



OKS MISSION STATEMENT: To develop excellence, integrity, and growth in swimming in a safe environment for all.

OKS VISION STATEMENT: Develop inclusive competitive opportunities and relationships that promote leadership, excellence, and growth.

OKS BOARD OF DIRECTORS MEETING AGENDA

Monday, January 15th, 2024 - 6:00 PM

Location: Vault 405 / Edmond, OK

Google Meet joining info

Video call link:

<https://meet.google.com/usu-xbzj-qbb?hs=224>

Join by phone:

(US) +1 240-617-0100

PIN: 695 316 831#

- **Call to order (GC)**
- **Read Mission/Vision (GC)**
- **Roll (S)**
- **Declaration of Conflict of Interest (S):** Is any member aware of any conflict of interest (that is, of a personal interest or direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addresses under the USA-Swimming Conflict of Interest Policy”. If a board member determines there to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and or action is being taken, a declaration of a conflict of interest should be made at that time.
- **Additions to the Agenda (GC)**
- **Approval of Agenda (GC)**
- **Approval of Minutes (GC)**

- **Athlete Representatives**

- **Finance Vice-Chair (Jennifer Salcher)**
 - Review December Financials (see attached documents)
 - Year End Update (1099S, Taxes, Audit)

- **Age Group Vice-Chair (Pamela Bradley)**
 - Zones Update

- **DEI Chair (Beth Harkins)**
 - CZ Multicultural Meet 2024 / Olympic Trials Update
 - Sponsorship letter / parameters (see attached draft letter)
 - Swimmer eligibility / 2-3 swimmers per OKS club
 - Coaches attending
 - Summer Swim Clinics

- **General Manager (Bob Staab)**
 - Open Water Coach
 - Meeting Schedule
 - February 19 (last year we did not meet in Feb)
 - March 18
 - April 13 (location?)
 - am - BOD meeting
 - pm - planning session
 - May 20
 - June 10
 - July 15
 - August 19
 - September 13 (evening prior to HOD)
 - MAAPP 2.0

- LEAP due 6/30. Do we want a working group?
- 2024 elections
 - Junior Athlete Reps (March/April)
 - GC and AVC (at HOD)
 - Coaches Rep (by coaches)
- P&P 413-04 include portion from P&P 314-03 regarding host paying officials travel)
- Membership number updates as of 1/9/24
 - 1522 athlete members
 - 251 non-athlete members
- Outstanding action items
 - Add two athletes per club for athlete committee (change in by laws requires a vote at the 2024 HOD meeting)
- **Adjourn**
 - Next Board Meeting: ?



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OKS BOARD OF DIRECTORS MEETING MINUTES

Monday, December 11th, 2023

A regular meeting of the OKS Board of Directors was held on Monday, December 11th, 2023 via Google Meets.

1. Call to Order

The meeting was called to order by Admin Vice-Chair, Scott Eudey at 6:00 PM with the reading of the OKS Mission and Vision statements. No board conflicts were noted.

2. Attendance

Present: Bob, Carole, Scott, Jennifer, Chad, Pamela, Lynne, Alli, Tyler, Marissa, Alexis, Josie

Absent: Beth, Denis, Ann, Griffin

3. Additions to the Agenda / Approval of Agenda

No additions were presented and the Published Agenda was approved by Unanimous Consent.

4. Approval of Minutes

A motion to approve the October Minutes was made by Jennifer and seconded by Carole. The motion passed with no nay votes.

5. Finance Vice- Chair (Jennifer Salcher)

- A financials update was provided, including that OKS made a \$100 donation to the charity named in Holly Glover's obituary. Jennifer made a motion to change Annual USA Swimming Contribution donation amount from \$2,500 to \$1,000 - Chad seconded and with no objections, the motion passed.

7. Age Group Vice-Chair (Pamela Bradley)

- A Zones update was provided, including that the meet will be held the first weekend of August in Fargo, ND and allowing athletes the opportunity to give their input on team caps/shirts.

8. General Manager (Bob Staab)

- Zone open water coach selection was discussed and to be revisited.

