



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.

**DRAFT
OSI Board Meeting**

Wednesday, January 4th, 2017, 7:00pm

In attendance: Jody Braden, Shelly Rawding, Lindsay Soule', Chloe Bowman, Jeff Gudman, Nathan Templeton, Rex Templeton, Marilyn Loitz, Trey Fincher, Paul Windrath, Jacki Allender, Angie Lindsay, Debbie Laderoute, Christopher Pfaffenroth, Greg Bostrom, Russ Scovel, George Sampson, Julie Carpenter, David Galbraith, Ruth Stocks, Geoff Tiffany, and Sophia Stone-Holmbeck.

Called meeting to order: 7:06pm.

Motion to hold off until the next meeting to approve November 2016 Meeting minutes. M/S/P

Treasurer's Report - Paul Windrath

Action Items: Senior Championship Entry Fees:

MHCC has raised the pool rental rates in 2017 as well as regularly charging for classroom use. If OSI maintains the existing entry fee structure (\$13/swimmers (FUF), \$10/swimmer Surcharge, \$4/ind splash, and \$10/relay), each Championship meet held at MHCC will lose about \$1,000. Historically, for both Championships, the 2015 meet earned about \$5,000. In 2016, the amount decreased to about \$800 (MHCC and a 2015 HOD increase to the Meet Host). As stated above, 2017 looks to be an \$800 loss (see attached). To return to 2015 profit levels, OSI would have to raise the Surcharge or the FUF by \$7-\$10/swimmer. Since the HOD has traditionally been when the surcharge is reviewed and raised, the BOD needs to look to the FUF to increase Income.

Motion: To ensure that OSI does not lose money on the LCM & SCY Senior Championship, increase the Facility Use Fee to \$17/swimmer for both Championship meets to be held at the MHCC. M/S/P Meet information will need to be updated. Paul will send it to Jacki Allender.

Discussion on Motion: Facility use fee stipulation that all the money from that fee goes to cost of facility use. Must bring this up at HoD - what do we do if the location of meets increases facility fees after meet bids have been submitted. Need to address

OLD BUSINESS: Income Statement - 2016 Preliminary Summary

Preliminary Summary for 2016 shows a \$64K gain vs a forecasted \$45K loss. Revenue was \$79K higher than forecast. At least \$50K is timing related. Expenses were \$30K less due to Camps, Olympic Trials, Futures, and Payroll being less than forecast. 2017 Forecast has been updated to reflect changes to the office organization and moving some unspent Officials funds forward. These changes make a small negative impact (3%) vs the original forecast and require No action by the Board.

Balance Sheet – November 2016 summary reflects a new line item for the Travel Endowment interest earmarked for the OSI operating account that will remain invested until needed. When the 2016 financials are finalized, both the Emergency Reserve and this OSI Interest/Dividend Reserve accounts will be updated.

Oregon Swimming Inc:

State of Oregon excluding Malheur County; plus Clark, Cowlitz, Skamania, and western portion of Klickitat Counties of Washington State.

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Summary: Oregon Swimming is on sound financial footing.

SWIM GUIDE

Editing and formatting of the 2017 SWIM GUIDE is complete. Thank you to those who offered to review the wording changes that were suggested.

Comments: The GUIDE continues to be 116 pages. Arena has the inside front cover, Hasty has the inside back cover, and SR Smith bought the outside back cover. SR Smith has offered to pay the upcharge for the back cover being in color. The front cover will stay B/W. In addition to the updated from HOD and Board action, a new Article has been created for the Swimming Convention section. It had previously existed within the Travel Fund Article when, except for the Athlete Reps, no Travel Fund funds were used for Convention Travel/Accommodations. WORD did not cooperate 100% with the formatting changes I wanted to make, so there are areas of inconsistent appearance that would have required re-typing a lot of pages. My typing skills are ok, but not that good. Re-creating the entire content would be a good project if the GUIDE continues to be published. The Meet Schedule (6 pages) is taken from the website and BOD meetings have been added. The meet schedule for Oct –Dec 2017 is the same as 2016 with dates adjusted. These meets were not approved by the Scheduling Chair – I just added them. The Club Information (18 pages) is incomplete, in my opinion. I suspect there are clubs that don't exist as well as a lack of complete club contact info. OSI Records (15 pages) is a different format than the 2015 GUIDE. The cost to print and mail to the clubs, BOARD, and keep some in the office will approach \$1200 depending on the cost of mailing to the clubs.

Closing Comment – While I see the benefit of having the SWIM GUIDE in a hard copy format for easy reference at meets, there should be discussion about what needs to be printed and mailed to the clubs. Since the recipients are primarily coaches, the website must be current for the officials and parents. If publishing the entire GUIDE continues, there needs to be a consistent format between website and GUIDE formats. Time spend on this – at least 120 hours.

