



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, November 2nd, 2016, 7:00pm**

**In attendance: Tiana Julian, Rick Guenther, George Sampson, Jody Braden, Joe Dahl, Julie Carpenter, Shelly Rawding, Caitlin Wilson, Jeff Gudman, Emily Melina, Marilyn Loitz, Jacki Allender, Paul Windrath, David Galbraith, and Christopher Pfaffenroth.**

**Called meeting to order: 7:05pm.**

Minutes from March meeting were approved. M/S/P

**Treasurer's Report - Paul Windrath**

Oregon Swimming asset value increased about \$20,000 in September primarily on the strength of 2017 registrations coming in. For the year, Travel Endowment interest is \$37,000 (on track to reach \$45,000) and market value has increased by about \$50,000 (but we know how fickle the market can be).

For this year, meet and surcharge revenue is higher than forecast and on track to match 2015. Membership should exceed forecast and match 2015. Athlete Reimbursement for National Travel is lower than forecast, primarily in Olympic Trials reimbursement. Office Payroll is lower than forecast. Overall, 2016 should be close to \$40,000 income (including \$29,000 in contributions from Encore and Intel) vs the original \$44,000 loss.

Currently, OSI has 3 bank accounts: main checking, all-star, and a savings account. At one point there was probably a good reason for those accounts. At this time, they serve no purpose. The savings account has had no activity for 2 years and the all-star account is more hassle than it is worth. Unless there is a significant reason to keep this open, these two accounts will be closed in November and the funds (\$10,000) will be transferred to the Main Checking account.

OSI (Office and Team Manager) have used a debit card for transactions which carry some significant risks if lost. After the OSI credit card was hacked during the USAS Convention, Tiana has applied for a business credit card that will have the ability to add users (and turn them on or off) as appropriate for travel trips like the All-Star meets and Senior Training. Additionally, the limit will be high enough to manage through some situations when the amount being charged exceeds \$15,000 (travel expenses).

In January 2017, the 2015 Travel Endowment Interest (\$44,000) is scheduled to return to the OSI operating account. To that end, Jeff has NOT been re-investing the monthly interest/dividends which now stands at \$34,000. Given our projected \$40,000 2016 income, a forecasted \$15,000 2017 income, and no new significant initiatives, I recommend we re-invest the \$34,000 as well as future interest/dividends until such time as they are needed.

The 2017 Budget has been updated to reflect the expense of producing and mailing the 2017 SWIM GUIDE as well as the additional \$2,000 to the Officials Mentoring account (off-setting 2,000 in income from OMS for support the 2016 Masters Nationals).

Motion to close the savings and zone accounts. M/S/P

*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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#### **Administrative Chair - Rick Guenther**

#### **Senior Chair Report - Shelly Rawding - no report**

#### **Age Group Chair Report - Emily Melina**

Probably included in George's report as well, but given that the Zone Manager position was vacated mid-term, we appointed one based on applications. We had 3 interested parties and we chose Debbie Laderoute for the manager position. She comes with a lot of experience and was the most qualified. She had been a zone chaperone multiple times so she knows how it works. She's also an official and an avid volunteer within OSI. I've emailed both Debbie and Jody (the zone coach), to get them started and will provide support for them through the transition (and ensure Siouxha knows what is needed when he takes over the Age Group Chair position in January).

While Top 5 isn't really an Age Group Chair duty, its something that I've taken on so I will include it in this update:

- the location secured. Willamette University, Smith Auditorium Sunday the 13 of November from 1-4 (awards 2-4pm). Light refreshments available from 1-2pm.
- awards all taken care of. Athlete reps will help give out awards as they have in the past. George and Jody are splitting MC duties and all presenters have been secured.
- I have completed the programs and am finishing up the certificates for new records broken. I will get these to Tiana this week to be printed.
- Judy Storie will be doing the Stars again and I will check in with her this week to see if she needs anything more from us.
- will get some parent volunteers form MVA (or MHA) to help setup the facility (stars etc.).
- facility is helping with providing tables, etc. Hopeful to have a video portion assuming we have no AV problems (as anyone who has worked AV, there are always problems).
- Invites have been sent out (e-vite for top 5 kids, snail mail for presenters and big award nominees). We will have a check in table for those arriving and its a pay at check-in system. We are charging \$10/guest and coaches are free).

Discussion: Something to consider, in looking at adjusting the recommendation for reduced registration fees would be the federal poverty guidelines.

#### **Coaches Chair - George Sampson**

Great reviews from Swimposium from both the attendees and speakers. Rick is going to reach out to Greg at Stanford. Gary Leach has been secured for next year's speaker. B/C camp has been set in Lacamas for about 64 kids. It is listed on the website and not full yet.

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**Athlete's Representatives Report - Lucie Davis, Lindsey Soule'**

The new Junior Athlete Representative is Angie Lindsey from THSC. I have yet to announce it to the other applicants or to her, but that is on top of my t-o-do list. Getting prepared for Top 5.

**Time Standards - Alex Nikitin - no report**

**Technical Planning Report - Ruth Stocks - no report**

**Scheduling Chair Report - Murilo Martins - no report**

**Website & Records Report - Greg Bostrom**

Most of the information has been transferred over. Greg is looking for a way to sort by team or alphabetical, etc. Team Unify doesn't have a whole lot set up for that. Russ may have some ideas.

Discussion on Team Unify Billing (in New Business).

