	<p>Debbie submitted a proposal to add an Oregon Swimming Facebook page- we already have an Instagram page for OSI. This would add another platform to reach families and swimmers. We can also share appropriate social media and email information through Constant Contact as well. Discussion points that were considered:</p> <ol style="list-style-type: none"> <li>1) More coverage to families and swimmers, and advertising OSI events</li> <li>2) Our Instagram page is more targeted to swimmers</li> <li>3) Concerns about Facebook being a ‘negative platform’</li> <li>4) Need to make sure we are still reaching families in many areas</li> <li>5) Facebook can point families to website news as well</li> <li>6) Newsletter to remain the formal communication and news</li> <li>7) Debbie Laderoute would be the administrator for the page</li> </ol> <p>Shelly asked for a general ‘thumbs up’ for the proposal. No formal vote was taken for this- it will be an addition to the various forms of communication coming from the OSI Office.</p>	Will add another platform with Facebook

Meet Bids	<p>A report was submitted from Murilo Martins, Scheduling Chair about championship meet bids. We have not received any bids for the SC 11-14 Championship Meet. Victor Brasil brought up the need to be prepared and have a plan in case there could be a championship meet held- whether it would be virtual or in some other way such as a live stream competition. We need to be prepared, but there are doubts if we would be able to have a meet. Jacki Allender said that in the past we had discussed sending this topic to the Technical Planning Committee (TPC). Shelly suggested that Dan Gipe, TPC Chair be joined by Victor Brasil as Age Group Chair and Emily Melina as Senior Chair. Rex Watkins added that a representative from the venues that were originally slated to host the SC championship meets be included (Corvallis and McMinnville).</p>	Send Meet Champs topic to TPC
Virtual Top 5 Committee	<p>Victor Brasil reported that he has not hear yet from Greg Bostrom about times. He thinks a virtual ceremony which features athletes would be good, perhaps with athlete cameos. Discussion was held as to how many top times- it was agreed to stick with SC Season for the records and still tabulate only the top five fastest times. Shelly suggested that we form a committee to work on this and host it in November.</p> <p>Debbie brought up the other recognitions such as athlete of the year and coaches of the year. After discussion it was decided to defer those recognitions for this year, and just stick with the athletes.</p>	Debbie, Rex & Victor will work on the Top 5 Committee
Standing Rules for the HOD Meeting	<p>Shelly said that the parliamentarian for the HOD has helped us develop the Standing Rules for the HOD document. We will be sticking with the 11<sup>th</sup> version of Roberts Rules of Order since the latest version has many changes. Questions were raised as to why we would need to vote via email- Shelly explained that there may be a few participants that will have to call in rather than join in via Zoom. Discussion was held about the possibility of using the chat for voting.</p> <p>Shelly said that OSI membership will get login permissions ahead of time via Election Buddy. Shelly said that there will be options and instructions that will be sent out before the HOD.</p> <p>Shelly added that this needs to be sent out ahead of the HOD so that people understand that this will need to be approved at the HOD before the start of the meeting. This was approved.</p>	Standing Rules Approved to offer at start of HOD for vote
Virtual HOD in Bylaws	<p>Shelly explained that for us to have the HOD as an online meeting we need to have it specified in our OSI Bylaws i.e. in the Rules and Regulations. The adoption page / amendment allows for '<u>Participation Through Communication Equipment</u>'. This would be sent out to clubs in their HOD packet of information. Rex Watkins added that we should make sure that these rules and instructions are specifically for this year, and some language to the participants that this is occurring due to the pandemic i.e. only for this year. His concern is that in the future we might lose in person participation for future events, workshops and clinics etc. Shelly said that it could also be a possibility that the HOD for 2021 might also have to be done electronically.</p> <p>After discussion it was decided to have a clause added that HOD meetings done electronically notices must be sent out and approved by 2/3 of the majority of the OSI Board 30 days in advance. This was approved.</p>	Rules & Reg.'s Change Approved