NEW BUSINESS: OSCA-OSI:

OSI and OSCA are inter-twined which is ok. However, I have some concern about the way financial transactions are being managed. There needs to be better documentation of which organization is responsible for which activities. Three things need to take place: a) determining if OSCA is its own business entity, b) clarifying the respective responsibilities at the Fall meetings, and c) documenting what financial support OSCA will provide for various OSI athlete events.

Treasurer Duties:

Historically, in OSI, the Treasurer has not been a signer on accounts so they can reconcile the accounts each month without a conflict of interest. This restricts the effectiveness of the Treasurer. With the Board's approval, effective with David Galbraith becoming the OSI Treasurer, I will continue to reconcile the accounts each month and perform other duties authorized by the Treasurer - until such time as it becomes necessary to change.

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Motion to create a separate position that has no signing ability, but will be in charge of reconciling the accounts. Appointed by the General Chair with Board of Directors approval. M/S/P This will require a change in Bylaws. Paul Windrath named as the Reconciler of Accounts.

Administrative Chair - Rick Guenther

Senior Chair Report - Shelly Rawding

In response to Paul's thoughts of increasing the splash fees at Mt Hood - I would suggest and support a \$3 increase in the surcharge in order to break even. I am not sure we need to make a \$5000 profit on the meet. I would prefer that large fee increase discussion be taken up at the House of Delegates meeting.

It was a good experience to assist the hiring committee, and we all are very pleased that we now have Debbie Laderoute on board as our new Executive Administrator. Welcome Debbie!

The Olympic Training Center has still not given me a yes or no on if we have a spot in April for the senior training trip. So still in a holding pattern for planning that trip. We should hear something very soon one way or the other.

Had a couple thoughts for the board on recognition of athletes and increasing communication with clubs. I am not sure we give enough recognition to swimmers who set new OSI records during the course of the year. Maybe at the Top 5 ceremony we could have a few minutes to have all the OSI record holders (current and if there are any past ones in the audience) to be recognized? Also, do we send them paper certificates when they are achieved? I know this was discussed last year, but I do not know if this is something we are doing. Anyone know?

Discussion: We have not the last few years. It would be nice to do this again to recognize those swimmers.

Over the years we went from having a monthly newsletter delivered in our mail, to an online copy of the newsletter, to now no newsletter at all. Communication is always a challenge, and I think it would be very helpful if we went back to having a monthly newsletter of some sort. Maybe we send it to all the coaches and officials, and have a way for parents and swimmers to opt in to receive it as well. It doesn't have to be long - but short communication blurbs I think would be well received by clubs and families. I could collate something from this group if needed - but I think it would also be something that Debbie could do pretty easily - and she'd be the one with the email group lists also from the registration forms. Let me know if you'd like me to assist with this.

Discussion: One page sent out a month with important information for the month. Debbie will put out a call once per month if anyone has anything to add to it.

This year with the changes in the way Zones is being selected, I would like to see that information out well in advance - not just the meet information but a note about the changes that are being made so no one is caught

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And, we want to be sure and congratulate all the new OSI record holders from Junior Nationals!

SCY - Winter Juniors

Luke Thornbrue HEAT 15-16 boys 500 free 4:25.38 1650 free 15:19.31

Brynne O'Shea MAC 15-16 girls, Open girls 200 back 1:56.88

Emily Cook THSC 17-18 girls 200 back 1:57.57

HEAT Relays - 15-16 boys

200 Free Relay - 1:25.26 Jerrad Duncan, Ethan Heasley, Brett Champlin, Luke Thornbrue

400 Free Relay - 3:07.51 Jerrad Duncan, Ethan Heasley, Brett Champlin, Luke Thornbrue

200 Medley Relay - 1:33.29 Maxwell Woodbury, Brett Champlin, Ethan Heasley, Luke Thornbrue

Age Group Chair Report - Siouxa Tokman

Discussion of swim suit legalization. We need to make our own rules as an LSC on regulations and have them put into the swim guide. Spend some time on asking coaches particularly at 10&Unders, and discussing at the next few board meetings.

Coaches Chair - George Sampson

Approved for Coach Mentorship Program again, up to \$8,000 available. Looking at how to get more coaches involved and applying.

Held one camp during Thanksgiving. Asking around to hold B/C camps. Discussion with Emily about Diversity. Hoping to get another Disability/Diversity camp in April.

Athlete's Representatives Report - Angie Lindsay, Lindsey Soule' - no report

Time Standards - Alex Nikitin - no report

Technical Planning Report - Ruth Stocks

Finishing up the meet information for the Championship meets. The rest should be out in the next week or so.

Scheduling Chair Report - Murilo Martins - no report

Website & Records Report - Greg Bostrom

Currently to sign up board members and clubs on our website, Greg would have to do that individually. There is a plan developed on how to do clubs, officials, and other non-athletes registrations for the development.