Potential 14-under and Sr State Qualifiers (see attached)

Updated 2024 Membership numbers as of 12/6/23

- 888 athlete members (1917 in 2023)
- 157 non-athlete members (305 in 2023)
- 10 member clubs (18 in 2023)

Action items not completed

- Storage
- SafeSport funding
 - New or renewal in 2023
 - BVSC
 - BSC
 - SCAC
 - ST
- P&P 432 (see attached) - A motion to strike Paragraph 2 was made by Chad and seconded by Lynne. With no objections, the motion passed. Chad moved to adopt new language, seconded by Lynne. With no objections, the motion passed.
- OKS owned equipment P&P (is a P&P necessary for the one item we have currently)
- 2024 Funded Meets for Swimmers and Officials (see attached) - A motion to approve both documents was made by Chad and seconded by Jennifer. With no objections, the motion passed.

- OKS Social Media P&P (see attached proposed P&P 602) - A motion to approve was made by Chad and seconded by Jennifer. With no objections, the motion passed.
- OKS supporting other non-profit P&P (see attached P&P 901) - A motion to approve was made by Chad and seconded by Jennifer. With no objections, the motion passed.
- Beth to donate unused DEI merchandise (briefs) to clubs to distribute - was discussed and to be followed up on.
- Amend bylaws to include 2 swimmers from each club for the athlete committee - was discussed and in the works.

9. Adjournment

With no additional business, Scott requested a motion to Adjourn. The motion was made by Chad and seconded by Lynne. The motion passed with no nay votes.

The meeting adjourned at 7:10 PM.

The next regularly scheduled meeting of the OKS Board of Directors will be Monday, January 15th, 2024 at Vault 405 in Edmond and Google Meets.

OKSI Financial Summary
As of December 31, 2023

	Total
Bank Accounts	
Arvest - Aquatic	110,521.55
Arvest - Registration	26,018.47
Arvest - Savings	206.66
Arvest - Travel	0.00
Citizens Bank of Edmond	0.00
Total Bank Accounts	136,746.68
Investment Account	
First Western Investement Account	325,142.71
Total Investment Accounts	325,142.71
Pending Online Payments	0.00
Credit Card	
CBE Credit Card Balance	0.00
Arvest Credit Card Balance	288.00
Total Credit Card Balance	288.00
Uncleared Transactions	
Arvest - Aquatic	0.00
Arvest Registration	0.00
Arvest - Travel	0.00
Citizens Bank of Edmond	0.00
Total Uncleared Transactions	0.00
TOTAL CASH BALANCE (Bank Accounts - CC - Uncleared Transactions)	461,601.39
OKSI 2023 Transaction Summary	
Total Income to date	209,294.90
Total Expenses to date	222,564.00
Net Income	-13,269.10
Start up cash	474,870.49
Cash Balance	461,601.39

Oklahoma Swimming Inc.			
Budget vs. Actuals: 2023 Budget - FY23 P&L			
January - December 2023			
Previous Year Balance Roll Over	Start Up Cash	Budgeted	Remaining
Arvest - Aquatic	104,760.88	64,295.00	40,465.88
Arvest - Registration	26,018.47		26,018.47
Arvest - Savings	206.14		206.14
Arvest - Travel	110.00		110.00
Citizens Bank of Edmond	21,420.29		21,420.29
First Western Investment	325,142.71		325,142.71
CC Credit	-2,788.00		-2,788.00
Total Previous Year Balance Roll Over	474,870.49	\$64,295.00	410,575.49
		Total	
	Actual	Budget	Remaining
Revenue			
510 Interest Income			0.00
513 Interest - Investment Income		1,000.00	1,000.00
514 Inter - Arvest Bank Savings	0.52	150.00	149.48
519 Interest Citizens bank of E	1.25	50.00	48.75
Total 510 Interest Income	\$ 1.77	\$ 1,200.00	\$ 1,198.23
520 OKS Registration Income	27,906.80	32,000.00	4,093.20
530 Meet Sanction Income	4,075.00	3,000.00	-1,075.00
540 Meet Entry Income	98,978.00	110,000.00	11,022.00
555 CS REG VIII Travel Fund		1,000.00	1,000.00
560 Zone Income		3,000.00	3,000.00
560.1 Central Zones Income	3,897.35		-3,897.35
560.2 Open Water Zones Income	205.92		-205.92
Total 560 Zone Income	\$ 4,103.27	\$ 3,000.00	-\$ 1,103.27
590 Expedited and Fee Income	1,636.36	500.00	-1,136.36
594 Online Payment Income	0.20		-0.20
598 State Income		75,000.00	75,000.00
598.2 OKS 14-Under State Income	30,556.00		-30,556.00
598.3 OKS LCM State Income	42,037.50		-42,037.50
Total 598 State Income	\$ 72,593.50	\$ 75,000.00	\$ 2,406.50
Sales	0.00		0.00
Total Revenue	\$ 209,294.90	\$ 225,700.00	\$ 16,405.10
Gross Profit	\$ 209,294.90	\$ 225,700.00	\$ 16,405.10
Expenditures			
600 Dues & Fees			0.00
602 Bank Service Fee	-15.00	95.00	110.00
604 Central Zone	446.25	500.00	53.75
605 Miscellaneous Dues & Fees		500.00	500.00
Total 600 Dues & Fees	\$ 431.25	\$ 1,095.00	\$ 663.75
610 Computer Software	422.85	2,000.00	1,577.15
620 Office Supplies		200.00	200.00
625 Equipment Expense		2,500.00	2,500.00
630 Postage, Mail and Phone Exp		150.00	150.00
640 Professional Services	5,230.00	4,000.00	-1,230.00
650 LSC Services			0.00

