Wyoming House of Delegates Meeting

November 12, 2018

Courtyard by Marriot, Casper, Wyoming

Board Member Attendees: Cindy O’Dwyer, George Mathes, Clint Beaver, Teri Oursler, Brent Moore, Ryan Brinda, Zoe Robison, Kellen Chadderdon, Mark Miller, Joan Kulow, Jennifer Schaff, Jennifer Page, Sarah DeLay

Meeting was called to order by Cindy O’Dwyer at 8:30 a.m.

Roll was called, and the following clubs were in attendance:

Buffalo Swim Club Casper Swim Club

Cody CKATs Converse County Waves

Gillette Swim Team Jackson Hole Stingrays

Lander Swim Club Laramie Swim Club

Newcastle Stingray Swim Team Powell Swim Club

Rawlins Rebels Swim Team Riverton Swim Club

Scottsbluff Swim Club Sublette County Swim Team

Sweetwater Aquatics Team

Minutes from November 2017 and July 2018 House of Delegates were presented for approval. Mark Miller made a motion to approve both sets of minutes. Scott Priebe (RSC) seconded . Vote held, motion PASSED.

Reports of officers and committees:

**Officials’ Committee:** Clint reported that he has finished up his two 2-year terms as co-chair with Cathy Fisher initially, and Wendell Robison currently. During his tenure, the concept of Official Co-chairs was established due to the workload of the Officials’ Chair position and to provide a smooth transition/overlap as new Officials’ chairs are elected. New Officials’ shirts were designed. Flyover starts at meets were fully implemented. The role and responsibility of the Meet Referee was increased, working with the meet director more closely regarding the meet sanction. After every meet, the Meet Referee enters Officials’ work/session information on the USAS database. Minimum number of officials/swimmer ratio was established, resulting in many more officials so that at meets, the decks have a full complement of officials. WSI officials are offering more Officials’ Clinics, and the Officials’ Committee has implemented quarterly conference calls. There is now an Official’s directory on the WSI website, and the responsibility to update/add contact information has shifted to each certified official. In the future, this committee is looking to create and document the standards for the Administrative Official (AO) and Referees in the Policy and Procedure (P/P) manual.

**General Chair**: Cindy reported that she attended the USAS National Convention this past fall. She summarized the USAS recommendation as to how to prepare and present information/proposals to the BOD and HOD. The BOD’s role is to look at proposals, then suggest amendments to make them in a form that the BOD can then recommend to HOD for approval. WSI also needs to update our By-Laws mandated by USAS (60 pages down to 22), and we will phase in the changes. Some of our current board positions will be eliminated (Registration chair), and the USAS recommendation is to phase these positions out at the end of term. We are also required to establish two new positions: Finance Chair and Governance Chair. In accordance with our new LEAP 2 Certification, WSI has added a Diversity and Inclusion (D&I) Committee. Cindy thanked the current Board members for their hard work to accomplish these changes.

**Vice Chair**: George Mathes noted that he will plan to shift positions on the Board, pending election of officers. He will resign as Vice Chair.

**Senior Chair:** Brent Moore reported on highlights of Senior Zones. 37 athletes participated in Fresno.

**Coaches Representative/Age Group Zones Coach**: Jennifer Schaff reported that 13 athletes attended AG Zones in Sacramento, CA, and did very well. Noted AG Zones will be in Mt. Hood, Oregon for the next two years. She attended the National Convention and attended D&I meetings, highlighting activities of USAS in this area. She also emphasized the USAS Outreach option, which allows swimmers with limited financial resources to join USAS at a reduced rate. This can be used as a recruiting tool. The USAS Rules and Regulations Committee will ban tech suits for 12&U swimmers starting in 2020. There will be a specific symbol on tech suits that will identify them as USAS-classified tech suits.

**Safe Sport Coordinator:** Sarah DeLay reported she is building a job description for this position. She will be the SafeSport coordinator for Clubs, with whomever the clubs have identified as their safety person/coordinator (not necessarily the coach), and she will post information on the WSI website regarding the club (safety) position. She questioned whether there was a demand to continue with Safe Sport Mondays. Sarah also noted there are toolkits for meets regarding Safe Sport. Sarah can help club safety coordinators with resources. She passed a sign-up sheet around the meeting for club representatives to identify their club’s Safe Sport Coordinator for mailings, contact info.

**Age Group Chair:** Kiesa not in attendance. Her 4-year term is up. Cindy reported that Kiesa has already secured hotel rooms for Zones (AG and Sr.) next year. Kiesa will mentor the new AG Chair following the election of this position.

**Athlete Representatives**: Ryan (Senior) reported he and Zoe went to the National Convention in Jacksonville. He attended the anti-doping athlete meeting discussing supplements/banned substances. Discussed the focus on Servant Leadership. He is looking to build more athlete involvement in the LSC. Zoe (Junior) discussed trying to develop an athlete-wide community service event such as the Fighting with Brianna movement a few years ago. If anyone has ideas, please talk to Zoe. Stated a need to get more athletes involved in WSI and the HOD.

**Treasurer Report/Presentation and approval of Budget:** Teri presented the Treasurer’s Report including WSI Financials and the Quadrennial Budget. The Report and Financials/Budget are incorporated into these minutes by this reference. Highlights:

* Emphasis of need for accuracy with Club reporting of meet financials. This is a USAS requirement, and WSI and/or USAS can request proof of the numbers reported.
* Reviewed $28,000 loss from last year (Sept 2017- August 2018), noting major expenses and explaining changes in income and expenses over the previous year.
* Current proposed budget reflects a profit of $12,800 and includes an increase of fees, which is income we can control: meet participation fees, State Meet event fees, annual registration fees, and Zone participation fees. These fees will need to be approved later by this HOD.
* Budget also includes an increase (5%) in Office Administrator (Jennifer Page) salary and hiring of a bookkeeper ($1200/year) to protect the financial integrity of WSI--both approved by the Board of Directors.

