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**MISSION STATEMENT OKS:** To develop excellence, character, and growth in swimming for all.

**VISION STATEMENT OKS:** To advance our core values of selflessness, excellence, leadership, integrity, inclusion, and development by increasing competitive swimming opportunities and developing relationships that promotes excellence and growth.

***OKS Board of Directors  
Meeting Minutes***

***Saturday, October 19th, 2022, 9:00 AM***

**Location:** Glenpool Conference Center  
12205 S. Yukon Avenue  
Glenpool, Oklahoma 74003

**Google Meet joining info**

**Video call link:** <https://meet.google.com/oui-nbgt-pde>

**Or dial:** (US) +1 650-451-5355 PIN: 955 958 537#

**More phone numbers:** <https://tel.meet/oui-nbgt-pde?pin=3530128821531>

called to order at 9:00 PM

no conflicts

attendance:

Present: Dennis; Scott; Jennifer; Chad; Sam; Terrie, Lynne; Beth; Carole; Kate; Andreas; Tyler; Griffin; Bob; Craig

Motion to approve agenda

- Motioned by CE
- Seconded by CL
  - Motion passed by unanimous vote

Minutes from previous meeting:

- No Changes
- Motion to approve Minutes
  - Motioned by BH
  - Seconded by JS
    - Motion passed by unanimous vote

Diversity, Equity & Inclusion Chair - BH

- Short/Long Term Goals
  - Would like to visit the clubs this fall (coaching staff/board) and share ideas of what DEI is doing. In person or via Zoom.
  - Also, get some of them involved and form a committee.



DRAFT

- Sigma Gamma Rho
  - Getting into the local schools this spring
  - Introduce Swim Clinic.
- Training for Para
  - KMS is currently building a para practice time.
    - Not enough water.
    - Including them in with regular swimmers.
  - Susan Meckler – Central Zones Disability Chair.
    - Training for Coaches.
    - Training for Officials.
- Diversity Meet 2024
  - Would like OK to show up.
- 3 applicants for committee spots.
- Opening the floor to see what the Board wants to see in LSC for DEI long term.
  - CE – Wants to let BH know how much this board appreciates the work BH has put into DEI. The amount of information that was brought back from the April workshop is more than has ever been brought back. The actions that are being taken throughout be OKC committee is outstanding. Loves our passion. Looking forward to seeing is move to the Tulsa area.
  - LG – We are proud of the work BH is doing. Looking forward to seeing that clubs are doing to make the Para practices work.
  - BS – 1. BH does have the power to set up a committee. 2. Zone has approved a Diversity Camp for 2023. No details yet. So, keep this on our radar. 3. Like to come up with a targeted number of clinics this next summer.
  - BE – this year was a lot of trial and error. Outdoor pools were challenging. Foster was a better location.
  - SE – Is there a reason Creek nation on the list? He has contact information with the Creek Nation and Cherokee Nation.
  - BE – Does want to include the Native A

#### Financials - JS

- Financials Update as September 1<sup>st</sup>, 2022
  - Cash Balance - \$469,928.14 not including the First Western Accounts
  - Net Income – negative \$5,163.28
    - DM – Is the negative cash flow delta negative or loss of equity value?
    - JS – It is delta because of expenses not coming in from fall meets.
    - SE – It doesn't reflect unrealized losses?
    - JS – It does not reflect the unrealized losses. Those are given at the end of the year when we do tax returns.



DRAFT

- JS – Spoke with Will at US Swimming and we get our 1<sup>st</sup> registration deposit by Monday, October 10<sup>th</sup>.
- P&P 310 – Travel & Expense Reimbursement General Policy
  - New Policy
    - BH – Motion to approve New Policy 310
    - CE – Seconds
  - 1. Took all the approval policies passes and put it into a single policy for other policies to go back to this master policy for direction.
    - Working on all other policies to reflect back on this policy.
  - 2. Authority to create, replace, modify or delete approval procedures
    - All decisions will require the consent of the General Chair so that one person is not making all the decisions on changes.
    - Ownership of maintenance of Approval workflows is the responsibility of the Finance Vice Chair.
    - Finance Vice Chair will be coordinating with the General Chair and Admin. Vice Chair for any issues with the approval process.
  - 3. Approval of Workflows
    - States where the workflow should be and those are currently supported form put in place of the BOD.
    - Finance Chair may delegate oversight to LSC staff and Board members as necessary.
      - SE – Should we define the meaning of workflow?
        - BH – Motion to amend to include the meaning of workflow.
        - CE – Seconds
          - Motion passed by unanimous vote.
      - All approval processes should include the Finance Vice Chair. Final approval authority resides with the General Chair unless identified differently.
      - Approvals to be based on BOD rules.
    - DM – We have a motion to approval new Policy 310
      - Motion passed by unanimous vote.
  - P&P 311 – Travel and Expense Reimbursement General Policy
    - Changes to policy
      - CE – Motion to approve P&P 311 changes
      - BH – Seconds
    - Changing and clarifying who receives reimbursements.
      - Combined the teams and coaches as Teams – clarifying that these reimbursements to the Teams.
        - BS – Motions to Amend all references to Team to now say Club.
        - BH – Seconds



