

To: Arkansas Swimming, Inc.
House of Delegates

From: John Haefner
Secretary

Re: Arkansas Swimming, Inc.
House of Delegates Meeting
October 1, 2005
Following the CLBMS, after a short break, which is scheduled for 9:00-11:30
Harvey Jones Health Education Building
Second Floor rooms 5&6
610 E. Emma Avenue (this is at the corner of Berry and Emma)
Springdale, AR

Tom Jones called the meeting to order at 12:07 pm.

I. Roll Call – Voting Delegates

Tom Jones	Ed Gbur	Steve Duwel
Tay Stratton	John Haefner	John Garrett
Keith McAfee	Terry Casalman	Terri Cohen
Paul Blair	Philip Hay	Steve Brown
Ian Bullock	Karen Musick	Mark Potter
Theresa Brewer		

II. Reading, correction, and adoption of minutes

Minutes from Spring 2005 ASIHD meeting were approved as written.

III. Reports of Officers

A. General Chairman

- Follow up from previous meeting
 - Records chair to get Top 10 times posted on website
 - Age Group Chair to make sure certificates are handed out to the fastest swimmer in the following events: 1650, 1500, 1000, and 800 frees, 400 IM, 200 fly, 200 back, and 200 breast
- USA Swimming matters discussed and handouts distributed
- Tom reminded everybody to verify their addresses for mailings
- On transition of officers, the transition process takes longer than one day
- Mary Grace Tucker recognized at USA Swim Convention
- Legislation at convention to waive 120 day rule for Hurricane Katrina transfers

- Zone meet– if a swimmer scratches on the final night for finals or consolation finals, a \$100 fine per swim will be assessed to the LSC.
 - 2006 Central Zone meet will be 8/3-6 in Oklahoma City
- B. Administrative Vice-chairman
- Keep personal information up-to-date on website
 - Post minutes of ASIHOD meetings on website. Also, any committee meeting minutes
- C. Senior Vice-chairman
- Selection of Jr. Athlete Rep still needs to be done.
 - Motion was made and seconded to take nominations at upcoming practices for each team. Send the nominations into Steve Duwel. Steve will then send a compiled list back out for the clubs to obtain votes during practice. These votes should be sent back into Steve Duwel.
- D. Age Group Vice-chairman – No Report
- E. Secretary/Treasurer
- For elections, Bylaw 606.6.2 states that each person shall assume their position upon election. Any newly elected officer starts immediately.
 - If you are a newly elected officer, make sure that you get a copy of the Handbook and the Bylaws
 - Most communications from the Secretary will go out via email. Please keep your information current
 - Treasurer shared the Balance Sheet and a Fund Balances Report. All other financial reports deferred until later in the meeting.
 - At the last ASI HOD meeting, the Treasurer discussed bringing forth to the Fall ASIHOD meeting, legislation to more effectively manage the finances
 - The Treasurer found that the bylaws already housed rules that would make his job more effective
 - Treasurer covered a number of bylaws related to the Treasurer position
 - Treasurer's custody of the books and records shall be as a fiduciary
 - Treasurer has power to obtain information that the Treasurer deems appropriate. The Treasurer has not received the financial information from the previous three years from the previous Treasurer.
 - Treasurer has to be able to make financial records available to anyone requesting to see a copy.
 - Treasurer is the principal receiving and disbursing officer.
 - Treasurer asked for help from ASI in giving him control of all finances.
 - Commitment was made by John Garrett to turn over all financial information from last three years by 10/31.
 - John Haefner to work with Paul Blair to get other funds, those not currently listed in the handbook, into the ASI handbook.
 - All checks from all ASI checking accounts to be turned over to John Haefner.

IV. Reports of Standing Committees and Subcommittees

- A. Adapted Swimming Committee – Nothing new reported
- B. ASI Handbook Committee – Tom Jones handed out copies of ASI Handbook. He said that he has made major changes since the Spring. Tom asked for feedback on Handbook by 12/1 with final to be posted on website on 1/1/06. Tom also asked the Zone Committee to review the Code of Conduct by 10/31. Zone Coordinator was also asked to come up with a Code of Conduct for coaches and chaperones by Spring Meeting. Tom asked for the following reviews by 10/31:
 - Athlete Expense Reimbursement – John Haefner, John Garrett, and Ed Gbur
 - Age Group Job Description – Tay Stratton
 - Coaches' Rep Job Description – Steve Duwel
 - Senior Vice-Chair Job Description – Steve Duwel
 - Athlete Travel Fund – Paul Blair
 - Central Zone Information – Zone Committee
 - Officials Information – p.30-35 – Terry Casselman and Ed Gbur
 - Championship Meets Form – Steve Duwel and Tay Stratton
- C. Athletes Committee – Need athlete rep selected from each club
- D. Awards Committee – No Report
- E. Budget Committee – Deferred until later item.
- F. Bylaws/Legislation/Rules Committee – Tom Jones handed out Bylaw copies for all clubs and certain officers to review. Tom asked for cosmetic changes only and would like all comments back by 12/1. Tom will send the final version to Tasha Stratton by 1/1/06 for posting on ASI website.
- G. Club Development – No report
- H. Coaches Committee – No report
- I. Communications Committee – Nothing new to report
- J. Equipment Committee – All equipment is in good working order.
- K. Finance Committee – No additional items to report.
- L. Hall-of-Fame Committee – Paul Blair gave financial report. We now have 20 years of Hall of Fame inductees. Trying to raise money to display inductees in Arkansas Sports Hall of Fame.
- M. Marketing Committee – No Report.
- N. Membership/Registration Committee – Clubs must have Hytek Meet Manager 2.0 or above or Hytek Team Manager 4.0 or above. All Final Results must be sent in CL2 format to Membership chair. Electronic registrations must be sent in SD3 format. Coaches need to keep track of certifications and fill out forms completely. Clubs were asked to send club applications in by 12/1. John Garrett must also have hard copy of non-athlete registrations and a check before he can process.
- O. Officials Committee – Rule changes for backstroke and breaststroke were discussed. Officials committee has some concerns with number of officials in Central Arkansas. Officials committee to bring forward options for officials at Spring Meeting.
- P. NTV Committee – Nothing New to Report
- Q. Publicity and Promotion Committee – Tasha to begin working on website from home.

