2018 Winter BOD Meeting
12/9/2018
9am-12pm
Grand Forks, ND

1) Call to order – official call to order at 9:33am by Bret Haglund, following

2) Roll Call – Shane Peterson (dial in), Bret Haglund, Stacy Olson, Amanda Finck, JoDell Bourgois, Lisa Montplaisir, Janna Schill, Wayne Mastel, Anne McDonagh, Payton Gabel, Kim Kuntz, Jason Uhlir, Thomas Wheeling (dial in)

   a) Not in attendance: Rylee Webb, Demi Peterson

3) Review/Approval of Meeting minutes
   a) Motion to approve BoD meeting notes from October made by Wayne, second Kim
   b) Motion passed without discussion
   c) Motion to approve HoD meeting notes from October made by Wayne, second Thomas
   d) Motion passed without additional discussion

4) Chair Reports

   a) Kim Kuntz - Inclusion & Diversity Chair – provided prior to meeting
   - Agenda Review - Terry
   - 2019 CZ Multi-Cultural Meet Update - Brian Perkins
   - Meet is scheduled for June 8-9, 2019 in Edwardsville, Il
   - Brian is the Meet Ref and is currently planning the meet.
   - Zone Splash Fee Discussion
   - Idea came from Western Zone as they recently initiated this
   - Do we look to request a nominal zone splash fee as a source of funding CZ D&I Initiatives
   - Multi-Cultural Meet
   - CZ Diversity Camp & Summit
   - Others?
   - Funding Example - 50K splashes across the zone @ $0.50/athlete = $25K/yr
   - CZ D&I Chair Mentoring Program
   - Recommendation is to pair up current CZ D&I Chairs
   - Desired outcome is to boost participation level, improve learning curve & consistency
   - Totally voluntary

   b) Wayne Mastel – Officials' Chair – provided prior to meeting
   - 87 certified officials
   - Of those 87, 11 of them are apprenticing at some higher level
   - 24 Stroke and Turn or Admin. Official apprentices
   - The Officials Committee has finished section # 7 of the Policy Manual and have forwarded it to the LSC Secretary, Chair and Vice-Chair
   - The Officials Committee has updated the qualifications to be an official. We have added Concussion Management Training to the requisites.

   c) Stacy Olson – Secretary – provided prior to meeting
   - All approved notes posted within 1 week of meeting
   - All pending notes posted within 1 week of meeting and updated as additional changes were requested
   - Amanda Finck's email has been updated on the site as requested
   - Minimal team changes have been submitted but all are completed as requested
   - Meeting minutes from the BOD meeting 10/21 regarding changes to the checking account have been change to list names of people being removed (Brian Bergeson) and names of people being added (Shane Peterson & Anne McDonagh)

   d) Lisa Montplaisir – Technical Chair – provided prior to meeting

- 6 clubs registered; 138 non-athletes registered.
- Every team has received at least 3 emails to the President and Head Coach in addition to the mass emails. 148 non-athletes registered compared to 300 last year. Some clubs have no one registered yet. Expecting a mass rush at the end. Not ideal, but if they meet our deadline, I will get them in.
- VCST has hired a new coach and I am working with them to get things done in time for the 2019 renewal. They have not had a Head Coach since March.
- Crocs have not found a coach or much team interested from kids. They will be on inactive status.
- We've worked with USAS to get an extension on CLBMS 201 for Watford City for them to be able to renew for 2i019. I can't process until USAS does their internal edits so not worried about that deadline given the circumstances. JoDell is aware and helping with athlete renewals as well.
- Wednesday before every meet, Lisa will send a communication on who is eligible for meets that weekend for non-athletes
- Awards for state have all been ordered

e) Amanda Finck – Treasurer – provided prior to meeting

- All team balances from last season have been paid
- Gate City Bank does have a business credit card that we could apply for if we decide to go that route
  - (1) Credit card will be requested with a $20,000 limit to cover zones, etc
  - (2) Shane and Ann will be notified when they need to go to a branch to sign paperwork
    - (a) Will follow up on question Lisa Montplaisir raised about question from Fargo bank verifying if she was prior General Chair. Amanda will confirm she was removed.
- If anyone has any requested changes for the budget for this year they will need to let me know as I did 4 years' worth of budgets the last round and they are posted on the website. I have not updated them since they were posted and I'm sure there are some changes that should probably be made. For example, there is nothing on the budget for the All Star Meet...
  - (1) We have committed to attending the All Star meet, and will have line for the event in the budget going forward
  - (2) Will update the coach training expense updated to an annual expense per policy
- the meeting minutes from the BOD meeting 10/21 regarding changes to the checking account will need to list names of people being removed (Brian Bergeson) and names of people being added (Shane Peterson & Anne McDonagh)

