

Ohio Swimming, Inc. Board of Directors Meeting

Conference Call – June 17, 2018 8:00 pm

513-275-6543 (no PIN) or via computer: www.uberconference.com/ohioswim

UNAPPROVED MINUTES

1. Call to Order and Roll Call at 8:01 PM

BOD members:		BOD Members:		BOD Members:	
General Chair – David Back	x	Senior Athlete Rep – Kierstyn Cassidy		Operational Risk Coord. – John Pristash	x
Admin Vice Chair – Michael Yeager	x	Junior Athlete Rep – Katrina Kanzari	x	Sanctioning Chair – Anissa Kanzari	x
Senior Vice Chair – Norman Wright		Ath Rep (C) – Annie McNenny		Disability Swimming Chair – Jim Peterfish	
Age Group Vice Chair – Chad Rehkamp		Ath Rep (NW) – Chloe Kaminski		Officials Chair – Pam Birnbrich	x
Secretary – Mark Johnson	x	Ath Rep (SW-D) – Luke Knopf		Technical Planning Chair – Todd Billhimer	
Treasurer – Joe Waller	x	Ath Rep (SW-C) – Lucy Callard		Safe Sport Chair – Michael Yeager	x
Coaches Chair – Kris Moellenberg	x			Diversity/Inclusion Chair – Terry Anchrum	x
Asst. Coaches Chair – Vacant					
Committee and Coordinators:					
Camps – Vacant		Jr Central – Bridget Parker		Office – Erin Schwab	x
Open Water – Chip Carrigan	x	Jr NW – Brady Ireland		Finances – Kristi Princell	
Zone Team – Brent Peaden		Jr Dayton – Peyton Farrell	x		
High School – Vacant		Jr Cincinnati – Angelika Georgostathis			

2. Approve Agenda - **Motion Carried**

3. Consent agenda - **APPROVED**

- Adoption of April 2018 minutes
- Questions about Reports
- Board Reports
 - Admin Vice Chair – Attached
 - Safe Sport – Attached
 - Treasurer – Attached
 - Officials – Attached
- Committee/Coordinator Reports
 - None attached

4. Old Business

- Credit Card Fees Task Force – Task force to be closed out and report generated for documentation. The task force met its objectives of decreasing fee's.
- Signatures BOD orientation manual and Conflict of Interest form. They can be found on website, Governance tab – This should be done ASAP.
- Budget items to Joe – David discusses surcharge fee increase to cover possible deficits. Need to come up with some way to raise money.

5. New Business

- Policy and Procedures Manual – Need to review this how this affects your area.
- Board of Directors Orientation Manual & Handbook – Refer to Old Business.
- Conflict of Interest Policy– Refer to Old Business
- Governance Committee – Refer to report Mike submitted. Should be at least 1 person from each commission, plus Admin VC (Voice but no vote) and as many athletes that we wish with no more than 50% as BOD members. Mike, Chip, Katrina, Kris will sit in on committee to create report.
- Senior Travel Budget increase - \$0.50 of each surcharge goes into Senior Travel fund. We have already spent \$20,000 of our \$19,000 budgeted (Estimated \$25000 after Long Course season). Coaches are finally spreading the word to their athletes. We need to have the finance committee to look into the potential ways to increase revenue.
- Code of Regulations Changes – Slowly role out new USA Swimming code of regulations over the next 18 months.

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- g. Mike Yeager's resignation from Safe Sport Chair
 - h. Appointment by BOD consent new Safe Sport Chair – Anthony Rizzo from OSSC is who David is making Safe Sport Coordinator. Mike has been working with Anthony previously with Safe Sport.
 - i. Long course volunteers – Running from both ends of pool requires 17 additional timers from the host team which there is a concern that they may have trouble finding. Joe is wanting to “Invite” other teams to help time. We as a board are drafting and posting a document that describes asks for volunteers.
 - j. New High School representative – Rich Morris – Coach in Westerville is new High School Representative.
 - k. HOD Locations and Dates – Spring rotating between Cincinnati and Columbus with fall between NW and Dayton.
- 6. Announcements – Mrs. Bischoff passed away recently.
 - 7. Next BOD Meetings – Wednesday July 18, 2018 8 pm.
 - 8. Adjournment at 9:22 PM

