WSI Board Meeting

October 21, 2018

ZOOM Conference Meeting

Meeting called to order by Cindy O’Dwyer at 7:30.

Board Member Attendees:

Cindy O’Dwyer Jennifer Schaff

Teri Oursler Clint Beaver

Brent Moore Joan Kulow

Mark Miller Jennifer Page

Kellen Chadderdon Ryan Brinda

Zoe Robison Kiesa Geyer

George Mathes Sarah DeLay

Cindy asked for a motion to approve the November, 2017, HOD meeting minutes. Note that BOD and HOD have already taken action to combine proposals #2 and #3 in July, 2018, from that meeting. Please refer to those minutes for details. Mark Miller motioned, Brent seconded. A vote was held; the motion passed, minutes approved.

Discussion held regarding Teri’s recommendation to separate her duties as both Treasurer and Bookkeeper (paid position) into two separate positions. Teri noted that having an outside Bookkeeper would allow for better oversight and workload reduction for the Treasurer. A bookkeeper would also allow for continuity with financial tasks and knowledge when the WSI Treasurer changes. This would be a contract (non-voting) position that would be responsible for monthly reconciliation and bill paying. **Teri** has a referral for a reliable bookkeeper, and shewill check on the per hour cost of services. Teri moved to pursue the hiring of bookkeeper, pending costs and approval at the November HOD meeting. Clint seconded. A vote was held, and the motion passed.

Quadrennial Budget was discussed. Referral to this document incorporates the material into these minutes. Cindy noted that WSI loses thousands of dollars every year. Teri reported that this past year ending August 31, 2018, WSI lost $29,208.80. Discussion held regarding the need to balance an increase in WSI income and/or decrease in expenses. Cindy wants the BOD to be aware of the budget concerns.

* Largest expense is Zones, both age group ($10,000) and senior ($37,000) teams for 49 athletes. Income from participating athletes was $30,000, so WSI’s net cost (loss) was ~ $20,000. Ask for financial help from Clubs? Limit athletes, especially senior athletes? Breakdown of costs athletes vs. chaperone/coach expenses was not available.
* Top 5 Award Banquet: loss of ~$4000.
* Top 5 Weekend Swim Clinic: loss of ~$3000. Increase cost charged to swimmers?
* Income: WSI could increase the Meet Participation Fee from $5 for 1-day meet and $6 for a 2-day meet to a flat $7 per meet fee per swimmer.

Reviewed the Meet Financial Statements submitted by LSC Clubs from this past year.

* Championship Meets: Both hosting clubs are showing profits between $3000-$4000. Gillette is requesting increased funds for the barbecue they host during Summer State Championships.
* Most clubs show a profit when hosting meets, but Riverton paid $2939 for officials, and ended up with a loss of $2762.23 for their meet. Noted that RSC should be advised to remove the payment of Officials from their sanction when it is submitted to WSI for approval.
* Facility Use Fees should not be inflated by host clubs, and the fee charged to athletes should accurately reflect the actual cost of the pool rental. To avoid onerous crosschecking against sanctions, Cindy recommended she and Teri modify the Financial Statement Report form to specify the actual pool cost and Facility Fee charged to swimmers in addition to the Swimmer Surcharge fee.
* The Swimmer Surcharge Fee is allowed, and each Club can determine their surcharge amount, but USA Swimming is concerned about outrageous fee amounts in the spirit of growth and inclusion.

Teri made a motion to amend the Meet Financial Reporting form to include the breakdown of swimmers’ fees into line items for swimmer surcharge, swim entry fees, and facility use fees. Seconded by Jennifer. Vote held, motion passed.

Cindy explained that when proposals are brought before the House of Delegates, we need to follow a specific procedure from USA Swimming, which includes initial review by the BOD. The Board should make recommendations for language/form changes so the BOD can recommend approval by the House of Delegates.

* The Proposal form must reference the rule, identify who is submitting the proposal, and then present the wording that is current (from the policy and procedures manual, meeting minutes, by-laws, etc.) and edit the wording with crossed-out text and incorporate the new, proposed wording. We need to see the Current Rule and the Proposed changes.
* Clint noted that every action that HOD takes does not have to – nor should it--go in to the Manual. Having it recorded in the minutes has effect. With that in mind, Cindy emphasized the importance of accuracy in the meeting Minutes.
* Specifically addressed Ryan’s proposal to add mixed relays in the Championship Meets. Discussed time implication for meet length, M-F ratio per USA Swimming definitions for a Mixed Relay, and specific wording to address the Inclusion (small clubs that can’t populate a single-sex relay) intent. We need clarification to address the situations that could arise based upon team entries, relay numbers, and if the proposed action truly addresses Ryan’s intent to include more relays with swimmers from smaller clubs that may not otherwise be able to compete in a relays. Ryan will need to work with wording to specify parameters for entries/ scoring etc. Brent and George were encouraged to work with Ryan to amend his existing proposal of adding two events- mixed relays in two different age groups. How can we/HOD make the proposal work? Cindy made a proposal to Table this discussion so Ryan can modify his proposal with the considerations brought forth.
* All people who have submitted proposals need to edit their proposals using the form mentioned above and send it back to the BOD for further review**. Cindy** will relay this information to the Gillette representative who submitted a proposal. Using a Google Doc would be recommended for editing history and input from various members. Document owners need to share editing rights.

Motion to meet next Sunday, October 28, at 7:30 p.m. to continue proposal review/recommendations made by Teri, seconded by Clint. Vote held, motion passed. We will meet again next week.

Cindy adjourned the meeting at 8:30.