f) Shane Peterson – General Chair

- no report provided

g) Bret Haglund – Admin Vice Chair

- Follow up to prior meeting to establish meeting on travel for individuals unable to attend prepaid meeting events
  - (1) No other LSC reviewed has a policy referencing travel insurance
  - (2) Policy manual currently referenced under 9.5
  - (3) Current policy does state that if the event is not attended, payment is due back to the LSC within 30 days
  - (4) Discussion determine that policy as written is sufficient
- LEAP 2 – all requirements outside minimal financial details are completed. Meeting is scheduled to review and updates will be turned in prior to the holidays.
  - (1) There were some updates to the crisis management plan specifically detailing personnel

h) JoDell Bourgois – Registration Chair

- Registrations are being processed as they come in
- Tracking for dual registrations is minimal and is being tracked with Lisa Montplaisir

i) Janna Schill – Age Group Chair

- Sanctions are coming in consistently
  - (1) Everything currently received and posted on the web site
  - (2) Certificates being mailed this week by Stacy Olson
- August meeting addressed addition of high point awards – this needs to be confirmed so it can be calculated
  - (1) Lisa will review expense of awards
    - (a) Decision is whether or not we want to award top 1 or top 3 per age group and sex
- Computer for age group chair that was approved in previous year was not purchased. Will need to be done so that it transfers to next age group chair

(1) Janna will purchase computer and transition information

- Review of timeline process was done to note that full timeline starting 12 weeks prior to meet to 2 weeks post meet need to be met to be eligible for a refund

j) **Anne McDonagh - Sr. Vice Chair**

- Finalizing details for All-Stars
- Team selection is taking place over the next week
  - (1) Kathy, Pat and Lisa will coach
  - (2) Waiting for responses from the coaching staff on who is built
  - (3) Will be using TeamApp.com to communicate with parents for AllStars as well as Zones
    - (a) Team name is Team North Dakota
  - (4) T-shirts and caps have been ordered
    - (a) Team colors are red with white and blue logo

k) **Thomas Wheeling – Coaches' Rep**

- No new updates from previous meeting

l) **Jason Uhlir – Safety Chair**

- Safe Sport leadership conference coming up January 31-February 1
  - (1) Jason will not be attending due to scheduling conflict
  - (2) Anyone on the board interested in attending should Email Shane Peterson

m) **Rylee Webb – Sr. Athlete Rep**

- **Not in attendance – no report**

n) **Demi Peterson – Jr. Athlete Rep**

- **Not in attendance – no report**

o) **Payton Gabel – At Large Athlete Rep**

- Athlete reps have been actively working on the state meet input

5) Old Business

- Non-Athlete Registration Deadline
- State Meeting Working Group
  - Session report provided by the working group as a starting basis
  - Currently main proposal includes moving the 11-12 year old age group to the afternoon session
    - Will combine 11-12 to completely merge with older swimmers – they will not be swum all together
  - Reviewed the possibility of merging male and female swimmers during the events
    - Would have to be proposed to the working group
    - Possibly look at combining at a distance level
    - Shane will schedule a follow up to the working group for review of additional questions and recommendations and will communicate back to the group
    - West Fargo will run 10 lanes for the meet, not two pools
    - 1000 and 1650 are not currently in the event listing for the state championship
      - Janna asked if those events need to be added to the state lineup
- LEAP Renewal
- **Central Zone Championship Meet Working Group – will meet once state group is done**
- Zone Policy Change Proposal -
- 2019 Midwest All Star Meet
- 2019 Central Zone Championship Meet – West Fargo
  - Phill Barnes – Ref
  - Paul Thompson – Site Director
  - Janna will send a sanction number to Lisa Montplaisir directly
    - Prelim/final with 10 and under in the afternoon
  - Team arrival is Wednesday
  - Waiting on response for awarding of Mega-Zones
- P&P Update – reviewed during chair report for travel

- Officials Policy Changes – has been completed and will be updated in the policy manual
- No additional changes currently because we are pending receipt of final by-law change from USASwimming
- Note made by Amanda Finck, page 30, 5.8 financial statement
    - The meet fees need to be updated to $5.50 fro $3.50
    - 6.16 – should be updated to $7.50
    - Page 28, H – meet entry fees

Motion to adjourn made by JoDell, second by Wayne – 11:23 am.