Officials Chair Report

Board of Directors Meeting

June 2018

1. Sub-committee Updates

- a. *NEW: Deck Referee certification standards were introduced at Spring Clinics; evaluation skills checklist being developed for use in the Fall.*
- b. *Starter sub-committee certification standards are complete. Starter clinics have been held in Dayton, Columbus, and Oxford.*
- c. *OSI Stroke & Turn, Admin Official and Chief Judge clinics will be offered as needed, with several new apprentices now working on certification.*
- d. *Recognition sub-committee inducted four new members into Officials Hall of Fame at the Spring Banquet: Bill Houk, Claudia Multer, Val Lyons, and George Schaefer.*
- e. *YMCA Crossover team has drafted certification standards for S&T and Starter, which are being piloted this summer.*
- f. *Apprentice feedback survey is being developed for all positions. Data will enable continuous improvement over our certification process.*

2. National Championship meet attendance:

- a. Indy Pro Series: Kanzari (DR), Meagher (DR), Houk, Lawley, Mantkowski, Raker
- b. Tempe Open Water Nationals: Carrigan (OF), Kanzari (OR)

3. OSI Championship Meet Referee appointments

- a. 2018 LC Senior Champs: Tom Trace
- b. 2018 LC JO's: Joe Waller
- c. 2018 SC Senior Champs: TBD
- d. 2019 SC JO's: Edgar Caraballo

4. USA Swimming Clinics

- a. National "We ARRE Mentors" Workshop, June 22-24 (Joe Waller, Pam Birnbrich)
- b. Open Water Officials Workshop, May 2-6 (Anissa Kanzari)

Respectfully submitted,

Pamela Birnbrich

Pamela Birnbrich
OSI Officials Chair



Safe Sport Chair Report Ohio Swimming BOD May 2018



To: Ohio Swimming Board of Directors
From: Michael Yeager
Date: June 17, 2018
Re: Safe Sport Report to the BOD

Safe Sport Mission – To inspire a culture of athlete and member protection at all levels of USA Swimming.

Here is a copy of the email that I sent to General Chair David Back – I am sad to see this part of my life come to an end, but I am looking forward to the new position.

General Chair David Back:

I am writing to resign from the position of Safe Sport Chair of Ohio Swimming, effective upon successfully filling of the Safe Sport Chair position with someone other than myself. I have taken another position on the Board of Directors and feel that it would not be in the Board's best interest that I fill both positions. My time needs to be focused on the Administrative Vice Chair position that I was elected to on May 5, 2018.

I am grateful for having had the opportunity to serve as the Safe Sport Chair of Ohio Swimming for the past 6 years. I hope to continue to be the Safe Sport champion that you have come to rely on, but just in a different position.

Respectfully Submitted,

Michael J. Yeager

Michael Yeager
Safe Sport Chair



Administrative Vice Chair Report

Ohio Swimming BOD May 2018



To: Ohio Swimming Board of Directors
From: Michael Yeager
Date: June 17, 2018
Re: Administrative Vice Chair Report to the BOD

OSI Mission – Ohio Swimming provides leadership and support to coaches, volunteers and swim programs that maximize every swimmer's potential for excellence.

Here is the proposed language for the Governance Committee to include in the Code of Regulations for the Fall 2018 HOD meeting.

3. GOVERNANCE COMMITTEE -

- A. CHAIR - The chair shall be elected annually by the Governance Committee from among its own members.
- B. MEMBERS – The Administrative Vice Chair shall have voice but no vote on the Governance Committee. The Governance Committee members shall be appointed by the General Chair with advice and consent of the Board of Directors. The Committee shall be comprised of members of OSI in good standing, have at least some experience in Board operations, and have at least one member from each of OSI's commissions with at least one of them being a coach member, and with a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. Each member shall serve a four-year term, staggered so that *one-fourth (1/4)* of such members are appointed each year. No more than one-half (1/2) of the Governance Committee members shall be members of the OSI Board of Directors at any given time. After completion of two consecutive terms, members are not eligible for re-appointment to the Governance Committee until after a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of the successive term limitation. In no case shall the General Chair serve on the Governance Committee.
- C. QUORUM - When making nominations, a quorum for any meeting of the Governance Committee shall consist of a majority of its voting members. For all other meetings, a quorum shall consist of those members present and voting.
- D. DUTIES
 - (1) To assist in periodic evaluation of the mission and vision statements and the Bylaws of OSI;
 - (2) To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;
 - (3) To aid in the development of personnel practices procedure including job descriptions and annual review of staff;
 - (4) To ensure that the Board's focus remains on the strategic plan;
 - (5) To aid in the development of expectations and processes for accountability of Board members;
 - (6) To develop criteria for the qualities and required characteristics of Board officers;
 - (7) To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members;
 - (8) To nominate Board members, *Administrative Review Board members, and other coordinator or chair positions to be elected by the House of Delegates* consistent with the matrix of skills, demographics, and talents needed;
 - (9) To publish the slate of candidates to the OSI membership at least *twenty (20)* days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;
 - (10) To design and implement Board orientation and an ongoing program of Board education and development; and
 - (11) To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.