652 PO Box		100.00	100.00
654 Registration Services	4,500.00	4,500.00	0.00
655 Treasurer Services	4,500.00	4,500.00	0.00
656 Miscellaneous LSC Services	23,485.70	30,000.00	6,514.30
Total 650 LSC Services	\$ 32,485.70	\$ 39,100.00	\$ 6,614.30
670 HOD/BOD Meetings	5,586.33	6,000.00	413.67
680 Convention Seminar Expense	6,699.88	14,000.00	7,300.12
710 Age Group Meets			0.00
714 Central Zones		8,000.00	8,000.00
714.1 Central Zones Meet	7,571.80		-7,571.80
714.2 Central Zones Open Water Meet	130.00		-130.00
Total 714 Central Zones	\$ 7,701.80	\$ 8,000.00	\$ 298.20
714 Diversity & Inclusion Central Zone Meet (deleted)		0.00	0.00
719 State Meet Expenses	2,940.35	82,500.00	79,559.65
719.1 OKS Senior State Expenses	192.94		-192.94
719.2 OKS 14-Under State Expenses	30,851.96		-30,851.96
719.3 OKS LCM State Expenses	42,413.25		-42,413.25
Total 719 State Meet Expenses	\$ 76,398.50	\$ 82,500.00	\$ 6,101.50
Total 710 Age Group Meets	\$ 84,100.30	\$ 90,500.00	\$ 6,399.70
720 Swimmers Expenses			0.00
721 Summer Sectional	7,800.00	12,000.00	4,200.00
722 Jr Nationals		5,000.00	5,000.00
724 Spring Sectional	5,800.00	12,000.00	6,200.00
725 Nationals		3,000.00	3,000.00
726 US Open	470.00	3,000.00	2,530.00
727 Winter Juniors	2,750.00	4,500.00	1,750.00
728 TYR	860.00	4,500.00	3,640.00
729 Futures	8,440.00	8,000.00	-440.00
732 Zones	12,030.00	15,000.00	2,970.00
Total 720 Swimmers Expenses	\$ 38,150.00	\$ 67,000.00	\$ 28,850.00
736 LSC Apparel		500.00	500.00
740 Coaches Expenses			0.00
741 Coaches Education	5,500.00	5,000.00	-500.00
742 Coaches Travel	9,077.30	12,000.00	2,922.70
Total 740 Coaches Expenses	\$ 14,577.30	\$ 17,000.00	\$ 2,422.70
750 DEI Clinics	6,406.01	6,000.00	-406.01
755 Workshops			0.00
756 LSC Practice Day	4,592.92	6,000.00	1,407.08
759 LSC Travel Workshops	4,623.56	2,500.00	-2,123.56
Total 755 Workshops	\$ 9,216.48	\$ 8,500.00	-\$ 716.48
760 Zones Expenses		8,500.00	8,500.00
760.1 Central Zones Expenses	5,678.92		-5,678.92
760.2 Open Water Zones Expenses	1,486.54		-1,486.54
Total 760 Zones Expenses	\$ 7,165.46	\$ 8,500.00	\$ 1,334.54
770 Officials Expense	9,684.81	15,950.00	6,265.19
780 Safe Sport Expense		1,500.00	1,500.00

