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BOARD OF DIRECTORS MEETING – February 8, 2022

**AGENDA**

**CALL TO ORDER 7:33pm  
ANNOUNCEMENTS  
CONFLICT OF INTEREST STATEMENT read by Andrew Austria  
APPROVAL OF AGENDA approved as presented with New Business D as an addition.**

**APPROVAL OF MINUTES approved as presented**

**BLOCK ONE**

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

**AREAS FOR IMMEDIATE ACTION**

Conflict of Interest/Confidentiality Agreement A few board members have not submitted the agreement.. Jamie will send to those that need.

**ELECTIONS AND APPOINTMENTS**

Committee appointments – K. Scheuer none

**FINANCE**

Finance Report – S. Mittman Besnoff

Report is in Drop Box

Budget variance form added to New Business d.

**EXECUTIVE DIRECTOR REPORT**

Organize: Budget for committees is the big picture, need to go into detail for funding. meeting room for Sr. Champs to have a parent meeting with college swimming and recruiting process. Parent, club coaches, swimmers. Get programming for each—not at same time

Connect using the office for committee meetings. Official travel partner for MA. All sports travel no $ spent. Help with travel hotels, bus, flight, meals.

Reestablish the brand We will transition to the 3 star logo. Trademark to 3 star logo without the usa swimming logo. Adventure Aquarium partnership got publicity with KYW.

**NEW BUSINESS**

A Tri-State Meet Budget Variance- B.Elko/J. Brennan

Brian will pull the variance and not ask for it at this time. Not needed.

B USA Swimming Conference Denver Budget Variance- L. Schwarz

1. representatives from MA are going. Need funds to cover

$4500 in conference budget. Anticipating needing $9500. Had $40,000 in budge for convention and now USA Swimming is going to smaller conferences.

Larry asking for $5000 in extra for the USA Swimming workshop. Approved

C Strategic Planning Budget Variance- L. Schwarz

* 1. May meeting. 2 day meeting. May 13-14. 34 invited.
  2. No $ in budget for 2022.

Estimating a need of $8700 for 20 people. Travel, hotel and meals.

To be held at the office or meeting room at the hotel

Motion for variance of $8700

approved

D Budget Variance Form and Policy

Samantha proposed designing a form/policy.

Larry agrees with the idea but not the policy behind it.

Kate: Policy to add to policy manual.

Samantha will craft a policy for a budget variance.

4.4.3 any current program that request a variance must submit a request.

Could add a form to be filled out to request funding and change

Samantha amend 4.4.3.2 handled through budget variance form.

Approved.

**Policy manual will be updated to reflect**

**UNFINISHED BUSINESS none**

**BLOCK TWO**

**Motion to approve block 2 as a group.**

**No discussion.**

**Approved.**

*Items requiring discussion to be pulled at the appropriate time. Otherwise, all items in will be passed/defeated as a group.*

**DIVISION Reports**

**Administrative Performance Finance Operations Athlete Coach DOC**

Registration Senior Audit Safety

Convention Age Group Budget DEI  
Personnel Zone Team Tax/Ins/Inv. Officials

Marketing Open Water Treasurer Equipment

Admin Review Board Tech Planning

Recognition   
Awards

**Next meeting March 7**

**Motion to adjourn 8:05pm**

**Respectfully Submitted:**

**Amy Steeves**

**Middle Atlantic Swimming**

**Board of Directors Calendar**

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| --- | --- | --- | --- |
|  | | | |
| 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          No 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    No 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  No Meeting |
|  |  |  |  |
|  | | | |
| January | February | March | April |
| LC schedule bids received    SC schedule proposed  Budget meeting/committee budgets due    File 990 by Jan 15th  Receive financial review from accountant    April HOD plan approved    BOD Meeting | LC schedule bids approved    SC schedule approved                for bid    Nominees for Outstanding Volunteer    Delegates to EZ May       No Meeting | SC schedule to bidders    Budget meeting  Championship meets    HOD legislation prepared    Slate of nominees presented to BOD    Budget presented to BOD    BOD Meeting | SC bids due    Policy, by-laws, mission & safety review (1 each yr)    Meet host meeting    Awards ceremony (volunteer, athletes, coaches)    Elections  HOD Meeting  BOD Meeting |