Administrative Vice Chair Report

Ohio Swimming BOD May 2018



The BOD also needs to vote on the following meeting locations for HOD. The BOD should also vote on a date for the Fall 2018 HOD meeting.

Meeting locations		
Season	Fall	Spring
2017-2018	SW-Cinti	SW-Dayton
2018-2019	NW	SW-Cinti
2019-2020	SW-Dayton	Central
2020-2021	NW	SW-Cinti
2021-2022	SW-Dayton	Central
2022-2023	NW	SW-Cinti
2023-2024	SW-Dayton	Central
2024-2025	NW	SW-Cinti

Respectfully Submitted,

Michael J. Yeager

Michael Yeager
Administrative Vice Chair

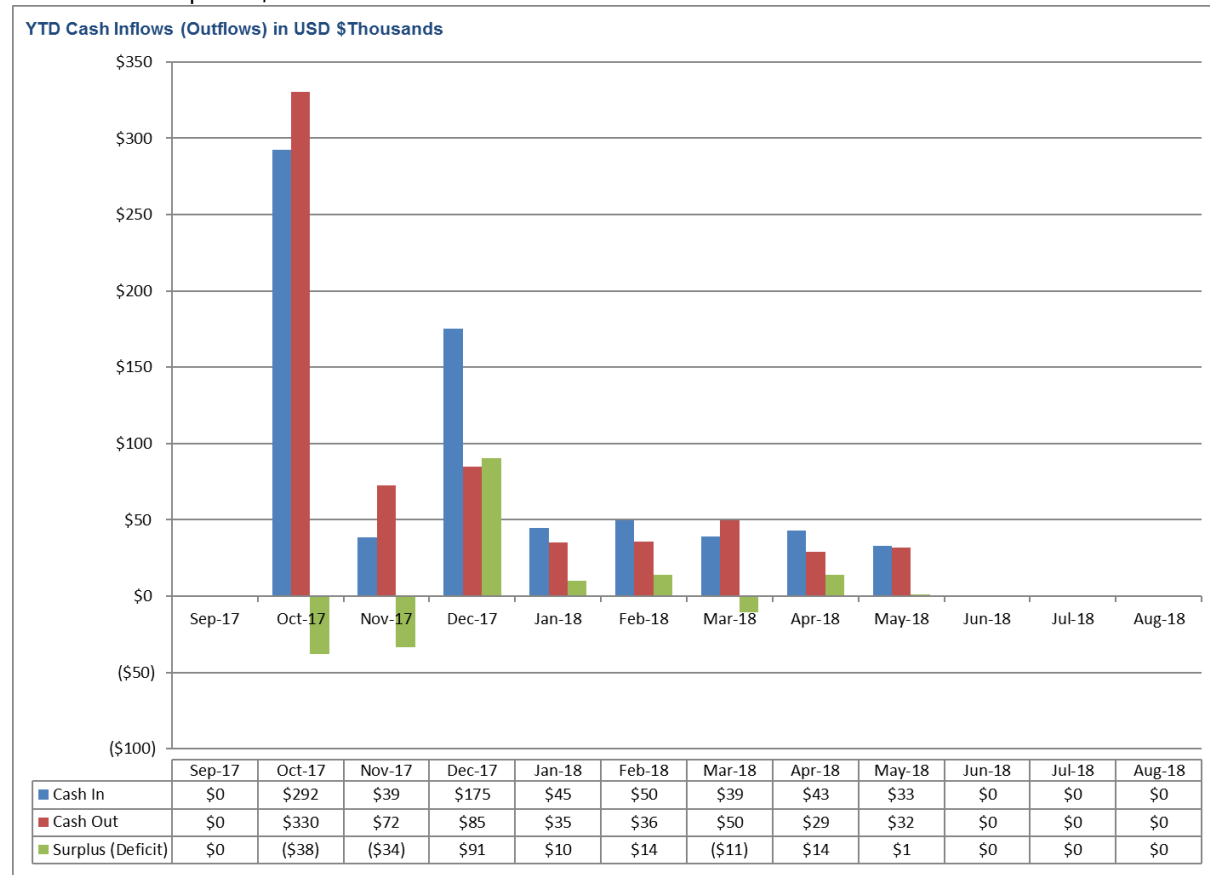


Treasurer's Report Ohio Swimming BOD June 2018 Meeting

To: Ohio Swimming BOD
From: Joseph Waller
Date: June 14, 2018
Re: OSI Treasurer's Report for June BOD Meeting