<p>Bylaws Items/ Governance Committee</p>	<p>Mark Rieniets sent some items for review from the Governance Committee for the OSI Bylaws/ Policies and Procedures.</p> <p>Mark said that there were a couple of typos to be corrected in the Safe Sport section throughout the documents.</p> <p>Under Duties and Powers of the HOD the section 4.5/ item #9 involves removing Board members that have failed to attend to their official duties. Shelly Rawding said that in the current revised version it only allows Board members to remove people rather than the HOD if the section #9 is taken out. Mark said that we need to have a reason for removal and written notice. The individuals also need a right of reply and process- which makes it difficult to do at a HOD meeting. Mark added that section 5.6.9 is also almost identical and gives the Board the authority to remove members. These points were brought up:</p> <ol style="list-style-type: none"> <li>1) It removes power from the HOD</li> <li>2) The HOD can make a motion at the meeting to remove people</li> <li>3) 5.6.9 says that the Board will act for HOD between sessions</li> <li>4) Power is not being removed but it is out of the public arena</li> <li>5) It could take the process a lot longer if only at HOD</li> <li>6) Processes might start at HOD and be finalized at Board meetings</li> <li>7) Concerns about people defending themselves in a large venue</li> <li>8) Processes can start ahead of the HOD and be finalized there</li> </ol> <p>This led to further discussion about how at large members are added to the Board- they are appointed and approved. Also discussed was term limits. If at large members are invaluable contributors - why should we impose term limits i.e. for one year?</p> <p>The commencement of the term was also brought up from section 6.6. Each person shall assume office in this section- it is not designated to be January 1<sup>st</sup> per se- but the LSC may modify this to be at the start of the fiscal year or a convenient date. After further discussion it was decided to make all terms start January 1<sup>st</sup>.</p> <p>Another anomaly discussed was the Secretary position that at this time did not have term limits. The Treasurer and Secretary positions will now have the same term limits as other Board positions.</p> <p>The athletes committee will make the decisions as to who they want on their committee. Mark added that Fallon DeWitt is going to take the topic of what requirements the athlete committee wants for the Junior Athlete Rep. Shelly added that there is a minimum 15 years of age requirement from USA Swimming.</p> <p>The Governance Committee will make the changes to the final Bylaws documents.</p>	<p>Several Changes/ Items Discussed</p>
<p>Standing Rules/ Meet Sanction Process</p>	<p>Mark will also make some basic changes to the formatting for the Standing Rules which he will clean up.</p> <p>Rex Watkins brought up sanction changes for sanction that in the past were already submitted by meet directors- Debbie Laderoute explained that the checks were being processed either by the OSI Office or sent to Reed Sloss in Bend- which caused some delays. Debbie added that this was one of the driving influences in going to the online payment processing for sanction applications.</p> <p>Rex thinks that the sanctions Chair should still be reviewing the sanctions ahead. How we can ensure timeliness and information going back to the meet directors and meet referee? Debbie explained that the goal is to make the information go to the meet referee and admin official goes to both before the sanction is approved.</p>	<p>Contd. On next page</p>

Standing Rules/ Meet Sanction Process Contd.	Debbie explained that the form she has created is fillable online. After discussion it was decided that an email confirmation from the meet administrator and referee would also be accepted. Shelly said that all the Bylaws and Rules and Reg.'s changes will need to be sent out 30 days before the HOD- now that we have cleaned up these items.	Emails OK from Meet Director / Referee Pre-Sanction
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Inter Squad Meet Changes – Due to COVID-19	<p>Emily Melina has proposed that we remove the restrictions on limiting per season the number of inter squad meets that teams might host- due to the pandemic. Virtual meets could also be added. OSI would also be allowed to collect 50% of the sanctioned meet fees as well to encourage more participation and support clubs financially.</p> <p>Jacki Allender brought up the concern that many pools cannot host meets at this point; every pool also has different regulations. Would this be limited to their team only? Rex Watkins spoke about teams contacting pools such as theirs to have other teams rent their pool – they are going to try an intra- squad meet this fall. Victor Brasil suggested a state liaison to contact statewide facilities to see what their pool availability might be. Mark Rieniets added that some pools such as Newberg are fully booked right now.</p> <ol style="list-style-type: none"> <li>1) Clarification was made- the first proposal (Under Article II- Sanctions, Section II, Procedures Part E) is to have teams able to have unlimited inter squad meets with sanction. After discussion the motion was made to allow <u>one sanctioned meet per month until March 31, 2021.</u> This was approved.</li> <li>2) The second proposal would be to add the wording <u>Virtual Meets</u> (Under Article II, Sanctions, Section II, Procedures Part M). Discussion was held as to who this would apply to – either just statewide or nationally? Details and rules would have to be inserted into the meet information. Current USA Swimming COVID-19 meet rules would apply. An amendment was made to add the wording to current USA Swimming <u>sanctioned</u> COVID-19 meet rules would apply. Also added was that this rule applies up to March 31, 2021. This was approved.</li> <li>3) The third proposal (in Section III, Fee- Part E) about collecting 50% of the meet fees through July 31, 2021 was discussed (this may be extended by Board vote). Rex said that the July date seems like a random date. He would go with either the March 31, 2021 date or at the end of August. Mark said that we should change the word collect to charge. The proposal was formatted to read- charge 50% of the meet fees through March 31, 2021. This was approved.</li> </ol>	Three items approved through March 31, 2020 with some revisions
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Old Business		
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None		
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Next Meeting (s) at 7:00 PM		
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|  | <ul style="list-style-type: none"> <li>• Zoom OSI Board meeting – Pre- HOD scheduled for September 30, 2020 at 7:00 PM.</li> <li>• Online HOD Meeting October 4, 2020 at 9:00 AM</li> </ul> |  |
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	With no other business, the meeting was adjourned at approximately 8:40 PM.	
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## Submitted Reports for September 2, 2020 OSI Board Meeting:

### Chair Report - Shelly Rawding

Had a good meeting with Beverly, the parliamentarian we have hired for HOD. She has been very helpful in walking us thru what we will need for our meeting in October. Please see the standing rules we have proposed for the meeting. I would like to appoint Quentin Rienets as Coaches Rep. Jody relinquished his position last month, and Quentin has some great ideas on how to move forward. He is also available to attend the virtual USA Swimming convention in September and can be our coaches vote. This appointment needs to be approved by the BOD, then he would finish out Jody's term – which ends Jan 1st. This is under new business.

