

Ozark Swimming HoD Meeting

March 1, 2020

Location: St Peters City Hall, One St Peters Centre Blvd., St. Peter, MO, 63376

Attendees: Andy Allman (RPLX), Lindsay Cravens (RCA), Angie Dorsey (FAST), Chris Etherington (PKWY), Serilla Flanigan (HHSC), Joe Graves (RCA), Sean Harrison (RSCA), Bayley Helfrich (FAST), Thomas Huggins (SALU), Brian Kupferer (RSCA), Dana LeVasseur (EDWY), Jeff McCoskey (SALU), Dave McCrary (CSP), Melinda Montgomery (SALU), Emily O'Connell (RSCA), Kyle Renne (CSP), Bob Rettle (EDWY), Diana Rosen (FAST), Anna Schroeter (FAST), Derek Shipp (FAST), Andrea Slaughter (SEA), Kirsty Stooke (SEA), Nathan Stooke (SEA), Erik Strom (RPLX), Todd Thomason (CSP), Bill Woelbeling (SALU)

Call to order: 12:15pm

- 1) Roll Call (Sign In)
- 2) Adoption of previous meeting minutes from Sept 25, 2019 - Motion to approve by Dave McCrary, 2nd by Erik Strom; Motion approved
- 3) Report of Officers and Committees:
 - a. **Athlete Representative: Emily O'Connell**
 - i. Will do transition process for new athlete board members in Spring rather than summer so that seniors cycling out will be around to help.
 - ii. No athlete leadership summit this year.
 - b. **Treasurer: Trish Grant (not present)**
 - i. Current Balance Sheet submitted as of
 1. Total Assets/Liabilities & Equity \$240,522.21
 - ii. Profit & Loss Report (Sept 2019-Feb 2020)
 1. Total Income \$56,475.20
 2. Total Expense \$29,043.77
 3. Net Income \$27,431.43
 - iii. Motion to accept treasurer P&L report made by Mark Imig; 2nd by Bill Woelbeling; motion passed
 - c. **Tech-Planning: Dave McCrary**
 - i. Updating forms on website this week. Bids due by May 1, 2020 for 2021 season.
 - ii. Anyone interested in tech committee should let Dave know.
 - iii. Reminder that teams have 30 days to submit fees to OZ after hosting a meet. Teams should be current with OZ before submitting bid for next year.
 - d. **Senior Chair: Jon David Williford**
 - i. Meet reimbursements

e. Age Group Chair: Kyle Renne

- i. Zones- athlete and coach packets on website.
- ii. Zones will be held in Minneapolis, MN.
- iii. Age group committee needs to be formed; let him know if interested.

f. Coaches Rep: Derek Shipp

- i. Report was submitted to secretary which is attached at end of minutes.
- ii. Coach education
 - 1. OZ pays for coach education online for ASCA members.
 - 2. Information on how to use the ASCA online coach education was handed out.
 - 3. Put in OZ code at checkout

g. Membership: Angie Dorsey

- i. Angie handled membership in the interim while switching to online registrations but no longer doing it.
 - 1. Trish has taken over membership duties.

h. Sanctions: Gussie Crawford (not present)

i. Open Water: Thomas Huggins

- i. Info for open water nationals isn't available yet.
- ii. Still trying to determine who has qualified.
- iii. Our open water is out of synch with the National meet which makes it hard to determine who is qualified.

j. Officials Chair: Steve Grimm (not present)

k. Safety & Safe Sport: Diana Rosen

- i. Air quality is the biggest issue.
 - 1. Three kids have had to seek medical treatment.
- ii. Baylee Helfrich and Maddie Rey ran Safe Sport table in lobby of Champs meet; gave out info to families.

l. Diversity & Inclusion: Brian Perkins (not present)

- i. Bob Rettle reported on the Diversity camp being held in Edwardsville.
- ii. Application process through USA Swimming which will be sent out.
- iii. Diversity summit will also be going on during the camp.

m. Club Development: (no report)

n. SWIMS: Angie Dorsey

- i. High school meets are entered.
- ii. USA meets are all current.
- iii. Send Angie any lead off swims times.

o. Records: Mark Imig

- i. Send records to Mark.

