

## Minutes of the April 12, 2014 VSI Board of Directors Meeting

Present: Peter Maloney, Scott Baldwin, Bryan Wallin, Steve Hennessey, Katherine Webb, Kara McHaney, Kevin McHaney, Ted Sallade, Matthew Hopkins, Bob Rustin, Bill Geiszler, Steven Phillips, Jessica Simons, David Strider, TJ Liston, Lisa Liston, Gordon Hair

The meeting was called to order by Steve Hennessey at shortly after 2PM.

A motion was made and seconded to approve the minutes from the January BOD meeting. Bill Geiszler asked for a correction to the finance committee report. The minutes were approved as amended.

Bob Rustin presented the Treasurer's report. Lisa moved to approve the report, David seconded, and the Treasurer's report was approved.

Bill Geiszler presented the Budget. He reported the finance committee had met to prepare this budget: Bill, Bob Rustin, Dave Henderson, Ted Sallade, athlete Kelsey Naylor, and Gordon Hair (in absentia). Bill explained how the committee arrived at the particulars. He also presented the percentage breakdown of revenues from discretionary income to show where revenue comes from, as well as the percentages of operating expenses to show in what areas VSI is spending money.

Ted asked what our operating reserves should be. Bill reported he felt the reserve should be one year's worth of operating expenses, but that the Board needs to 1) Define the target for the reserves, 2) Determine how to calculate actual reserves, 3) Determine what to do with excess. Bill said we should get this done before next year and said the Finance Committee will present a report on this for approval at the next board meeting. Discussion ensued about the amount of money needed in the checking account, the movement of money from money market to checking, and the system of monthly drafting that USAS uses to collect registration fees.

A motion to approve the budget was made and seconded.

Lisa asked for the money that has been moved from athlete support at the short course zone meet to long course zones be moved away from long course zones and into the new and improved banquet budget. Discussion ensued on Zone costs and VSI subsidy of athletes at the meet. A motion was made by Jessica for VSI to support long course zone athletes at a maximum figure of \$350 with the athlete contribution to be a minimum of \$350. Peter seconded. The motion passed.

Lisa requested that the \$12,500 in revenue this generated be placed into the banquet budget. Her request was seconded and passed.

Lisa then asked about the increase in salary for the office and it was explained this increase is an attempt to catch the salary up to the job being done. Discussion ensued regarding the job description, the role of the membership/registration chair, and the history in VSI that has brought us to this point. It was agreed VSI needs to develop a strategy for these positions – whether they are consolidated or separated, etc. Steve will work on this with a task force that will include himself, Terry Randolph, Jessica Simons, TJ Liston, Bryan Wallin, Matt Hopkins, Jacqueline Barklund, Bob Rustin, and David Strider, as well as Mary Turner for presentation to the Board.

The budget as amended was approved.

The Finance Committee is looking at a simpler Meet Financial Report and will bring to the board in the future.

Kevin Hogan, our Rules and Legislation chair was unable to attend the meeting but submitted his report via email, including Proposed Changes to the VSI Bylaws, Policies, and Procedures.

Lisa moved that the Board endorse Bylaw Revision #1 concerning the Coaches Committee. Peter seconded. Spelling was corrected. Bob Rustin indicated a dislike of the language used though he wasn't opposed to the intent. The motion passed with Bob Rustin voting in opposition.

Peter moved that the Board endorse Bylaw Revision #2 which dealt with the election of Coach Representatives. David seconded. This revision was amended to return votes to the VSI office. The motion passed.

Peter made a motion and Jessica seconded approval of Policy Revision #1, regarding meet results and financial reports. A friendly amendment was made to include that reports should be submitted via email. The motion passed.

Policy Revision #2 was tabled until the next day when Mary would be present.

Lisa made a motion that we approve Policy Revision #3 correcting language under Privacy Policy. Peter seconded. The motion passed.

TJ made a motion that we approve Procedure Revision #1 regarding the payment of hotel costs for meet officials at Championship meets. Peter seconded the motion. The revision was amended to clarify that VSI will pay the cost of the hotel rooms. The motion carried.

David made a motion that we approve Procedure Revision #2 regarding online Report of Occurrence forms. Bryan seconded. The motion was approved.

Bryan Wallin presented the Officials Report. Bryan reported that there were 32 new officials certified this year. The meets have been well-staffed for the most part. Three new referees have completed training and two more are in training. District format well received. Meet refs planning conference call prior to Region meets next year to be sure they are handling issues in a consistent manner.

There were no questions regarding the Registration/Membership report that Mary had submitted.