The Personnel Committee is still meeting, and immediate needs are taken care of currently. We're planning a HOD run thru on Sunday Sept 20th at 9am. To try out the voting platform and just do a little trial to see how it all works. Everyone is welcome to join in and have some fun with us for an hour that morning....let us know if you would like to participate. We are still looking for a location with great wifi and lots of space for us to social distance while being in the same building space... If you have a big house with good internet connection in the Portland area that you are willing to share for a morning – let us know. For HOD 'control room' looking at having Shelly, Debbie, Beverly, a tech person who can troubleshoot and one or two others (max) who can assist with seeing when people wish to be recognized online (in chat/by raising hand) and who can help answer questions etc...

We ran a meeting early in the month and invited the coaches from the tri-metro area. The goal for the meeting was to provide an open forum to discuss proactive opportunities for clubs to remain cohesive and operational. Juan Caraveo from USA Swimming was on the call. We do realize clubs are frustrated, and there is no easy answer or easy way to get pools open in the metro area. But staying in contact with your local pools, health departments, legislators, and finding out 'who knows who' could help... and maybe find a way for them to crack the door open and let pools open.

### Official's Chair Report – Julie Carpenter

Due to the current conditions, Reed Sloss is stepping down as Area Chair. We are making some reassignments with the OSI Areas – we will post on the website when the adjustments are made. There are 2 sanctioned events Aug 28 & 29 following the virtual meet suggestions and social distancing rules. We will be recapping via Zoom this week.

### Office Report – Debbie Laderoute

Year to date registrations: Premium athlete 103 FLEX athlete 139 Outreach athlete 14 Individual (non-athlete) 22 Top 5 -Due to COVID restrictions and with our athletes' safety in mind our annual Top 5 ceremony will take place in virtual format this year. We will need a Top 5 committee to make this event a success and to help us come up with creative ways to recognize our athletes.

Sanctions – Thank you to Reed Sloss for serving as our Sanctions Chair for so many years! The sanctioning process will be moving into the office and there have been changes made to the Standing Rules which can be found in the documents shared by the Governance Committee for this meeting. In addition, work is being done on a Sanction Approval Instructions document that will be posted on the website for teams to use as a reference as well as a sample meet information document. As we return to competition this document will include the additional required information and language.

## Scheduling Chair Report – Murilo Martins

Dear OSI board members, Please see below a quick update/suggestions regarding our swim meet schedule for the fall-winter.

### NON-CHAMPIONSHIP MEETS

With over half of OSI swimmers out of their home pools and us coaches and team leaders having no idea of when we will be able to start hosting meets with spectators and visitor swimmers, I would like to suggest a flexible meet calendar for the fall-winter. Instead of moving ahead with the August 31st final deadline for applying for meets, for this fall-winter only, OSI would lift the two standing rules that force teams to pay a \$50.00 fee to add meets after the bid deadline and the rule that teams hosting a meet on the same weekend where another team might try to add a late meet to the calendar have veto power to stop that late meet. That way, we would have a flexible calendar where meets would only be added to our meet calendar after they get sanctioned. There would be no need to bid for meets for the fall-winter. Assuming we survive the fall-winter, we should be able to return to some normalcy for the spring-summer and return to our traditional meet bidding process.

### CHAMPIONSHIP MEETS

We were only able to fill two championship meet needs from our recent bid. Corvallis were the only team applying for Senior Champs and McMinnville was the only team eligible for 10&Under after Willamalane hosted the meet for two consecutive years. There were no applications for 11-14. I think it is still too early to settle for a meet format since most of our pools are still closed but it is worth brainstorming. Depending on how we are dealing with COVID during the winter, our option for championship meets might completely change and we have to run several meets by region similar to high school districts or the old CBSL. In regard to 10&Unders where our team is scheduled to host, we feel that with our large seating capacity of 600-700 seats between the deck and the stands, we could host a meet without spectators and make sure kids are being socially distanced by teams. We would allow a parent volunteer in addition to the coach for every 10 swimmers for each team. Teams would have their own warm-up slot for a quick swim. Bull pen would be socially distancing. Since our pool happens to be well located at our very touristy downtown, we would broadcast the meet on Facebook or YouTube live so parents could watch at coffee shops, stores, restaurants, etc. We could even find a sports restaurant that would show the meet on their TVs. At this point, I think every idea and suggestion is valid. We will continue to swim through uncharted waters for months to come. Hopefully together we can find solutions for these challenges. Sincerely, Murilo Martins

