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Minutes for Board of Directors Zoom April 13, 2020 7:00 PM EST

CALL TO ORDER: 7:02PM

ATTENDANCE: JAMIE PLATT, LARRY SCHWARZ, TOM MALECKI, MATT SPRANG, DAN CLOUGH, KATE SCHEUER, CARLTON TAYLOR, AMANDA POPE, CRYSTAL KEELAN CHERITA GENTILUCCI, MIKE SEIP, AMY STEEVES

ANNOUNCEMENTS: NONE

APPROVAL OF AGENDA: APPROVED

APPROVAL OF MINUTES: MARCH MINUTES APPROVED

Block One

These items will be discussed in the order presented, unless amended during the agenda approval process.

AREAS FOR IMMEDIATE ACTION

Jamie presented a Crisis Management and Communication Plan to be part of Policy and Procedures. The document is in April 2020 Dropbox. The plan is more flexible than the original and uses generic titles and not specific individual names. With changes made by the board tonight the plan was recommended to be made policy. With approval the motion passed and the changes will be made to the plan and will be added to the MA Policy and Procedures.

Discussion ensued to encourage the Vice Chairs to begin communication with committee chairs for restarting MA after the COVID 19 crisis is over. Much needs to be done and in place prior to restarting. Many areas will overlap and communication between committees will be necessary.

ELECTIONS AND APPOINTMENTS

A. Committee appointments

J Platt

With the postponement of the HOD meeting, 6 athlete members were interviewed and two were selected to be athlete representatives to the MA Board of Directors until the HOD meeting takes place. Jamie put forward Sophia Pejdic (PCAC) as the senior athlete rep and Christina Cappola (SSC) as the junior athlete rep. The board voted to approve the appointment of Sophia and Christina to the board.

FINANCE

A. Regarding finalized budget presentation

T. Malecki

Tom went over his documents that are in Dropbox for the April meeting. The COVID 19 crisis will impact MA by over \$50,000 in lost revenues from meets and registrations.

In March Tom asked First Western Trust to put our funds in numerous banks so we will be covered by FDIC. Our portfolio was down approximately 3% at the end of March.

MA has applied for the PPP offered by the government to cover payroll and rent. The loan will convert to a grant if we follow the rules and use the funds appropriately.

The Budget that was to be presented at the April, 2020 HOD may need adjustments when we finally have a HOD scheduled. This will be determined at the time the meeting is set.

NEW BUSINESS

A. House of Delegates Meeting

J. Platt

The HOD meeting originally scheduled for April 25 that has been changed to May 30 needs to be changed to an indefinite delay. USA Swimming will allow for LSC's to hold the HOD via a remote opportunity. With MA being made up of three states the remote possibility is more complicated. We need to provide transparency, security and opportunity for all attending to participate.

Matt brought up that changing board members in the middle of the crisis may not be the best for handling the management of the crisis. Our bylaws state the board stays in place until successors are elected, meaning the current board can stay in place. At the next election 7 of the 9 members of the current board could be replaced. Larry also recommends delaying the HOD.

The question was asked how this affects the new budget as the fiscal year ends August 31. The Board can make decisions for the House.

Matt made a motion to eliminate the May 30th date and hold the HOD no sooner than 45 days after restrictions in PA, NJ and DE are lifted. The motion passes. We will communicate the update with members.

B. USA Swimming LSC Conference Calls C. Gentilucci

USA Swimming is holding LSC conference calls via Zoom with updates and information and ideas from all the LSC's. Three meetings have been held so far and there has been almost 100% participation by the LSC. To date they have been held according to LSC size but going forward only one will be held each week.

C. MAS Championship Check-in

M. Seip

Mike updated the board that he contacted the clubs that were to hold SC Championship meets that were cancelled. They incurred no expenses they had to pay other than the awards. Mike will be sure the awards are used for the next SC Mini, Silver and Senior Championships regardless of the meet hosts.