800 Miscellaneous Expense	100.00	500.00	400.00
810 Foundation -Champions Club	1,050.00	2,500.00	1,450.00
840 Volunterism Recognition		1,000.00	1,000.00
845 Merchant Service Fees	117.50	1,500.00	1,382.50
846 Melio Credit card fee	147.64		-147.64
847 QuickBooks Payments Fees	335.93		-335.93
Total Expenditures	\$ 221,907.44	\$ 289,995.00	\$ 68,087.56
Net Operating Revenue	-\$ 12,612.54	-\$ 64,295.00	-\$ 51,682.46
Other Expenditures			
Write Off/ Bad Debt	656.56		-656.56
Total Other Expenditures	\$ 656.56	\$ 0.00	-\$ 656.56
Net Other Revenue	-\$ 656.56	\$ 0.00	\$ 656.56
Net Revenue	-\$ 13,269.10	-\$ 64,295.00	-\$ 51,025.90
TOTAL CASH BALANCE	461,601.39	\$ 0.00	
Thursday, Jan 04, 2024 11:23:08 AM GMT-8 - Cash Basis			

Oklahoma Swimming Inc.
Statement of Financial Position
As of December 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
Arvest Bank - Aquatic	110,521.55
Arvest Bank - Registration	26,018.47
Arvest Bank - Savings	206.66
Arvest Bank - Travel	0.00
Citizen's Bank of Edmond	0.00
Savings (Reserve Account)	0.00
Transfer to Aquatic Fund	0.00
Total Bank Accounts	\$ 136,746.68
Other Current Assets	
First Western Investment Account	325,142.71
Undeposited Funds	0.00
Total Other Current Assets	\$ 325,142.71
Total Current Assets	\$ 461,889.39
TOTAL ASSETS	\$ 461,889.39
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Arvest Credit Card	288.00
CBE Credit Card	0.00
Total Credit Cards	\$ 288.00
Total Current Liabilities	\$ 288.00
Total Liabilities	\$ 288.00
Equity	
Opening Balance Equity	193,110.32
Unrestricted Net Assets	281,760.17
Net Revenue	-13,269.10
Total Equity	\$ 461,601.39
TOTAL LIABILITIES AND EQUITY	\$ 461,889.39
Thursday, Jan 04, 2024 11:53:09 AM GMT-8 - Cash Basis	

SAMPLE COPY - DRAFT

January 25, 2024

Company Name / Attention
123 —
Oklahoma City, OK 73132

Re: Sponsorship Request

To Whom it May Concern,

By way of introduction, I am the current Diversity, Equity & Inclusion & Disability Chair for Oklahoma Swimming. OKS supervises and supports 17 local USA Swimming Clubs across our state, as well as fostering opportunities for competition at the local, state and national levels. In addition, we partner with Oklahoma City Parks to offer learn to swim clinics in Oklahoma City each summer.

We have a unique opportunity this summer, June — , to send a team to Indianapolis for a multi-state meet that will cater to a very diverse and inclusive group of Oklahoma swimmers. USA Swimming has graciously discounted tickets to the first day of the 2024 Olympic Trials for these kids as well! This is a once in a lifetime opportunity for most of these kids and we are so excited to offer this to our Oklahoma teams.

This team will consist of swimmers from a diverse demographic as well as swimmers with varying disabilities. We want to offer this opportunity to those kids who might not otherwise have the financial means to attend an out of state/travel meet.

We are asking you to consider helping us with a sponsorship. This will be an expensive meet that most of the swimmers we are including in this opportunity will not be able to afford. If this is something that your company might consider, I'd love to schedule a time to sit down face to face or over the phone to discuss further and answer any questions you may have.

I look forward to hearing from you and again, thank you for your consideration!