1. YTD Financials as of fiscal May (P9)

- a. Inflows = \$715K vs our \$898K budget, or 80% YTD
- b. Outflows = \$668K vs our \$909K budget, or 74% YTD
- c. YTD Net Surplus = \$47K



2. P&L Actual versus Budget = +\$47K YTD Favorable Variance versus -\$11K Budget = \$58K Favorable Variance

Main Drivers of Surplus (Deficit)		
Membership/Dues NET		\$ (26,621.00)
FY17 Membership/Dues recovered in FY18		\$ 36,000.00
Diversity Camp Inflows in excess of Outflows		\$ 15,874.00
Planned Use of Reserves		\$ (11,515.28)
Credit Card Fees YTD		\$ (1,853.06)
Senior Travel Fund Overspend		\$ (3,394.02)
All Other (including revenue, operating and facility costs yet to be incurred)		\$ 50,366.18
Surplus (Deficit) YTD		\$ 58,856.82



Treasurer's Report Ohio Swimming BOD June 2018 Meeting

3. Other Matters

- a. Budget Process: The budget planning process is underway with initial budget requests due to the Budget Committee by June 24, 2018. Important: for any significant new proposals, new programs, or substantial changes from prior year authorized budgets, please confirm that any such significant changes have appropriate policy approval from the BOD. The June BOD meeting will be the ideal opportunity to raise any such items prior to submitting the initial budget request. Interested parties are invited to attend Budget Committee meetings to share information on any such approved new initiatives/substantial changes.
- b. Senior Travel Fund: Out of a budget of \$19K for the year, \$22.4K has been reimbursed to athletes year-to-date. \$3.6K relates to prior year reimbursements processed after August 31st. We will be overspent in this category in comparison to budget, compared to a pattern of underspending in prior years. We will continue to monitor reimbursements during long course season, and this new trend and potential impact on future year budgets will be discussed on the June BOD call.
- c. Team Unify update: FY18 Registrations receivables are approximately \$26K receivables as of May 31, 2018 (improved from approximately \$48K receivables as of May 31, 2017). The Treasurer/OSI Staff continue to follow up on significant receivables in the > 60 day aging category. The use of Team Unify has significantly improved the registration process and tracking and follow-up of outstanding amounts is much easier utilizing technology.

