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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 MeetingBOD Meeting |