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Middle Atlantic - BOARD of DIRECTORS

Meeting Minutes

Monday, October 2, 2017
LaSalle University

Present:

Jamie Platt – General Chair
Doug Cornish-Tech Planning
George Breen-Admin Vice Chair
Larry Schwarz-Officials Chair
Noah Jamieson-Jr Athlete Rep

Mike Seip-Staff
Fred Killion-At Large

Matt Sprang-Treasurer
Aidan Daly-Athlete

Zoom:

Amy Steeves-Office
Sandy Hartmann-Secretary
Mike Ortiz-Safety Chair (late)
Tom Malecki – Finance Vice Chair

Paul Coleman-Sr Coach's rep
Cherita Gentilucci – MA Office
Peter Gori-Athlete Rep

Phone:

Amanda Pope-Diversity/Inclusion Chair

Brian Elko- Age Group Vice Chair

Absent:

Kate Scheur-Safe sport Chair
Ryan Hartmann-Athlete Rep

Reece Whitley-Sr Athlete Rep

Call to order:

The meeting was called to order at 7:06

Announcements: None

Agenda: Approved

Minutes: Approved Sept BOD minutes

Elections and Appointments:

- A. Mike Ortiz is moving in Nov out of the LSC and stepping down as operational risk chair. Let Jamie know of anyone who would be good at that position.
- B. Email addresses: MA now has ability to create generic email address forwarded to your primary email; look for spreadsheet to approve shortly.

Finance: Income looks a little high because of registration income and no expense until Oct 10th.
Reviewed Budget vs Actual spreadsheet: Rebate from metro winter JOs only; get royalty on MA logo (10% of logo'd merchandise). Need to look at contract since club hosting champs meets. Also moving towards consolidating the vendor to just a few to negotiate a better deal. This will include zone and officials apparel; Swim caps;
Tax return & review is underway. Then jumped to unfinished business A.

New Business:

- A. **Policy Manual Review:** No change in policy; manual was changed operational instead of safety. Referee policy; tech suit definition; and developmental meet definition was updated also. Scrubbing is ongoing and needs to clean up and make sure not overlapping. Policy is what the board operates under while focusing on MA's mission and values. Need to review at board level. MA is only as strong as its structure. Committees need to get strong to help/aid this change; big committees are doing a better job (officials, Travel). First the MA board needs to manage first then governor. Going forward Review sections of the Policy and procedure manuals prior to the meeting and make suggestions to Fred. 1-3 due Nov 1st; 4-Tom (finance); 5-6 7-Travel 8-Open water; Bring committee chairs to the meetings to get this done. 1-3 due by Nov 1st; 5-7 Dec 1st; 8-10 Jan 1st. Staff liaisons can help keep track of committees copies on zoom (zoom can share then group mark up document).
Sections 1-3: 3.5 awards needs to move governance task force
- B. **Convention:** By sept 2018 junior coach membership (under 18) and flex memberships (\$20 only two meets) Need to find out how to track flex members and their two meets. Clubs can decide not to offer. Also tech suit for under 10 is on the national level radar.

Unfinished Business:

- A. **Financial Advisors:** First West Trust which USA swimming uses and many other LSCs. The advisor will invest money in portfolio which MA board will decide the risk tolerance. Some of delegation to convention met with Doug who is the advisor; Very good vibe from Doug; Talked to other LSCs who used him and positive feedback; He helped the other LSCs define their investing policy; Finance Committee (Tom, Jamie, and Matt) needs to help define operating reserve and when MA needs their reserve; Defined investment policy (using USA swimming as example; Open accounts; Move cash to open accounts (CD at bank of America due in Nov); After those 4 steps money will sit in money market until define investment policy statement and board approves in Nov: Approved.
- B. **Specific Strategic Objectives:** Hit in Policy Manual review
- C. **Meet Credential:** Revise statements; Put into drop box at 7:04. What to do with other volunteers that are not non athlete members? These are the timers, computer operators, snack bar people. Tabled except for the nonathletes which is fine; need more clarity on volunteers.

Block Two: Pull: Travel pulled Rest is Approved

Travel: late request for level 2 support with the 20% reduction \$420. Approved variance of late travel report approved.

Meeting adjourned at 8:57 pm

Respectfully submitted,
Sandy Hartmann, Secretary