Respectfully Submitted,

Joseph Waller

OSI Treasurer

Ohio Swimming
Profit & Loss Budget vs. Actual
September 2017 through May 2018

	Sep '17 - May 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Memberships/Dues(USA Swim)				
2017 Income Recieved in 2018	36,000.00			
Athlete	430,251.72	468,600.00	-38,348.28	91.82%
Club Membership Dues	12,190.00	13,000.00	-810.00	93.77%
Non Athl	61,320.00	61,415.00	-95.00	99.85%
Outreach	370.00	375.00	-5.00	98.67%
Seasonal Swimmers	18,840.00	35,700.00	-16,860.00	52.77%
Total Memberships/Dues(USA Swim)	558,971.72	579,090.00	-20,118.28	96.53%
Other Income				
Approved/Meet Observation Fees	1,950.00	3,300.00	-1,350.00	59.09%
Banquet Income (C1)	3,530.00	4,500.00	-970.00	78.44%
CZ Diversity Select Camp	16,720.00	40,000.00	-23,280.00	41.8%
Interest and Dividends (Edward	183.64			
Interest Income(Ckg/Saving)				
Dividends	156.34	65.00	91.34	240.52%
Total Interest Income(Ckg/Saving)	156.34	65.00	91.34	240.52%
Misc.	2,037.00	3,124.00	-1,087.00	65.21%
Official Dues (\$6.00) (C3)	1,782.00	2,000.00	-218.00	89.1%
Officials (T-shirts,Badges) C3	0.00	0.00	0.00	0.0%
Zone Team (C4)	0.00	72,000.00	-72,000.00	0.0%
Total Other Income	26,358.98	124,989.00	-98,630.02	21.09%
Sanctions & Meet Revenue				
Entry Fees	73,423.50	105,000.00	-31,576.50	69.93%
Facility Fund (Reserved Fund)	40,579.12	59,250.00	-18,670.88	68.49%
Sanctions	2,575.00	4,200.00	-1,625.00	61.31%
Senior Circuit Entry Fees (C5)	0.00	5,400.00	-5,400.00	0.0%
Travel Fund (Reserved Fund)	13,215.38	19,750.00	-6,534.62	66.91%
Sanctions & Meet Revenue - Other	481.50			
Total Sanctions & Meet Revenue	130,274.50	193,600.00	-63,325.50	67.29%
Savings(From)	0.00	11,515.28	-11,515.28	0.0%
Total Income	715,605.20	909,194.28	-193,589.08	78.71%
Expense				
Memberships/Dues Exp.(USA Swim)				
Athlete	369,980.00	382,800.00	-12,820.00	96.65%
Club Membership Dues	4,780.00	4,550.00	230.00	105.06%
Individual Non Ath	47,442.00	50,170.00	-2,728.00	94.56%
Outreach	405.00	375.00	30.00	108.0%
Seasonal Swimmers	18,255.00	30,600.00	-12,345.00	59.66%
Total Memberships/Dues Exp.(USA Swim)	440,862.00	468,495.00	-27,633.00	94.1%
Operations				
Administrative Review Board	0.00	96.00	-96.00	0.0%
Administrative Vice Chairman	0.00	480.00	-480.00	0.0%
Age Group Chairman	0.00	96.00	-96.00	0.0%
Athlete Representative	487.00	960.00	-473.00	50.73%
Coach Representatives				
Coach Education/Training	310.00	2,880.00	-2,570.00	10.76%
Coach of Yr Clinic, Scholarship	1,000.00	2,000.00	-1,000.00	50.0%
Coach of Yr Plaques	0.00	200.00	-200.00	0.0%
Total Coach Representatives	1,310.00	5,080.00	-3,770.00	25.79%
Disability Swimming Coordinator	0.00	1,152.00	-1,152.00	0.0%
Donations	500.00	1,440.00	-940.00	34.72%
General Chairman(Discretionary)	900.00	9,600.00	-8,700.00	9.38%
LSC Conventions/Clinics/Dues				
Central Zone Dues	0.00	96.00	-96.00	0.0%
D&O Insurance	510.00	500.00	10.00	102.0%
House of Delegates Meeting	-861.60	1,920.00	-2,781.60	-44.88%
Recognition Banquet Exp (C1)	9,957.75	13,920.00	-3,962.25	71.54%
USAS Convention	22,077.84	19,680.00	2,397.84	112.18%
Workshops	1,899.93	1,440.00	459.93	131.94%
Total LSC Conventions/Clinics/Dues	33,583.92	37,556.00	-3,972.08	89.42%
Officials Chair (C3)				
Background Check	342.00	1,021.44	-679.44	33.48%
Background Check Renewals	1,296.00	4,104.00	-2,808.00	31.58%
Officials Chair(Tshirts&Badges)	454.64	599.04	-144.40	75.9%
Officials Travel	7,106.26	15,360.00	-8,253.74	46.27%
Wkshops,Meetings,Recog,Training	2,282.93	2,788.80	-505.87	81.86%
Total Officials Chair (C3)	11,481.83	23,873.28	-12,391.45	48.1%
Open Water				
Camps	0.00	3,360.00	-3,360.00	0.0%
Open Water - Other	924.00			
Total Open Water	924.00	3,360.00	-2,436.00	27.5%
Outreach/Diversity				