D. Crisis Management Team Document

J. Platt

The document is in Dropbox and is updated each time the Crisis Management Team meets. The board should read the notes to know what MA Crisis Management Team is doing.

UNFINISHED BUSINESS

A. Marketing RFP*

M. Sprang

After the March meeting, Matt was to contact three of the marketing companies and ask them to do a presentation to the board. Due to the COVID 19 crisis, this will be delayed. Matt contacted all the companies that submitted proposals letting them know of the delay.

B. Transition Task Force*

L. Schwarz

The search for the new Admin Director for MA is in the Evaluation and Hiring Phase. The April 1 deadline for applications is over and we had 59 people apply. Of the 59 the Transition Task Force identified 10 as being strong candidates and sent them each a questionnaire to be returned by April 14. The committee will meet and select 4-6 that they would like to interview. Zoom interviews will be conducted and 2-3 will be asked to come in for an in-person interview. The COVID 19 crisis will delay our hire timeline slightly.

*This issue is related to the current LSC Strategic Plan which can be accessed at:

https://docs.google.com/spreadsheets/d/1JHlo5xCQt5JJLdB9CfzShDEEHdNrorrLjm_Mm0LSaBQ/edit?usp=sharing

Block Two

No reports from Block Two were selected to be pulled for discussion and Block Two was passed.

Items requiring discussion should be pulled at the appropriate time. Otherwise all items in Block Two will be passed / defeated as a group.

DIVISION REPORTS

Administrative

Registration
Travel

Performance

Senior Programs/Meets
Age Group Programs/Meets

Finance

Audit
Budget

Operations

Safety
Diversity

Convention
 Director of Competition
 Bylaws/ P&P/ Leg.
 Recognition
 Admin Review Board
 SWIMS
 Website
 Awards
 Personnel

Age Group Zone Team
 Open Water
 Technical Planning
Athlete
 Recognition
 Newsletter

Taxes/Ins./Invest
 Marketing
 Treasurer
Coach
 Recognition

Officials
 Equipment

ADJOURNMENT 8:13PM.

Respectfully Submitted,

Amy Steeves
 Secretary

Middle Atlantic Swimming Board of Directors Calendar

May	June	July	August
New officers take over Renew banking relationships Review State filings EZ May meeting Appoint Committee Chairs/staff liaisons Review staff compensation Request additional USAS votes Nominees for Lifetime membership Select USAS Delegates New meeting schedule BOD Meeting	Board and committee chair orientation Conflict of interest Drop Box tutorial Board Book Lifetime recipient selected Approve committee membership BOD Meeting	Election of Coach reps BOD Meeting	Registration materials to clubs Meets submitted for sanctioning USAS registration End of fiscal year No meeting

September	October	November	December
Beginning of fiscal year USAS Convention Workshops & clinics Strategic plan review BOD meeting	Early registration period BOD self-assessment & review MANDATORY Committee meetings BOD Meeting	Annual financial review initiated Nominating committee appointed (if not elected by HOD) BOD Meeting	Confirmation of pool availability for next SC season championships Confirmation of pools for this season LC champs <i>BOD or No meeting</i>

January	February	March	April
<p>LC schedule bids received</p> <p>SC schedule proposed Budget meeting/committee budgets due</p> <p>File 990 by Jan 15th Receive financial review from accountant</p> <p>April HOD plan approved</p> <p>BOD Meeting</p>	<p>LC schedule bids approved</p> <p>SC schedule approved for bid</p> <p>Nominees for Outstanding Volunteer</p> <p>Delegates to EZ May</p> <p>BOD Meeting</p>	<p>SC schedule to bidders</p> <p>HOD legislation prepared</p> <p>Slate of nominees presented to BOD</p> <p>Budget presented to BOD</p> <p>BOD Meeting</p>	<p>SC bids due</p> <p>Policy, by-laws, mission & safety review (1 each yr)</p> <p>Meet host meeting</p> <p>Awards ceremony (volunteer, athletes, coaches)</p> <p>Elections</p> <p>BOD Meeting HOD Meeting</p>