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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, November 6, 2019, 7:30 pm, Zoom Conference Call

Attendees	Jacki Allender, Victor Brasil, Fallon DeWitt, Dan Gipe, Jeff Gudman, Debbie Laderoute, Marilyn Loitz, Jessica Maeda, Emily Melina, Lissa Parker, Shelly Rawding, Brad Robbins, Russ Scovel, Paul Windrath
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TOPIC	DISCUSSION/ RECOMMENDATION	ACTION/
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Welcome, Agenda Items/Consent Agenda, Special Announcements

The meeting was called to order at approximately 7:35 pm by General Chair Shelly Rawding, who welcomed the attendees via conference call. Shelly said that OSI is still looking for a new office location, which we will be discussing under New Business. Debbie Laderoute said that we will also address a new club application. The agenda sent out ahead was approved.

The new Bylaws for Oregon Swimming have been accepted and approved by USA Swimming, they will go into effect January 1, 2020. Jacki Allender said that Julie Carpenter has also been invited to serve as a stroke and turn judge at Olympic Trials.

Paul Windrath said that the LSC Affiliation agreement should also be added to the agenda for discussion.

Treasurer's Report- Paul Windrath

Paul Windrath expanded upon his submitted written report. He said that the 2019 financial forecast going forward is looking very good for the 4<sup>th</sup> Quarter. We are more profitable due to Zones being positive financially and national travel expenses lower. There are some outstanding zone expenses; we still need an invoice from Mt. Hood for incidentals, such as copying, hospitality and supplies. He would like to get Zones wrapped up before the end of the year.

Another concern brought up is clubs paying their bills with checks or credit cards versus using ACH bank withdrawals. For credit card payments accounting is equally time consuming for Debbie (data entry) and treasurer (TU reconciliation). Checks are the most problematic in terms of processing and time spent by staff, he would like to see OSI raise the fees for check processing to at least \$35.00 to \$40.00 per check. This led to a longer discussion about this issue; and increasing fees even more to discourage clubs writing large checks altogether. This may become a bigger issue when OSI expands with team unify for other team/meet fees. A motion was made to increase surcharges for writing checks in January 2020 to \$35.00, and Paul and Debbie will continue to work with clubs to transition them to using ACH bank withdrawals for payments to OSI.

Paul brought up the money earned from the travel fund, and he would like to encourage everyone at meets to discuss how to distribute these funds. OSI should begin spending some/all of the 95% of the 2- year lagging earnings (~\$43K) to support National Travel, Camps, All-Stars, as decided at HOD in 2015. Jacki Allender said that these earnings need to fund travel, part of the expenses for national meets should be used for that. Shelly Rawding said that some splash fees should go back into the travel account- Jacki disagreed and said that part of these fees go to Senior Allstar camp fees and some is allocated to officials as well. Paul added that what we collect covers everything from surcharges to meet fees. The group agreed to look at this next year at HOD; Paul said that we need some forethought about how we want to allocate funds in the future. (We will look at financial operations in the LSC discussion).

Past Minutes	
<p>The past minutes from the August 15, 2019 Board meeting were approved as amended. Paul Windrath also brought up reimbursement and job description for Safe Sport Safety Chair (Jacki Allender) and designations for the Treasurer or Finance Chair that need clarification. Debbie Laderoute will make those changes.</p>	
Chair Reports	
General Chair	<p>Shelly Rawding sent her written report:</p> <ol style="list-style-type: none"> <li>1. We will need a Finance Chair when our new Bylaws go into effect in January. Rex Watkins has expressed interest in the position. In order to fill this position, I propose the following – we send out an email to clubs asking if there is anyone else interested in this board position. If so, we can schedule an email vote among those applying – including a short bio for each one so people know their finance background. If not, we appoint Rex to the position.</li> <li>2. Hall of Fame Dinner. We agreed at the HOD 2018 to have our inaugural class of the Oregon Swimming Hall of Fame inaugurated at Top 5 this year in Corvallis. Mark Bernett has done a great job in spearheading this effort and reaching out and contacting the honorees. Kim Peyton's mother and sister will be flying in from Arizona for the ceremony, and it sound like Brent Lang's mother might be able to attend – Brent is out of the country. I would like OSI to support a dinner after Top 5 so the honorees can share their stories with the Hall of Fame committee/OSI Board to really make this an event for them. I propose this dinner is paid for by Oregon Swimming for all who are inducted into the Hall of Fame and their immediate family members who attend. Other family and friends are welcome to attend at their own cost.</li> <li>3. For scheduled meetings for the next few months – I do not envision us needing a meeting in December. If anyone feels we do, we can put it back on the calendar. Upcoming meetings Jan 8, February 5 and March 4 on Zoom at 7:30pm. For our board retreat – I have a conflict with April 5<sup>th</sup>. That is my daughters due date for my first grandbaby...!! So – I most likely will not be in the state that day. Can we change our board retreat date to Saturday April 25? If that works, why don't we have an April 1<sup>st</sup> regular board meeting, then skip the May 6<sup>th</sup> meeting.</li> </ol>
Admin Chair	<p>Chris Pffaffenroth submitted a written report from the Mighty Mid Leadership Conference this past weekend. It focused on becoming better leaders and brilliant decision making. Three key points for the LSC to focus on were:</p> <ol style="list-style-type: none"> <li>1. How are we achieving our measurable goals?</li> <li>2. Are people becoming better people?</li> <li>3. People should generally be having more fun than not</li> </ol> <p>They also did a FIRO-B personality test. Takeaway was that understanding yourself better and what your strengths and weaknesses are will help working with others as you can compensate for them.</p> <p>For the brilliant decision making these key points were highlighted in his report:</p> <ol style="list-style-type: none"> <li>1. Make the highest <i>quality</i> decision</li> <li>2. Achieve the decision in the <i>shortest</i> possible time</li> <li>3. Avoid damage to <i>long term morale or the long- term goal</i></li> <li>4. Increase chances of effective and efficient <i>implementation</i></li> </ol> <p>He also expanded in his report about decision making and elements for an effective decision-making process.</p>
Senior Chair	<p>Emily Melina, Senior Chair submitted her written report, and had no other additions to it during the conference call:</p> <p>Senior Camp went well. Positive feedback by both staff and athletes. We had to make an adjustment from original plans due to water contamination (surfing lessons changed to SUP lessons), but still kids had fun. Good training happened, good friendships and learning. Staff was Tim Larkin (MAC), Shelly Rawding (HRVST), and Jill Black (TEAM). (see next page)</p>