George moved that we approve the budget as presented with the increased fees, noting the contingency that HOD must still approve these fee increases. Clint seconded. Vote held. Motion PASSED.

Proposals:

**Proposal to add Mixed Relays to State Championship meet.** Ryan presented this proposal as amended by BOD previously. BOD recommended passage. This would affect just the 2019 Winter and Summer State Championship meets. Note “Mixed” means 2 boys and 2 girls per USAS definitions. Mark Miller motioned to accept the proposal. Teresa Gross seconded. Discussion followed. Vote held; motion **PASSED**.

**Proposal for WSI to clarify and document continued funding for Conference Championship Meet Awards.** BOD recommended denying this proposal based upon previous action. Teri reported WSI spent ~$2000 per year on awards for the past 6 years.

George made a motion to deny the proposal. Mark Miller seconded. Discussion: Jill Robertson from Lander Swim Club explained that this action had been approved in 2012, but the language in current documents no longer reflects this action (language is missing with the 2016 P/P manual). Jill and Jennifer Schaff clarified the history of B State and Conference, and Jennifer expressed that the Conference Meet allows many more swimmers (any BHB Club swimmer) to participate in swimming versus B state, which doesn’t allow “A” qualified swimmers to compete in that specific “A”-qualified event. Mark Miller noted that the Conference Meet is closed to just the Big Horn Basin Clubs. Only the Big Horn Basin Conference is still active. WSI will pay for B State awards. Vote held. Motion to deny passed, 18-7. Proposal **FAILED.**

Teri noted planning for the 2019 Conference meet was underway. She motioned we **continue payment of Bighorn Basin Conference Awards through 2019**, no more than $2400. Jennifer seconded. Discussion followed. Mark Miller suggested this meet be open to any swimmer from any Club, then retracted his amendment. Vote held, 14 for/10 against. Motion **FAILED**. (Needed 90% to pass)

**Proposal for fee increases as presented in the budget**. Teri presented a Google document with the proposed changes including increasing the WSI Meet Participation fee to $7, increasing the State Championship meet entry fee to $5 per individual event and $6 per relay, and increasing the annual registration fee to $6. Also included increasing Zone swimmers’ fee to $700. Again, noted that these increases have already been incorporated into the budget just passed. Clint moved to accept the fee increases. Brent seconded. Discussion: none. Vote held. Motion: **PASSED**. All sanctions for 2018 have been approved already, so these fee increases will begin January 1, 2019, effective with any new sanctions submitted to WSI. Registration fee increase is effective immediately.

**Proposal from Gillette requesting WSI plan, coordinate, and fund the Summer State BBQ.** Angie Hoffman from Gillette discussed the burden of hosting in terms of volunteer hours, coordination/ planning, and securing vendors. Gillette would like to see WSI take over this aspect of Summer State. BOD recommended not accepting this proposal, and Teri moved that the proposal be denied. Mark Miller seconded. Discussion held: Cindy expressed appreciation to GST for hosting this for many years. Do we need to host the BBQ at all? Although we could charge per person for the BBQ, the real burden is not so much the cost, but the man-hours involved. Zoe Robison suggested stopping the BBQ event, noting that this would save money and relieve the workload, and swimmers can build camaraderie and fun during meets. Questioned whether this BBQ has run its course. Vote held. Motion to deny passed. Proposal **FAILED**. Sarah DeLay requested that it be specified in the Summer State sanction that there will be no barbecue.

**Proposal to formalize the way Coach of the Year is chosen**. Jennifer Schaff reviewed the process approved by the BOD. Teri moved to accept, Mark Miller seconded. Discussion: none. Vote held, motion **PASSED.**

**Elections:**

**Age Group Vice Chair**: Teresa Gross. Unanimous consent. (Holly retracted her nomination from yesterday)

**Treasurer**: Teri Oursler. Teri is current treasurer; she agreed to remain treasurer. There is no time/term limit for this position. Unanimous consent.

George resigned as Administrative vice chair. Resignation accepted.

**Officials’ Co-Chairs**: Wendell and George Mathes Unanimous consent.

**Registration Chair**: Mark Miller’s term has expired. This position will be eliminated per our new By-Laws. Teri moved to **eliminate this Board position**. Brent seconded. Vote held; motion PASSED.

**New Board position of Finance Chair** needs to be created per By-Laws being phased in. Angie moved to create this new voting position. George seconded. Vote held; motion PASSED.

**Finance Chair**: Mark Miller. Unanimous consent.

**Administrative Vice Chair**. Clint Beaver. As George resigned earlier, Clint will finish George’s term. Unanimous consent.

Administrative Review Board: This is another requirement of our by-laws, which must consist of 3 regular members, at least one of whom is an athlete. Reviewed the role of the ARB to hear complaints, appeals, and/or conflicts that do not rise to the level of Code of Conduct violations -- see Section 610.1 in our by-laws.

Members: BJ Harris

Kellen Chadderdon (athlete)

Amber Boysen

Teri moved to accept these members of the ARB. Jennifer Schaff seconded. Vote held. Motion: PASSED.

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

Cindy adjourned the meeting at 10:20 a.m.