4) Old Business: None

5) New Business:

a. Governance Committee/2020 Election Nominating Committee

- i. Responsible to oversee the BOD and how the LSC is operating throughout the year.
- ii. Responsible for nominations to the BOD.
- iii. Governance Committee Description is attached at end of minutes.
- iv. Recommendations for committee: Greg Dorman, Chris Fox, Andy Allman, Erik Strom, Erica Mock
 1. 1 athlete and 4 others
 2. 2 yr position

b. May Elections

- i. The following positions are to be verified and reviewed by the nominating committee
 1. General Chair
 2. Vice-Chair
 3. Secretary
 4. Technical Planning
 5. Coaches Rep – will not replace MJ
 6. Non-Athlete At-Large
 7. Athlete Representatives

c. Review Proposed Bylaw Changes – Andy Allman

- i. USA Swimming has template for LSCs to follow and we are mandated to be in compliance.
- ii. The HOD went through all the major points of consideration, but no changes were made to the version that was already approved by USA Swimming.
- iii. Andy Allman motioned to approve the new bylaws with changes; 2nd by Derek Shipp; Motion approved
- iv. New bylaws will be posted online.

d. Stipend for OZ champs meet refs

- i. Brought by the official's committee.
- ii. Proposal for a stipend to pay for official's expenses paid by the host team.
- iii. Discussion:
 1. Melinda Montgomery– meet ref was assigned by official's committee when they had their own ref which wouldn't cost them anything
 2. Dana LeVasseur– there are tax implications if stipend goes over \$600 which could be a problem at meets with many sessions.
 3. Bob Rettle– Ozark should pay stipend for one meet ref at championship meets.
 4. Todd Thomason – if we do per diem there wouldn't be the same issues with taxes.

5. Derek Shipp – officials committee should be given a budget to take care of per diem for meet ref.
- iv. Funds should be raised by officials committee and matched by OZ to provide budget.
- v. Proposed policy that was submitted by officials committee was amended from “host team” to “officials committee” will compensate meet ref at championship meets.
- vi. Bill Woelbeling made a motion to accept policy with the discussed changes, 2nd by Thomas Huggins; Motion passed

e. Convention reimbursements

- i. Andy Allman – Proposal for a new policy was discussed at previous meeting and it was decided that per diem according to GSA guidelines was the best way to offer reimbursements.
- ii. New policy is attached at end of minutes.
- iii. Bob Rettle motioned to accept the policy; 2nd by Andy Allman; motion passed

f. Proposed Alternate Method of funding Budget Line Items for officials

- i. The officials’ committee proposed that a small additional amount be added to splash fees in order to cover annual clinic fees.
- ii. Discussion
 1. Bob Rettle – opposed to charging more money with splash fees
 - a. Officials have a budget to do with what they want
 - b. Proposes HOD pays rather than increasing splash fees
 2. Bill Woelbeling– the \$30 fee needs to be eliminated for clinics.
 3. Dana LeVasseur – officials should be expected to work meets that they are attending if LSC is paying the fees for officials.
 4. Bob suggested the LSC pays clinic fee.
 5. Andy Allman – motioned that the \$30 fee for officials’ clinics be eliminated. Bill Woelbeling 2nd; motion passed

iii. Policy regarding timers

1. Discussion:
 - a. Current policy has no ramifications if teams don’t follow policy.
 - b. Prior to 2001 all teams had to provide timers
 - c. Some teams aren’t big enough to provide timers
 - d. Policy provides a way for them to ask for help
 - e. Derek Shipp – policy is good but there should be something to keep teams following the policy
 - f. Angie Dorsey – teams who can’t provide their own should have to state it in their sanction so that it’s in the meet packet
 - g. Dana LeVasseur– possibly change policy to say one timer rather than two

- h. Proposed that last paragraph of policy should be in the sanction/meet packet so that all parents are aware that there may be a general call for timers.
 - i. Thomas Huggins – teams hosting Champs meet should provide timers and if not a percentage of profits should go to OZ.
 - 2. Dana LeVasseur– motion to include last paragraph in the sanction application if there's a chance they can't provide timers (host team discretion), 2nd by Erik Strom; motion withdrawn
 - 3. Mark Imig– last sentence needs to be removed because it would prevent teams calling for help from specific clubs; it's easier to do that ahead of time
 - a. Discussion – that sentence doesn't prevent bartering before hand
 - 4. After discussion, the bottom line is that requests for help should be timely. No change was made to policy.
- 6) Next Meeting: May 20. Location: Parkway bldg., provided it is available
- 7) Adjourned: 2:22 Motioned by Andy Allman; 2nd Joe Graves; motion passed

Respectfully submitted by Andrea Slaughter, OZSI Secretary, on 18 March 2020

Coaches' Rep report submitted by Derek Shipp

Coach of the Year:

In 2019, coaches were nominated for and coaches selected Ozark Coach of the year in three categories: Developmental, Age Group and Senior coach of the year. This is the first year that Ozark has awarded Developmental Coach of the Year to recognize coaches who develop swimmers at the beginning levels of our sport. In its first year, the category tied with Senior coach of the year with the most nominees (6).

43 votes were cast for Age Group coach of the year, 38 votes were cast for Developmental Coach of the year, 37 votes were cast for Senior Coach of the Year. This is an increase from previous years.

