Wyoming Swimming, Inc.

Board of Directors Meeting Minutes

November 10, 2018

Kelly Walsh High School

Meeting called to order by Cindy O-Dwyer at 2:00 p.m.

Roll was called, and the following Board members were present:

Cindy O’Dwyer George Mathes

Brent Moore Clint Beaver

Teri Oursler Wendell Robison

Ryan Brinda Zoe Robison

Kellen Chadderdon Joan Kulow

Jennifer Page Sarah DeLay

Jennifer Schaff Mark Miller

Brent Moore

Minutes from July 20, October 21, and October 28, 2018 BOD meetings presented for approval. Cindy moved to adopt the minutes from these three meetings; George seconded. Vote held and motion PASSED.

Reports:

**General Chair** (Cindy): Summarized what she learned at the Olympic Training Center last week.

* Notes that USA Swimming encourages LSC’s to raise the level of swimming by decreasing qualifying times for championship meets. WSI (coaches, athlete reps) should look at (faster?) Q-times.
* We need to adopt new By-Laws, and we have a template from USA Swimming which outlines a “phasing in” process which includes eliminating Board positions as current terms expire. By 2020, we need to eliminate the Registration Chair (Mark Miller’s position). Mark’s 3-year term is expiring this year, so following this protocol, now is the time to eliminate this position.
* WSI also needs to add a Finance Chair to the Board per new By-Law guidelines. Recommended Mark Miller to fill the position.

Teri moved that we eliminate the Registration Chair position from our Board, and Jennifer Schaff seconded. Vote held; motion PASSED.

Teri moved that we add a Finance Chair to the Board. Clint seconded. Discussion followed. Vote held, motion PASSED.

Because these two actions will amend our By-Laws, these actions need to be proposed to and ratified by HOD tomorrow with 90% approval. Additionally, Teri will nominate Mark Miller to fill the Finance Chair position at HOD.

**Safe Sport Coordinator** (Sarah DeLay): Also went to the Olympic Training Center last week.

* Wants the Board to know to create Task Forces as needed to follow-up on ideas/issues that tend to get “stuck” and burden one member with work/decisions. The task force would assemble ideas/ information, then be dissolved once the issue is resolved. Encouraged WSI to utilize this tool.
* Noted WSI Times and Time Standards data will soon be available to assist with possibly changing State qualifying times. This will allow a task force to go back and look at data to support any decisions.

**Treasurer** (Teri Oursler): Teri presented the board with hard copies of the Quadrennial Budget and her Treasurer’s report (Preliminary) Her materials are incorporated into these minutes by this reference.

* Reviewed the items per her report with additional notes below.
* Has received 2017-2018 meet financial information from all clubs except Kemmerer. USA Swimming requires that this information be collected by each LSC. Teri requested that if there is any specific detail desired, we can extract it from the reports or change our reporting form.
* Credit Card fees are up 8% reflecting increased charges with Zones, registrations, etc. through WSI. This is a “cost of doing business” worth the convenience of streamlining the payments from members.
* Created budget and showed increased income by increasing fees.
	+ BOD already voted to increase the meet participation fee to $7 as recorded in the October 28 ZOOM meeting minutes.

Teri proposed other fee increases as detailed on her report.

* + Increase State meet event fee to $5 per individual event and $6 per relay.
	+ Zones: parents pay $700 per swimmer
	+ Increase annual registration fee to $6

Increased expenses proposed

* 5% salary increase for Jennifer Page
* Hiring a bookkeeper for $1200/year (approved by BOD on 10-28-18)

HOD will need to approve these fee changes. Teri motioned that we accept these fee increases (State Meet event fees, Zones fee, annual registration fee) and present them for approval to HOD tomorrow. Jennifer seconded. Discussion held. WSI pays $250/swimmer for attendance at elite meets. Zones: WSI paid $289/swimmer with previous fee of $600/swimmer.

* Established a Zones Funding Task Force to determine a balance involving subsidy per swimmer vs. limiting swimmers to keep expenses within the budgeted amount. The Task Force will be comprised of Senior Chair (Brent), Age Group Chair, Zones coaches, and athlete rep(s).

Vote held. Motion PASSED.

Teri moved to increase the Office Administrator (Jennifer Page) salary by 5% as reflected in the budget. George seconded. Vote held; motion PASSED.