Lisa presented the bid schedule for 2014-2015. No conflicts in Championship meet bids. HOKI will run short course SR meet and LC age group meet, while PSDN will run short course AG meet and LC SR meet. QDD has chosen not to bid the North Region meet at Freedom Center and in fact no bids received thus far have been using the Freedom Center pool. They appear to be pricing themselves out of the market. As a result the RAYS have bid the North Region meet at CSAC in Richmond – this may present team alignment challenges but hopefully a fair rotation can be worked out. There is a pool being built at Stafford and hopefully it will be online within the next year or two. Lisa pointed out that meet bids come in as OPEN or LSC and she believes people don't realize what this means. She was advised to have Michael change the form on the VSI website so that OPEN appeared as an option. There was discussion about QDDs desire to run meets that obtained approvals. Steve advised that approvals for the type of meet they want to run are granted at the USAS level and not at the LSC level. Lisa continued to ask VSI to provide approvals for the few dual meets that the few dual registered (USAS/YMCA) VSI teams run. There was a question about where fines from meets go.

Jessica was awaiting results from April meets to update records.

Steve reported for the Safe Sport Committee that there were positive results from the awards program in the 2<sup>nd</sup> quarter. From Dec 1 – Feb. 28, BAC and QSTS achieved 25% completion rate from their parents entitling them to a \$100 rebate from VSI, while CAST and LY achieved a 40% completion rate entitling those teams to a \$150 rebate from VSI. In the 1<sup>st</sup> quarter, only LASO had achieved 25%. 16 VSI clubs increased the number of their participants from the 1<sup>st</sup> quarter to the 2<sup>nd</sup> quarter.

Scott Baldwin reported new formats for district and region champs were well received. Committee will be looking for tweaks tomorrow. AG Champs numbers were up about 60 even with the increased qualifying times from two years ago. Committee will discuss any changes that may need to be made tomorrow.

David Strider reported that there were two recent Disability meets. One was in Richmond on February 1<sup>st</sup> and the 2<sup>nd</sup> was last weekend. There was great official support and we recently had 3 disability athletes being featured in articles.

Ted Sallade reported as the Senior Committee chair that VSI has 4 teams in the top 100 of the USAS Virtual Club Championships. NOVA is 6<sup>th</sup>, PSDN 19<sup>th</sup>, CGBD 56<sup>th</sup>, GATR 64<sup>th</sup>. Senior Champs ran well. Officials did a great job. NOVA was first overall, PSDN 2<sup>nd</sup>, and TIDE 3<sup>rd</sup>. NOVA won the men's title while PSDN won the women's title. High Point male was Henry Campbell from QDD and high point female was Sydney Pesetti. The Junior Athlete Rep election went well. Four athletes ran for their position. Francis Haas of NOVA was selected to the National Junior Team. Jessica Arnold from SMAC was also selected for Open Water Swimming. Ted spoke about the order of finals at Senior Champs and how it was changed back to C-B-A this year from the proposal in the fall, and worked well. Lots of compliments on the Senior Champ meet. There was an air quality issue that is being looked at by the GRAP board. Ted still working on Resident Records and Open Records for VSI. Committee will also talk about QUAD plan. Ted thinking about a succession plan for Senior Chair, in case someone has to resign unexpectedly. Ted thanked Steve for his encouragement and support to keep him on the board during some difficult family problems. Starting to work on Open Water Zone meet at Lake Anna.

Jessica reported for Stephanie Suhling on Open Water. The main concern currently is getting the Open Water Zone meet sanctioned as we are inside 60 days to the meet. Meet Information has to go to the Zone for approval and then back to VSI for sanction number. There was discussion about the need for an Open Water template for meets run in actual open water, and facilitation of information through the Open Water Chair.

The Ben Hair Memorial Open Water meet will run on May 17<sup>th</sup> at Lake Anna.

Lisa made a motion to waive the VSI rebate fees from the Ben Hair meet as all the proceeds go to the Ben Hair Foundation. David seconded. The motion was approved.

TJ reported that the main item on the Coaches Committee agenda is seeking nominations for the election of a new Coach Rep.

Peter reported that he had recently attended a Diversity meeting in Chicago. Items discussed included transgender issues, the mentoring of female coaches, the push from USAS to support Bridge Programs

between Learn To Swim, and the use of the term Latino/Latina in lieu of Hispanic. A Diversity and Inclusion Camp will be held on May 3. JJ Bean is the head coach and they still need some additional coaches. Applications will get out within the week. One VSI swimmer, Maicoll Gomez from CCA, made the USAS Diversity Select Camp in the 200 butterfly.

Bill Geiszler received the reimbursement request for Outreach. There were 4 requests, 2 within the time frame and 2 outside the time frame. The total was \$82. Jessica made a motion that we approve the requests for reimbursement of meet fees for these Outreach swimmers. TJ seconded. The motion carried.

Gordon reported on Make A Splash. YRVS was awarded \$2,000 for a summer program. There are two school programs winding up at the end of May. Gordon recommended that VSI may want to include Bridge Programs as part of Scholarship program to provide support beyond the Learn to Swim programming.