Respectfully,

Elizabeth Harkins
Oklahoma Swimming, DEI/Disability Chair
oksdeichair@oks.org
405-887-3840

Member Type by Age Group

Category	Detail	Members					Grand Total
		10 & Under	11-12	13-14	15-18	19 & Over	
Athlete	Flex Athlete	31	12	10			53
	Outreach Athlete	6	6	6	16	1	35
	Premium Athlete	303	325	310	396	74	1,408
	Seasonal Athlete	12	6	8	3		29
Athlete Total		352	349	334	415	75	1,525
Non-Athlete	Administrators					20	20
	Coach					105	105
	Junior Coach				3		3
	Official					107	107
	Other					32	32
	Provisional Coach					2	2
Non-Athlete Total					3	266	269
Grand Total		352	349	334	418	341	1,794

1522 athlete members
 251 non-athlete members

	<h2>Policies and Procedures</h2>	
Subject: OKSI Championship Meets	Document Number: 413 Version Number: 04	Effective Date: January 15, 2024 Last Revision: January 15, 2024

1. OKSI will hold the following Championship meets
 - 1.1. Winter/Spring Championships
 - 1.1.1. East Division II Championship
 - 1.1.2. West Division II Championship
 - 1.1.3. 14-under Age Group Championship
 - 1.1.4. Senior State Championship
 - 1.2. Summer Championships
 - 1.2.1. Division II Championship
 - 1.2.2. State Championships
2. A bid date shall be established by the Board of Directors and announced to the Group Members of OKSI.
 - 2.1. Meet bids will be accepted using the following definitions and priorities.
 - 2.1.1. (priority one) By a member organization(s) (club(s)) to host
 - 2.1.2. (priority two) By a member organization (club) to host in conjunction with all OKSI member organizations
 - 2.1.3. (priority three) If no member organization (club) bids to host, then it will be hosted by the LSC.
 - 2.2. The request for bids shall be announced at least one month before the close of the bid process. Winter Championship bids will open September 1, close October 1, and be announced by November 1 of the year before. Summer Championship bids will open March 1, close April 1, and be announced by May 1 of the year before. Effective for Championship Meets beginning in 2024.
 *Winter 2023 and Summer 2023 bids will open September 1, 2022, close October 1, 2022 and be announced by November 1, 2022.
 - 2.3. Group Members wanting to host the championship meet will submit their bid to the Board of Directors using an online form.
 - 2.4. The Championship Meet Committee will recommend the host Club to the OKSI Board of Directors for approval.
3. The Championship Meet Committee will recommend Championship date and formats to the Board of Directors for approval.
 - 3.1. The Board of Directors can make changes to the schedule if needed.
4. The format of OKSI Championship Meets shall be determined by committee.
 - 4.1. The Championship Meet committee is composed of the:

- 4.1.1. Age Group Vice Chair
 - 4.1.2. Senior Program Chair, Committee Chair
 - 4.1.3. Coaches Rep
 - 4.1.4. Athlete Members of the Board of Directors
 - 4.1.5. OKSI Officials Chair
 - 4.1.6. OKSI General Manager, non-voting
 - 4.1.7. Other members as requested by the General Chair
5. The Meet Referee and Admin Referee for OKSI meets shall be appointed by OKSI.
- 5.1. The Officials Chair shall recommend the Meet Referee and Admin Referee for all OKSI championship meets to the Meet Committee.
- 5.1.1. The selection criteria for Meet Referee include:
- 5.1.1.1. A qualified referee with MR-2 certification for the LSC Championship or MR-1 certification for the Division II meet.
 - 5.1.1.2. An official being developed for the next level of meet (zones, sectionals, etc)
 - 5.1.1.3. Balancing the assignments among the qualified individuals.
 - 5.1.1.4. The skillset and experience of the referee.
- 5.1.2. The selection criteria for the Admin Referee include:
- 5.1.2.1. A qualified Admin Referee for the LSC Championship, or a qualified Admin Official (AO-2) for the Division II meet.
- 5.2. The Board of Directors will have final approval.
- 5.3. OKS Meet hosts for the Division II, 14-under Championships, Senior State Championships, and the State Championships shall pay for hotel accommodations for the Meet Referee and Admin Meet Referee when they travel more than 40 miles one way for the meet. (See also P&P 314).

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	06-03-19	Restructure of P&P / whole document Bid schedule / 1. Meet format committee / 3, 3.1, 3.2 Meet Ref and Admin Ref appointment process and criteria / 4.	D. Mink	BOD	OKS-0005
02	06-20-22	Host / 1.1 Bid process / 1.2 Date and format / 2 Committee members / 3.1 Official approval /4.1 and 4.2	C. Englehart B. Staab	BOD	OKS-0010
03	10-16-23	Meets / 1 Bids / 2.1	C. Englehart Champ Meet Comm.	BOD	
04	1-15-24	Add 5.3 which is already included in P&P314	B. Staab	BOD	