Ohio Swimming
Profit & Loss Budget vs. Actual
September 2017 through May 2018

	Sep '17 - May 18	Budget	\$ Over Budget	% of Budget
CZ Diversity Select Camp	846.00	40,000.00	-39,154.00	2.12%
Diversity	0.00	2,880.00	-2,880.00	0.0%
Diversity/Inclusion Clinic	0.00	480.00	-480.00	0.0%
Outreach-Gear	11,915.38	12,000.00	-84.62	99.3%
Outreach Travel	1,105.60	2,880.00	-1,774.40	38.39%
Total Outreach/Diversity	13,866.98	58,240.00	-44,373.02	23.81%
Permanent Office				
Bank Charges	82.11			
CC & Electronic Fees	1,853.06	0.00	1,853.06	100.0%
Office Expense	9,971.88	9,500.00	471.88	104.97%
Payroll Expenses	64,258.62	89,745.00	-25,486.38	71.6%
Subcontractor Work	2,400.00			
Worker's Compensation	120.48	310.00	-189.52	38.87%
Total Permanent Office	78,686.15	99,555.00	-20,868.85	79.04%
Safe Sport Coordinator	0.00	2,400.00	-2,400.00	0.0%
Safety Coordinator	0.00	576.00	-576.00	0.0%
Secretary	0.00	100.00	-100.00	0.0%
Senior Vice-Chairman	0.00	96.00	-96.00	0.0%
Treasurer				
Audit	5,770.00	4,995.00	775.00	115.52%
Tax Prep	3,490.00	2,795.00	695.00	124.87%
Taxes	100.00	100.00	0.00	100.0%
Total Treasurer	9,360.00	7,890.00	1,470.00	118.63%
Total Operations	151,099.88	252,550.28	-101,450.40	59.83%
Swimmer Support				
Awards				
Age Group	10,366.37	15,000.00	-4,633.63	69.11%
Open Water	429.95	397.00	32.95	108.3%
Seniors	513.94	500.00	13.94	102.79%
Total Awards	11,310.26	15,897.00	-4,586.74	71.15%
Championship (Facility Reserved)				
LC Jr. Olympics	0.00	6,517.50	-6,517.50	0.0%
LC Regionals	0.00	14,812.50	-14,812.50	0.0%
LC Seniors	0.00	6,517.50	-6,517.50	0.0%
Open Water Championship	0.00	3,555.00	-3,555.00	0.0%
SC Jr. Olympics	6,517.50	6,517.50	0.00	100.0%
SC Regionals	14,812.50	14,812.50	0.00	100.0%
SC Sr Championships	6,517.50	6,517.50	0.00	100.0%
Championship (Facility Reserved - Other)	0.00	0.00	0.00	0.0%
Total Championship (Facility Reserved)	27,847.50	59,250.00	-31,402.50	47.0%
Meets				
Distance Meets	5,000.00	5,000.00	0.00	100.0%
Senior Circuit Meets (C5)	9,000.00	9,000.00	0.00	100.0%
Total Meets	14,000.00	14,000.00	0.00	100.0%
Open Water				
Ohio Open Water Cup	0.00	0.00	0.00	0.0%
Total Open Water	0.00	0.00	0.00	0.0%
Senior Travel Fund (Reserved)				
Futures	1,450.00			
Long Course	3,613.33			
Open Water	150.00			
Short Course	17,930.69			
Senior Travel Fund (Reserved) - Other	0.00	19,750.00	-19,750.00	0.0%
Total Senior Travel Fund (Reserved)	23,144.02	19,750.00	3,394.02	117.19%
Zone Team				
Zone Team-Open Water	0.00	1,152.00	-1,152.00	0.0%
Zone Team Coaches(C4)	0.00	1,100.00	-1,100.00	0.0%
Zone Team Expenses (C4)	0.00	77,000.00	-77,000.00	0.0%
Total Zone Team	0.00	79,252.00	-79,252.00	0.0%
Total Swimmer Support	76,301.78	188,149.00	-111,847.22	40.55%
Total Expense	668,263.66	909,194.28	-240,930.62	73.5%
Net Ordinary Income	47,341.54	0.00	47,341.54	100.0%
Net Income	47,341.54	0.00	47,341.54	100.0%

Ohio Swimming Balance Sheet

As of May 31, 2018

May 31, 18

ASSETS

Current Assets

Checking/Savings

Edward Jones

Olympic Trial Funds (Reserved) 28,000.00

Edward Jones - Other 293,007.13

Total Edward Jones 321,007.13

Edward Jones Money Market 77,393.76

FMB Checking 6,499.58

Total Checking/Savings 404,900.47

Accounts Receivable

Accounts Receivable -64.00

Total Accounts Receivable -64.00

Total Current Assets 404,836.47

TOTAL ASSETS 404,836.47

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 461.05

Total Other Current Liabilities 461.05

Total Current Liabilities 461.05

Total Liabilities 461.05

Equity

Opening Bal Equity 220,316.78

Retained Earnings 136,755.71

Net Income 47,302.93

Total Equity 404,375.42

TOTAL LIABILITIES & EQUITY 404,836.47