Senior Athlete Rep Katherine Webb reported swimmers had a good season and felt positively about the championship meets. The main focus of the athlete discussion this weekend will be surrounding the changing awards banquet.

Lisa presented her proposal for awards for the banquet. No real rush on deciding awards but we do need to hammer down a venue and format for next spring. SEVA swimmers have emailed in to say they want the awards banquet to be a "I CAN'T MISS IT" event. Their suggestions for venues include Great Wolf Lodge, Kings Dominion, Massanutten, Busch Gardens, Virginia Beach and a Virginia State Park. They'd like to see the venue change every year. We might want to consider a local host coordinator every year. Athletes will discuss further – both event and the awards that should be offered. Kara has already made a call to Kings Dominion and it looks like it is a very real possibility for next year.

#### **UNFINISHED BUSINESS**

Gordon Hair presented six recommendations to add to the VSI safety procedures as Best Practices for air and water quality.

- **Contract/Bid considerations-** Host pools bidding on meets should provide what if any provisions they plan to make in preparation of hosting a meet. Examples: Filtration rate normal and meet day, Air exchange rate normal and meet day, Water test normal and meet day.
- **Complete USA Facility check sheet prior to meet.**
- **Shower for all swimmers before entering water.** (This will be process of education, beginning with adding to Meet Announcement, Signage, providing education to swimmers, coaches, and parents.)
- **Meet size and duration for venue,** Example: Number of swimmers,(splashes), time line each session to include warm up and events, Number of days for meet)
- **Breaks for Volunteers off deck.**
- **Swimmer off deck seating.**

Lots of discussion. A motion was made to add these recommendations. Seconded. Approved.

Money for Safe Sport is in the budget.

Ted and TJ reported they would be discussing the Athlete Travel Reimbursement policy in tomorrow's meetings. Bob Rustin reported that in the short course season, there were 29 athletes eligible for reimbursement, 21 of those applied and received reimbursement.

Bryan Wallin spoke about recruitment and retention of officials. He received feedback from team official chairs. There will be an attempt to get a training schedule out ahead of time so that people know when and where trainings are held. Would like every area to have at least four training sessions offered each year as well as in the swimposium. Officials will be discussing training element this weekend. Would like to use a video tutorial and will also implement better tracking after clinics. Will be discussing alternative routes to becoming a deck ref. Will offer rewards like shirts, pins, etc. to encourage officials. Over 30 officials were certified this year so it was a pretty good year.

TJ reported he had spoken to several different people including USA Swimming about how to award the SOY for Open Water Swimming. The recommendation from USA Swimming is to create a hierarchy of meets and award the highest placed finisher at the highest level meet.

Lisa reported that the Technical Planning committee would further discuss the 13 & over timeline requirements tomorrow, but from an email poll conducted earlier, there is not a majority in favor of placing limits beyond the USAS rulebook or for fining host teams if they exceed a limit.

## **NEW BUSINESS**

Scott Baldwin reported that USA Swimming is conducting an Age Group Development Survey and he was asked to recommend five VSI clubs for them to survey. He submitted PSDN, GATR, QSTS, RPST, and VYAC.

Steve Hennessey reported that there has previously been no real format/policy for determining the revenue split for meets like sectional and zones that are often run by VSI and a host team. Recently we have been hosting these types of meets frequently so we need to spell out the responsibilities to determine the splits. A committee was formed to present a proposal for determining these revenue splits that includes Bob Rustin, Bill Geiszler, a HOKI representative, a PSDN representative, and David Strider.

There was a note that we need to know who the Zone Meet Director is and they need to get the Meet Information in as it is required to the Zone 90 days out.

Steven Phillips presented USA Swimming's Coach Mentoring program. Peter Maloney seconded his proposal that we implement this program. The proposal was approved.

Steve Hennessey noted that the webmaster had a death in the family that had caused some posting of swimmer's accomplishments to fall behind he is catching up now.

Steve also noted that we might want to ensure that the Open Water sanctioning process and meet template on our VSI webpage be linked to the meet section.

The board began a discussion about rebate fees, sanctions, and registration fees. Bob Rustin moved that we continue in Executive Session. Lisa seconded. The board approved and continued in Executive session.

The board reconvened after the Executive Session. The General Chair will be talking to the one team who has failed to submit their registration fees. Depending on his findings the Board may need to take further action to collect this money. A policy will need to be developed with input from our Registration Chair about how we want to deal with registrations and money collection. The Technical Planning Chair will contact the two clubs who currently are behind in the submission of meet reports and rebate fees and be sure they understand VSI will not issue further sanctions for meets until they are up to date.

The board revisited Policy Revision #1 and made further amendment to include the word "fees" so it was clear that monies are also due with financial reports. A motion was made to accept the policy as revised. Seconded. Approved.

Bill Geiszler made a motion to adjourn. The entire room shouted, "SECOND." The meeting was adjourned.

Submitted by,

Lisa Liston

DRAFT