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Middle Atlantic - BOARD of DIRECTORS

Meeting Minutes

Monday, December 11, 2017
LaSalle University

Present:

Jamie Platt – General Chair
Larry Schwarz-Officials Chair
Kate Scheur-Safe sport Chair
Tom Malecki – Finance Vice Chair

Mike Seip-Staff
Fred Killion-At Large
Matt Sprang-Treasurer
Amanda Pope-Diversity/Inclusion Chair

Zoom:

Amy Steeves-Office
Noah Jamieson-Jr Athlete Rep
Doug Cornish-Tech Planning

Stu Kukla-Sr Coach's rep
Cherita Gentilucci – MA Office

Phone:

Reece Whitley-Sr Athlete Rep (late)

David Burnette-Operational Risk

Absent:

George Breen-Admin Vice Chair
Ryan Hartmann-Athlete Rep
Brian Elko- Age Group Vice Chair

Sandy Hartmann-Secretary
Peter Gori-Athlete Rep

Call to order:

The meeting was called to order at 7:03

Announcements: Tomorrow is Mike's grandson last chemo treatment.

Agenda: Approved Tom added a conversion around purchasing under finance D.

Minutes: Approved Nov BOD minutes

Elections and Appointments:

- A. Stu Kukla to be Senior Coaches rep to replace Paul with board approval. Approved. New operational risk chair: David Burnette

Finance: A. **Finance Report:** Financials in dropbox. 3rd page difference this year vs last year is timing;

- 1st qtr budget vs actual. Detail with items circled. Splash fees coming in quicker, Travel timing. Outreach meet fee is an item we need to eventually discuss. 1st qtr used half the budget. We need to increase budget \$100 for outreach meet fees. Motion to increase the outreach meet fees to \$4500 for the current fiscal year: Approved.
- B. **Budget:** One page for each committee that has what spent the last two years and what is budgeted this year. Tom will send to all committee chairs. See if any programs will change or doing any new programs.
- C. **Purchasing:** Get purchases together so MA can put out to bid. Then get better prices and save money and better service. Not necessarily best price but best value including service like delivery, logo set up, etc. Also not just benefitting MA but benefitting the clubs by offering like 10% off any MA members. Need to create a policy and consistent with good practices

and avoid conflicts of interest. Finance section of policy/procedures need to be reviewed and included this. Tom on task force to look at this with Larry.

New Business:

- A. House of Delegates:** Kate reserved room. Thoughts on meeting? Arizona uses attendance at HOD for points for club incentive program. Meet directors meeting; Round table on best practices; Officials room for a meeting not big room; College one (make it work); Bullying what is vs what is not and how to address (how to be respectful of teammates). Did you know type section...Like travel reimbursements, Bullying; Safe sport; state of LSC in reference to Champs meets (senior, age group, and tech planning); Looking into a new venue for LC champs...U of MD out (having LC champs out of LSC with warm up/warm down pool) conversation at HOD senior committee needs to be created-committee level conversation. Ownership who takes the lead:
- B. MA Posters:** In dropbox three primary posters that went to advertising agency to create posters for Champs meets to get interest in MA Swimming. Step one in getting more people involved. Need these posters at pools at beginning of season. Suggestions send to Mike Seip. Question: marketing strategy? Posters for now. Strategy later.

Unfinished Business:

- A. Specific Strategic Objectives:** As we have started to stream line policy/procedures its an enormous task. Strategic objective shifting from managerial to governance. Utilization of our staff and clear paths for them to operate. Also fits our membership. And understand how the committee chairs are to act to giving them power. Giving the chairs an understanding of what is going on in the LSC and what the LSC needs. Need input from everyone. And vision of where MA will be in 2-3 years needs to drive us.
- B. Policy Manual Review:** Section 1 final copy with one addition of electronic policy to where it belongs. Bullying policy needs to be there (reference rulebook in code of conduct): not in policy/procedure due to rulebook; Section 2 final copy(Amy and Cherita helped Fred) added open water. Section 3 only changes since last meeting 3.5.6 changes to minutes. Over next few weeks repost policy/procedure of first three sections. Section 4 financial Tom sent to Fred and he has not looked out. Some sections that need to be updated or moved to another section. Section 5 meets Comments back questions approved meets. Meet schedule for bids are championship dates closed to other meets...flagged this area (need to clarify this to what type of meets that can be held on that weekend). Be as general as possible. Section 5 open for comments Sanctioned/approved meets (NCAA use USA swimming rules). Section 6 few comments. January meeting updated 5 & 6. Section 4 comments to Tom; Sections 5&6 to Fred. Section 7-travel to travel committee; Section 8-open water to open water committee; Section 9-Zone Policy most have to do with spring meet which is gone. Go back to Age group to see if LC section is good for both meets. Section for Age group camps-age group committee with Kate and Amanda.
- C. Banding policy:** Put into policy manual. Non removeable identification band wore by all non athlete members on deck. Credentials and photo ID checked each day.

Block Two: Pull: Diversity and Inclusion; rest approved

Diversity and Inclusion: This needs to be tabled since the report was posted 45 minutes before the meeting so people get an opportunity to read/understand it. Transgender changing area in every facility. And need legal advice in three states since each is different. Reach out to D&I chair for USA swimming.

Meeting adjourned at 8:35 pm

Respectfully submitted,
Sandy Hartmann, Secretary