Teri moved that the Board recommend this budget be accepted by HOD tomorrow. Wendell seconded. Vote held; motion PASSED.

**Administrative Vice Chair** (George): Explained his proposed changes to whom is filling Board positions. George may resign from this position and move into the Officials’ Co-chair position. Meanwhile, Clint’s term as Officials’ Co-chair is expiring. Clint would be nominated to fill the remaining years of George’s term as Vice Chair. These resignations and nominations will be voted on tomorrow at HOD.

**Age Group Chair**: Kiesa is stepping down since her term has expired. Cindy received a nomination for Holly Campbell to be the Age Group Chair with Amy Christainsen as a Co-Chair. This will need to be nominated by the Board and voted by HOD tomorrow.

**Proposals:**

* Jennifer’s proposal for sending representatives from the Diversity and Inclusion committee to the National convention and Diversity and Inclusion expenses for SheLeads and Women’s Leadership Seminar. In previous (10-28-18) meeting, discussed that we already budget for the National Convention. Regarding the cost of SheLeads and Women’s Leadership Seminar, these expenses could be either a coach education ($5000 is already budgeted) or athlete expense. For athlete development, Jennifer would like Diversity and Inclusion to get its own line item for expenditures related to developing athletes.

Cindy moved that we add $3000 as a line item under the General Chair’s budget Officer Expense for athlete development under the direction of the Diversity and Inclusion committee. Jennifer seconded. Discussion followed. Vote held. Motion PASSED. This proposal does not need to be brought before the HOD tomorrow.

Diversity and Inclusion committee consists of:

Jennifer Schaff Caleb Calhoun

Trey Turner Zoe Robison

Ryan Brinda

This committee will come back to Cindy/Board with specific proposals as to how to select athletes/events for D&I development.

* Jennifer’s second proposal regarding Coach of the Year selection. Proposal modified to limit to 1 vote per Club; Coaches rep will solicit nominations and prepare a ballot. Changes made to Google Doc for approval tomorrow by HOD.

Jennifer moved that we accept her proposal. Joan seconded it. Discussion followed. Vote held. Motion PASSED.

* Gillette proposal for WSI to take over the Summer State Barbecue, including coordination, planning, and expenses.

Teri made a motion that the BOD recommends HOD not accept this proposal as written. George seconded it. Discussion followed. Vote held. Motion to deny PASSED.

Eric Hansen Award: Jennifer, Brent, and Ryan are on the committee (Sr. Chair, AG Chair, Coaches’ chair, Sr. Athlete Rep) to select the recipient for the Most Improved Team award. They will look at statistics and select a recipient after today’s meeting to be recognized tonight at the Top 5 banquet.

Cindy reported SWAT had an intrasquad meet, which have not been allowed since 2006. No pads were used at this meet, and there was a swimmer who achieved a Top 5 time at this meet. This is the only time he has in the SWMS database. This time happened to be the exact time of another swimmer in that event. Concerns: The sanction explicitly stated touchpads were going to be used. They weren’t. Coaches are to look over the Top 5 times/recipients and report back to Jennifer Page. This is why the athletes/times are sent out prior to the Top 5 weekend.

Bigger concern is an erroneous time in the SWMS database. Rick Robinson (Reportable Times Chair) needs to follow-up with the Meet Director/Administrative Official and confirm the times.

Discussed the High School Invites that Gillette and Laramie host that allow USA Swimming members of the opposite sex to participate and achieve USA Swimming times. There are USA Swimming officials at these meets. Traditionally, WSI has sanctioned these meets, but has waived the sanction fee and participation fees. These meets do not count towards the 4 WSI meets required for Zone Team consideration. Discussion points:

* We cannot give a sanction to a High School, only a Club
* There is no AO at these meets, which our sanctions require.
* The State HS meets and 4A Conference meets are Observed, which is different.
* The meet must be sanctioned for USAS athletes to maintain HS eligibility and compete off-season. USAS members must still adhere by USAS rules at these meets.
* Teri suggested we require an AO and Meet director, along with a Sanction?
* Further discussion is necessary.
* Cindy directed Jennifer to collect a sanction fee for these meets, and the sanction must be submitted by the Club.

Zoe made a motion to adjourn the meeting, Ryan seconded. Vote held, motion passed.

Meeting adjourned at 3:35 p.m.