Senior Chair Contd.	Nice opportunity for everyone to get to know each other better, work with new kids, and learn! Plus, nice weather! Kids also listened to a Navy Seal talk (he swam with Jody Braden) which had positive reviews. Already working on next year and a hope to change our direction a little to continue furthering Oregon Senior Swimming with a trip to one of the FINA World Cup Meets. Will still aim for maybe a 1-2-day camp within Oregon that is inclusive of more kids (one of the critiques of the current camp format).
Age Group	Victor Brasil, Age Group Chair gave his verbal report. He is advocating for a BC style championship meet as only about 25% of OSI swimmers participate at higher level championship meets. This would be an opportunity to bring swimmers in and generate funds. He would also like to have a one- day conference to discuss age group guidelines for new coaches, and a create a select camp for Top 5 or IMX qualifying swimmers, similar to what we do for senior swimmers. Another idea is to have a training camp for a long weekend for select swimmers and coaches to train together. Paul Windrath brought up possible costs. Victor will do cost proposals and send ideas to both Shelly Rawding and Paul Windrath.
Coaches Rep.	Jody Braden, Coaches Rep. sent his report: He is waiting on final reports from two coaches who received grants. He hopes to get it soon in order to submit it to USA Swimming before Thanksgiving.
Officials	Questions came up about unattached officials confirming that they have read and signed off on the Safe Sport policy for 2020. Jacki Allender said that any non- athlete that is unattached needs to be included- for those attached to clubs the club is responsible for this. There is a place to sign on the non- athlete form. Debbie Laderoute asked if OSI was required to do more- Jacki said that as long as OSI keeps a copy and is checking on this we are good When registrations are sent out by clubs they should also forward the MAAP policy.
Office Report	Debbie Laderoute submitted a written report- we have registered to date 16 clubs for 2020, a push will be made over the next couple of weeks to get the rest registered as soon a possible. She wrote that we had 2439 regular registrations to date, 167 flex, 94 that are Outreach, 310 individual, 11 lifetime and 16 club so far.
Risk	Operational Risk- no report.
Safe Sport	Included in discussion in Officials report section.
Diversity	Diversity, Equity & Inclusion- no report.
Athletes	Athletes Rep's- no report.
Other	No other reports such as Age Group Camps, Zones reports.
<b>New Business</b>	
Hall of Fame	Shelly Rawding spoke about the Hall of Fame dinner preparations, detailed in her written report. Chris Thompson will be there. The dinner will be on November 17 <sup>th</sup> in Corvallis, after the midday Top 5 ceremony. Discussion was held and it was voted on and agreed that OSI should pay for family members attending the dinner, Shelly will check with Rick Guenther about funds.
Finance Vice Chair	We will send a note out to clubs about this position- Rex Watkins from AAA is interested. Paul Windrath said that this person would help with audit, sits on the Finance Committee and expands our involvement. Marilyn Loitz asked about sending a job description along with this.

Affiliation Agreement	The information about the LSC Affiliation Agreement was previously sent out by Shelly Rawding. This is from USA Swimming and would go into effect on January 1, 2020. This is a required piece of governance and we have to approve it. Paul Windrath asked Jeff Gudman if OSI is within their guidelines for our investment policies, and we are. Paul added that we are always over what they require in terms of investments (\$200,000) and he is excited with what we can come up with in our finance committee to fund per diems and travel etc.
April Board Retreat	Shelly Rawding brought up the possible April Board Retreat (see her written comments above in her submitted report). After discussion about dates it was decided to defer it this year as scheduling is too difficult.
Office Update	The lease on the OSI Office is up in six months, Debbie at this time drives forty minutes to the office as well as working remotely. We are still working on a location that is close, more convenient from many locations, possibly on the east side of Portland.
New Club Application	Debbie Laderoute reported that we have a new club application- they were previously the North Clackamas Piranhas- but they have dissolved. The new club would be the ASNP- Adaptive Sports NW Piranhas. Previously they were not a USA Swimming team and athletes were all UNAT, however they now want to form a team. Their location is at the Portland State University pool.
<b>Old Business</b>	
Officials Colors	Jacki Allender said that the colors for officials for were discussed at the 2018 OSI Mini Expo, however it did not come to the HOD meeting in 2018. Our current rules in our OSI policies and procedures still state that our colors are blue and black (old colors). Our current practice has been to use the new colors for officials which are white shirt, black pants and black socks and shoes. A motion was made to change our rules statement in the OSI policies and procedures.
<b>Next Meeting</b>	
The next meeting scheduled by Zoom conference call is scheduled for January 8 <sup>th</sup> . With no other business, the meeting was adjourned at approximately 8:45 PM.	