- R. Safety Committee – Meet marshals must be present at all meets.
- S. Swim-a-thon – No report
- T. Technical Planning Committee
 - Fort Smith meet changed to 10/22 due to error in month submitted
 - ASI meet request form for 2006-2007 to be sent out by the Secretary in December. The deadline for sending this form in is 1/31/06 and should be sent directly to Paul Blair.
- U. Others as designated by the General Chairman

V. Presentation and approval of ASI budget for 2006

It was moved and seconded to accept the submitted 2006 budget with edits noted regarding the allocation of \$1 of registration fees to the Athlete Travel Fund. See attached budget.

VI. Unfinished (Old) Business

- A. Do not charge “Relay Only” swimmers the meet surcharge. (\$15.50 at UALR or University of Arkansas HPER Building - \$2.50 + \$10 + \$2.50 for custom medals)**

The above motion was denied.

The following new business items were also discussed and voted on.

Motion made and approved to increase ASI Age Group Championship long course individual event fees from \$2.50 to \$3.00 per event to conform with short course fees.

Motion approved to increase individual event fees from \$2.25 to \$2.50 per event for all invitational meets effective 1/1/06.

Motion approved to increase surcharge from \$2.75 to \$3.00 for all invitational and state championship sanctioned meets effective 1/1/06.

Motion approved to allow Jr/Sr National travel fund to be a free standing fund. Unused money stays in the travel fund. Move long standing Olympic travel fund to Jr/Sr National travel fund. Interest from this fund to be used for Athlete Travel Fund. This is effective on 1/1/06.

Motion approved to substitute wording for Individual Elected Meets in the Athlete Travel Fund section. Substitute Junior/Senior Nationals for the Summer and NCSA Junior National Swimming Championship and National Championships for the Spring. USA Swimming Junior/Senior National Meet, Olympic Trials, and NCSA will be the meets qualifying for the Athletes Travel Fund. This is effective 1/1/06.

B. Report on 2005 Central Zone and any planning items for 2006 Central Zone.

Candice Minnich shared financial information from the Zone trip and shared other information relative to Zone. Tay to bring forward Zone proposals to the Spring ASI meeting.

C. Minutes of committee meetings and list of committee members

VII. Elections

- A. General Chairman - Ed Gbur was elected.
- B. Administrative Vice-Chair - Tom Alexander was elected
- C. Senior Vice-Chair - Evan Johnston was elected.
- D. Review Board Positions - Jeff Bish, David McDermott, Mark Potter elected
- E. ASI Athlete Representatives – To be voted on as mentioned earlier
- F. Age Group Coach of the Year – Nominations submitted.
- G. Coach of the Year – Nominations submitted.
- H. ConocoPhillips Volunteer of the Year – Rick Boren was selected.
- I. Heil Mile Award – Nominations submitted.
- J. Age Group Swimmers of the Year – Nominations submitted.
- K. ASI Male/Female Swimmers of the Year – Nominations submitted.

Refer to the Appendix of the ASI Handbook for the criteria and nomination procedures for Age Group Coach of the Year, Coach of the Year, ConocoPhillips Volunteer of the Year, Heil Mile Award, Age Group Swimmers of the Year, and ASI Male/Female Swimmers of the Year. The ASI Swimmer Biographical Form is available on the ASI website.

VIII. New Business

A. ASIHOD meetings

1. Proposal: Arkansas Swimming Inc. to begin picking up reasonable expenses for food served at the ASIHOD meetings beginning with the Fall, 2005 meeting.

The above was amended to limit to \$300. Motion as amended passed.

B. Deck Entries, ASI Age Group Championships

Item was discussed. No motion was made.

C. Other new business items

Motion was made and approved to discontinue the requirements for Meet Evaluations to be filled out and sent in to Sanction Chair. This is effective 1/1/06.

Motion was made and approved to combine all Equipment fund allocations into one General Equipment Fund.

IX. Resolutions and Orders

Lasers will be hosting the Spring ASIHOD meeting on April 29 at a to be determined location.

X. Adjournment