DRAFT

- Motion passed by unanimous vote.
  - BOD Members, Staff and Volunteers
    - Are currently eligible for travel and expense reimbursement.
  - Athletes
    - Are currently eligible for travel reimbursements.
  - Officials
    - Are currently eligible for travel reimbursement.
- Approvals
  - Approval will follow the P&P 310 policy using the online forms and workflow.
  - No approvals will be made outside the established workflows.
  - All approvals require supported documentation.
- Caution
  - Swimmers should not accept reimbursement amounts for more than they paid out-of-pocket.
- DM – We have a motion to approval changes to Policy 311
  - Motion passed by unanimous vote.
- Revisit \$1 LSC increase, approved for one year 5/17/21 – do we keep or rollback?
  - CL- replied and said that we have taken that off as we had planned to do because they have to set that up on Swims
- Credit Cards – QB, unable to charge 2.95% fee
  - We could charge who ever made a transaction with a credit card when we were working through Team Unify, but Quick Books is not set up that way.
    - LSC will have to pay the 2.95% fee now
  - Have adjusted the budget to reflect extra fee incurred by OKS Swimming
    - Approval will be made with budge approval.
- Safe Sport Payment Issued
  - Finally working through the system.
  - So, there will be \$300 going to the first 5 clubs that generated the \$1,500.00.
- State Payments Issued
- Found that there were some Splash fees from earlier this year.
  - With the new system in place, OKS is now invoicing Clubs that owe OKS.
    - This will make it easier for tracking who has or has not paid fees.
- Proposed budget for Review/Approval
  - CE – Motion to approve Budget
  - GC – Seconds
    - CE - State Income – What all goes into that and why is dropping \$20,000.00?



DRAFT

- JS – This is where we report if OKS host the meet, so we are accepting entry fees. It goes in this line item along with merchandise and any other income related money. Then those are offset by the State expenses.
- CE – So the answer is the number of meet the LSC host.
  - That should be off sit by line item 717, but it reads that the LSC is losing \$5,000.00 on the hosted meet and I don't believe the BOD has proved a loss.
- BS – believes that is the cost of rewards.
- CE – We need to have a different line item for those meet so we are not showing a loss for these meets. We need to have a different line item for OKS expenses if the rewards not going to be taken from the meet funds.
- BS – Retitle 710 from just Age group meet to OKS Meets.
- 598 – State charge to \$15,000.00 and change line-item title to OKS Championship meets.
- 717 – include Awards.
  - CE – Motion to amend the budge to align the State Income and State Expenses.
  - BH – Seconds
    - Motion passed by unanimous vote.
- CH – So you're not moving Income and putting it in an expense account?
  - JS – No
- BH – Line item 750 - \$5,000.00
  - Will the travel expenses for me to visit clubs come out of this line item.
  - BS – yes, anything DEI related should come out of this line-item so we know what is being spent for DEI.
- BS – Line Item 746
  - Coaches do not have any intention to use this in 2023.
    - CE – Motions to move the \$1,000.00 into Line-item 750.
    - GC – Seconded
      - Motion passed by unanimous vote.
- CE – Can JS send us a list as to how the Budget is bucketed?

10 Minute Break

Senior Vice-Chair - CE

- Championship Meet Committee
  - Collected Bids for Summer 2023, Winter 2023 and Winter 2024
  - Summer 2024 bids will be done in March or April.
  - No West Bid for any meets.



DRAFT

- Division II
  - East
    - February 10, 2023
    - Bartlesville
  - West
    - February 10, 2023
    - Union
- State Championships Meets
  - 14 & under - Age Group
    - February 24, 2023
    - Jenks Aquatic Center
  - OKS Senior State Championships
    - March 3, 2023
    - Bartlesville
- JS – Motion to approve the recommended site and host clubs.
- BH – Second
  - BS – Just in case anyone asks. We did receive late bids from a club in the West before the committee voted. However, the committee opted not to accept the bids due to the fact that there were already bids made for all meets.
  - BS – Also, Committee members that had team interest in hosting one of the meets was not present for the discussion or voting of said meets.
- Motion passed by unanimous vote.