Credit card information is still up as if it is available and needs to be pulled. The completed registration email to the office is a little difficult to comprehend.

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Safety Chair - Russ Scovel - no report

Camp Coordinator Report - George Sampson - no report

Official's Chair Report - Julie Carpenter

Funding for officials traveling to Winter National events sent to Debbie Laderoute, Andrea Knutsen, and Jacki Allender. Official's Committee started a new recognition program, "Official of the Month". Each AC chooses someone in their area for their assigned month and writes a small description. In November -- all names of selected officials will be put in a drawing for a prize at the Award's ceremony. This is posted on the Official's page of the website. Preparing for Winter Championship meets.

Official's Task Force Proposal: updated based on feedback from 2016 HoD - assume will be saved for 2017 HoD.

Minimum number of officials per entered athletes:

0-5 athletes entered - no requirements

6-20 athletes entered per session - 1 certified official

21 or more athletes entered per session - 2 certified officials

Teams entering must agree to provide officials based on entries. Officials can be named the week prior to the meet. Host team is exempt from requirement.

There is a 2 year exemption for new teams and Summer League Teams.

Penalty - Teams that enter and do not meet these requirements will not score or receive awards.

Diversity & Inclusion & Disability Chair - Emily Melina

The recommendation from USA Swimming was that we re-examine our policy for Outreach Members given that our old standard of free/reduced lunches isn't an accurate determination of whether they should qualify. Ex: some entire school districts qualify as a whole, meaning that some kids are technically qualified as a "free/reduced" lunch member, *but* shouldn't necessarily financially qualify for outreach memberships. I've attached a reworking of our policy to accommodate more of the population we want to reach with our outreach program. Additionally, we'll hold at least one OSI Diversity Camp this year, maybe more!

At Convention, USAS made it clear they aren't going to be coming out with their own policy about tech suits for younger ages anytime soon, and that if LSC's wanted to do so, they could. SoCal BoD unanimously approved their policy shortly thereafter. We could certainly follow suit should we so desire (sorry for the pun). I'm with Shelly on the Championship meet fees.

Registration Report - Debbie Laderoute

Processing registrations that came in during the break. There are only two teams that have not registered yet.

Sanctions Chair - Reed Sloss - no report

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Safe Sport Report - Joe Dahl

Seven coaches/board members attending the Safe Sport Conference!

National Times Verification Chair Report - Jacki Allender - no report

All Stars/Zones Report - Debbie Laderoute - no report

New Business

MVA/AAA Meet Date: Albany had bid on a 10&Under meet after everyone else (better for their team). Prior to the bid they had secured the date with their pool. Discussion around the pool decks that it would be nice for there to be a meet at the end of July for those kids that don't necessarily go to Championships. Albany would like to host this meet. MVA has a meet scheduled for that weekend. OSI has a policy about scheduling meets that are not already on the calendar needing to be approved by the teams already hosting a meet and incur a fine (Standing Rules Article 1 Swim Calendar, Section 2a). Albany will wait to 2018 to offer this offer meet.

Bank Accounts:

The following changes should be made to (*insert account name/last 4 digits of account number*). Please remove Tiana Julian and Jacki Allender as an authorized signer on said account. The remaining Authorized Signers should be Jody Braden.

Resolution leaving Jody Braden, President as signer. Adding David Galbraith (Treasurer), adding Debbie Laderoute (Office Manager).

BoD election affirmation: Formal affirmation of the election of new officers that are replacing others. Motion to approve the new elected officers from the 2016 House of Delegates be affirmed as of January 1, 2017. M/S/P

Albany Aquatics and Albany YMCA would like to co-host the House of Delegates weekend. Costs would be for food. Tabled until the football schedules are announced so that hotel rooms can be available for visiting coaches.

USA Swimming development a new conflict of interest forms. These need to be completed by all board members by the next meeting.

Old Business

Announcements/Schedule

OSI Board Meeting - February 1st, 2017 @ OSI Offices - 7pm

OSI Conference Call - March 1st, 2017 - 7:30pm

OSI Conference Call - April 5th, 2017 - 7:30pm

OSI Board Meeting - May 3th, 2017 @ Albany - 7pm

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OSI Board Meeting - June 7th, 2017 @ OSI Offices - 7pm

OSI Conference Call - July 5th, 2017 @ 7:30pm

OSI Board Meeting - September 6th, 2017 @ OSI Offices - 7pm

USA Swimming Convention - September 10th-17th - Dallas, TX

OSI Board Meeting - November 1st, 2017 @ OSI Offices - 7pm

Meeting Adjourned at 8:41 pm.

Submitted by:

Sophia Stone-Holmbeck
OSI Secretary

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