There has been debate about the effectiveness of the voting procedures for COY. The positive is that more coaches voted this year than in past years. The drawback is that we still have over 100 coaches who did not cast a vote, which tends to weight the voting toward clubs that have coaches nominated.

Coach Education:

Ozark currently pays for Ozark coaches who are members of the American Swim Coaches Association (ASCA) to access ASCA's online library of clinic talks and courses. Ozark pays for this on a year-by-year basis. This service has been taken advantage of more than 100 times by our coaches, which means the cost per use is less than \$15 per instance. This is also far less than paying to host a clinic in Ozark or send even one coach to an out of state clinic.

The coaches reps recommend that we make this a permanent part of the Ozark budget and encourage coaches to take advantage of this service. If the cost from ASCA changes, then the BOD would re-visit the expenditure, but if the cost remains the same, then it should be considered as a yearly coach education expense.

Governance Committee Description

For the last several years, USA Swimming has been encouraging Ozark Swimming and the other Local Swim Committees (LSCs) around the country to institute a governance committee. A governance committee “works year-round to assist the board of directors to institutionalize effective governance.”

As of January 1, 2020 all LSCs are required to have a governance committee. This committee now handles the responsibilities of the nominating committee as well as several new ones.

Committee Tasks/Duties

(per the required LSC bylaws)

1. (1) To assist in periodic evaluation of the mission and vision statements and the Bylaws of OZSI;
2. (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. (4) To ensure that the Board’s focus remains on the strategic plan;
5. (5) To aid in the development of expectations and processes for accountability of Board members;
6. (6) To develop criteria for the qualities and required characteristics of Board officers;
7. (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 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 OZSI 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.

Members

(also per the bylaws)

The Governance Committee shall be elected by the House of Delegates and shall be comprised of at least five (5) members, with a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. No more than one half of the Committee shall be

members of the OZSI Board of Directors. If any member of the Governance Committee resigns or otherwise becomes unable to participate in its affairs, the General Chair, with the advice and consent of the Board of Directors, shall appoint a successor to serve until the next meeting of the House of Delegates. In no case shall the General Chair serve on the Governance Committee. Members shall serve two-year terms, staggered so that approximately one-half of the members are elected each year. After completion of three consecutive terms, members are not eligible to be elected or appointed 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.

More information

Slides from Aug 2019 Governance Webinar (Jessica Cooper)

<https://www.usaswimming.org/docs/default-source/clinics/online-clinic-series/lsc-governance/governance-committee-webinar-presentation.pdf?sfvrsn=2>

Slides from 2015 National Convention presentation on LSC Governance Committees (Laura Matuszak)

<https://www.usaswimming.org/docs/default-source/clubsdocuments/leap-program/lsc-structural-excellence/lsc-governance-committees-convention-2015.pdf>

Reimbursement policy for costs associated with attendance at the USA Swimming Convention

March 1, 2020

This policy pertains to the handling of travel expenses associated with travel to the USA Swimming National Convention and any other travel on behalf of Ozark Swimming LSC as authorized by the Ozark General Chairperson.

Transportation: Ozark Swimming LSC will procure air travel to the destination city for the convention delegate. For those delegates who choose to drive to the convention, Ozark will reimburse the delegate either the current IRS rate per mile multiplied by the number of miles driven or the cost of the air fare for those delegates traveling by air, whichever is lowest.

Baggage Fee: Ozark will reimburse the delegate the cost of checking one bag each way (under 50 pounds) to the destination city.

Airport Parking: Ozark will reimburse the delegate the cost for airport parking (adult delegates only), up to \$10.00 per day maximum, with valid receipt needed for reimbursement.

Hotel Parking: Ozark will reimburse the delegate the cost of hotel parking, up to \$10.00 per day maximum, with valid receipt needed for reimbursement.

Per Diem: Ozark LSC will provide a Per Diem for the delegate according to GSA guidelines, which is dependent on the current fiscal year and the city and state that the convention is held in. The Per Diem is intended to cover all meals not provided by the convention, airport transfers to the hotel, including busses, taxis, and subways, all hotel incidentals, including internet charges, telephone calls, movies, etc.

Ozark will not reimburse the cost of spouses or parents traveling with delegates or for any wages associated with time off from work.

Any interpretations of this policy will be made by the Ozark Finance Vice Chairman, with consultation of the Ozark Finance Board if needed.

Hotel accommodations for delegates: Please Ozark policy for Hotel Accommodations at USA Swimming Conventions, dated August 20, 2006.

Receipts for baggage fees, airport, and hotel parking and must be submitted to the Ozark Treasurer for reimbursement, along with the completed Ozark Expense Report within 30 days following the last day of the convention.