#### Officials Representative - CH

- Officials Travel Policy 314
  - Trying to align this policy with the athletes travel policy. Trying to update to match some of the cost. Not trying to pay someone's entire trip, it is to incentive more officials to travel.
  - CE – Likes these changes. The system of paying a little more as they move up to higher level meets. In the past, they had a small chunk of money that went to a small group of Officials. This is open to any Official that wants to move up to the higher levels meets.
- SE – Motion to approve Policy
- SS – Second
  - CH – 2, a link to the other policy that we talked about earlier.
  - CH - 5, changed the maximum amount from \$800.00 to \$1,600.00 to be more consistent with actual cost and open it up to more individuals.
  - CH – 6.4, excluded the pre-approval requirement.
    - DM – The reason for the approval requirement, was in case we go to the limit of the budget.
    - SE – 6.4.1 & 6.4.2 should also be deleted.



DRAFT

- CH – 6.5, Following the reimbursement through the Jotform process. Took out the 30-day limit because it is part of the P&P.
- CH – 6.7, Trip report to verify that there was an education value.
- CH – Receipts part is included in the other P&P so we took it off this Policy.
- CH – Chart that has been mirrored after the athlete chart for allowance per meet.
- DM – Missing piece in the policy.
  - Would like to see officials going to their first higher level meet be fully funded.
  - CE – Believes that the Clubs should step up and help the officials with whatever OK Swimming does not reimburse. OK Swimming is here to support, not fully fund.
  - SE – 6.9 says exception can be made on a case by case basis.
  - SS – things it would be a good reward to helping them.
  - DM – This not a reward, it would be enriching the LSC.
  - BH – Parameet in Geogia, Official could not attend afford to go, the one time fully funding would be helpful. This would also help get official training for Para swimmers.
  - LG – We fund our swimmer, coaches and officials to provide opportunity for advancement. Every category the person has to want to advance, so there is a portion that they have to pay themselves. When we are talking about funding something as OK Swimming and putting out there that we would hope that our clubs would step up pay the additional amount. Wanted to remind everyone that the clubs are not equal. We can not set our P&P based on the idea that a club will step up.
  - AC- If you keep the \$1600.00 cap and we fully fund someone, are they still capped at the \$1600.00?
  - DM – The way the policy is wrote, that would not work.
  - CH – Will address fully funding at a later date.
- Motion passed by unanimous vote.

#### General Manager - BS

- USA Swimming Annual Business Meeting
  - Legislation items - some highlights are below
    - R-15 was withdrawn which would have required a quality control system which would have required clubs to check all those working a meet to see if they were on any banned list.
    - R-16 which passed will require as part of the sanction request" A description of the medical supervision (e.g., lifeguards, EMT, AED device, etc.) available to athletes participating in the meet"
    - R-17 which passed changes the 120-day rule to 60 days.



DRAFT

- R-25 which passed requires all those voting at the LSC House of Delegates to be USA Swimming members. (OKS will have to update their bylaws effective January 1, 2023)
- HK-4 which passed will change the MAPP wording for meet books to state "All adults participating in or associated with this meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy ("MAAPP"), and that they understand that compliance with MAAPP is a condition of participation in the conduct of this competition."
- Zone Meeting - some highlights are below
  - Proposal #1: Modifying the current 4-day format to a 3.5-day format. PASSED
  - Proposal #2: Allowing swimmers with 1 AAA time 2 bonus entries (100M or less). Allowing swimmers with 2 AAA times 1 bonus entry (100M or less) PASSED
  - Proposal #3: A USA AAA QT in an 800/1500 will allow entry into the other distance event. PASSED
  - Proposal #4: LSCs may fill events that do not have 2 qualifiers in distances 200M or less. FAILED
  - Proposal #5: Adding 11-12 and 13-14 Mixed 200 Medley Relay. PASSED
  - Proposal #6: Any swimmer achieving a Junior National or faster cut before July 15th may not swim that event at the CZ 14&U Championships. PASSED
  - New Non-Coach Director is Jack Swanson from MN
  - New Sec/Treas is Tracy Meece from MN
  - New Junior Athlete Rep is Savannah Gurley from MI
  - New Senior Athlete Rep from Junior Rep is: Zach Toothman
- P&P Update
  - 314-02
- Updated planning calendar
- USA Swimming workshop - do we want to fund additional people to attend?
- Charity Events
  - Supporting via website and/or social media
  - Is this a P&P we need to come up with?
    - CH – Does this meet the mission statement?
    - DM – Offline of meet, P&P for endorsement and support can be approved by General Chair when it aligns with OKS Mission Statement.

CL – Motion to adjourn board meeting

SE- Seconds

By Unanimous consent adjourned board meeting – 11:15AM

Next meeting: Monday 11/21/2022, 6pm, Jenks Aquatic center