Registration forms through the website. Should we have officials register individually? Some teams and some individuals do payments. It is best for teams who do pay for their officials to do so in a batch. Non-Athlete and Athlete forms should go on the website. Some LSCs have done individual applications (with no payment) for head coaches, meet directors, officials, etc. These people have accounts and can be easily bulk emailed. Website planning to go live day after Top 5 (after it is announced at Top 5).

**Safety Chair - Russ Scovel - no report**

**Camp Coordinator Report - George Sampson - no report**

**Official's Chair Report - Julie Carpenter**

Made revisions based on what was said at House of Delegates. These are listed below in Old Business section.

**Diversity & Inclusion & Disability Chair - Emily Melina**

I am looking into what requirements we will need for athletes to qualify for "Outreach Memberships". Historically we've used free or subsidized lunch programs, but the trend with those is that they have been available to far more members than should qualify for outreach memberships (in other words: some areas have free or subsidized lunches for people that don't fall anywhere near the poverty line). USA Swimming is recommending that we reevaluate the way we determine our outreach and has several recommended guidelines. Once I get done with Top 5, this will be on the top of the list. Hope to do a combined Diversity camp/clinic/meet with PNS soon.

**Registration Report - Tiana Julian**

Today, as of 10/28/16, all head coaches and club contacts were sent a duplicate copy of registration information that was originally circulated 8/25/16. We have three new clubs that have registered since September: David Douglas (DDAC) located in Portland, Rainier Aquatics Club (RAIN) located in Rainier, and Silver Falls Rapids

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Invoices for non-representation at OSCA (21) and HOD (17) have been mailed.

Thank you to Emily Melina for the many hours that she has put into Top 5 Awards banquet details. The venue is reserved, catering has been initiated, hand written and electronic invitations have been sent, athlete and adult awards have arrived, and presenters have been secured. Records and programs still need to be printed. A few parents from MVA may help with check-in and greeting.

All but one team has paid for summer championship meet fees.

Dates of in-person board meetings need to be confirmed for 2017 so that conference room reservations can be made.

September and October Registrations:

Athlete 2,681

Outreach 130

Non-Athlete 404

Club 21

This is roughly 530 more than this time last year. So either clubs are registering earlier or we are seeing the Olympic year bump. September was a large registration month.

### **Sanctions Chair - Reed Sloss - no report**

### **Safe Sport Report - Joe Dahl**

January 22nd-23rd, USA Swimming is having a leadership conference discussing Safe Sport. They would like Board of Directors, Coaches, and the like to attend. They will cover lodging (in single rooms) and provide food during the conference. Clubs would be responsible for travel to and from Denver. Do we want to encourage clubs, beyond a congratulations, to go? Joe will discuss with Tiana on sending the information out to the coaches/teams.

### **National Times Verification Chair Report - Jacki Allender - no report**

Waiting for Inland Empire to confirm officials certifications.

### **All Stars/Zones Report - no report**

We now have a Team Manager, Debbie Laderoute, and Head Coach, Jody Rash.

### **New Business**

Team Unify Billing:

Tiana, Paul, and David have been working on the billing side still has to be sorted out: it would be preferable to have clubs use an ACH or Credit Card. This will simplify a lot of what the office handles but it will take some time and some trials to see how the process works. Credit Card fees would have to be calculated and billed

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Recommendation to set up a Task Force for Online Financial Processes: David Galbraith to lead the Task Force, Jody Braden, George Sampson, Rick Guenther, Tiana Julian, Paul Windraith, Shelly Rawding and/or Sophia Stone-Holmbeck. Task Force would set up recommendations on how the billing and financial processes should work.

Can run a test billing in December, wipe everything clean and start fresh in January. PAC, CAT, THSC, and TOR for tests.

We need to establish our accounts with Team Unify. This needs board approval. Question on Team Unify's insurance coverage in case of credit card misuse/theft/hacking.

#### Mini Expo:

Joint hosting between Albany and Albany Y. Tabled until everyone has seen the information.

#### Brand Contract: Arena vs. Speedo:

Paul will take the contracts and set up a comparison format and have an e-vote by November 30th, 2016.

#### Vacancies:

Records, LSC Top Times: Greg will be taking over these positions.

### **Old Business**

#### Policies & Procedures Revised Officials' Committee recommendations:

Teams entering meets must provide a minimum number of certified officials based upon the number of swimmers entered in the meet as follows:

0-5 Athletes entered (per session) - No requirement

6-20 Athletes entered (per session) - 1 certified official

21 or more Athletes entered (per session) - 2 certified officials

To be enforced at the meet entry level. Host team is exempt from the requirement. Penalty for Teams that are not able to provide the minimum requirements (even if there are enough officials to run the meet) shall not be eligible to score points or receive awards. There is a two year exemption for new teams and summer league teams.

Tabled until January 2017 when we have more information.

Question: How many officials are listed as unattached? Brief discussion on process to get unattached officials to meets that are short of officials. Teams should be contacting unattached officials to work meets to help supply officials. Referees need to know names and sessions of officials working the meet to help schedule trainees.

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Bylaws:

Previously have been checked only for the new wording from USA Swimming. Someone new is checking new. So far there are only about 30 edits that have been pointed out, most of them are simple fixes that do not require board approval or discussion.

Accounts not paid in full:

How late is too late to receive past due amounts and are we going to charge a late fee (and how much)? Something to think about. TPC will look into it.

Motion to move into a closed session. M/S/P

**Announcements/Schedule**

- OSI Board Meeting - January 4th, 2017 @ OSI Offices - 7pm**
- 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**
- 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 8:58 pm.**

Submitted by:

Sophia Stone-Holmbeck  
OSI Secretary

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