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BOARD OF DIRECTORS MEETING – MARCH 7, 2022

AGENDA

CALL TO ORDER 7:30pm

ANNOUNCEMENTS None. Meeting will be recorded

CONFLICT OF INTEREST STATEMENT Read by Andrew Austria

APPROVAL OF AGENDA approved as submitted

APPROVAL OF MINUTES approved as submitted

BLOCK ONE

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

AREAS FOR IMMEDIATE ACTION none

ELECTIONS AND APPOINTMENTS

Committee appointments – K. Scheuer

DEI committee nominated one additional person. Needs athlete ASAP. Non-athlete nominated to DEI committee. approved

FINANCE

Finance Report – S. Mittman Besnoff

Report in Dropbox.

6 months into fiscal year.

Cleaning up balance sheet

P&L shows exceeding net revenue \$66,000 instead of loss as projected. Due to increase of athletes and splash fees.

Report shows a 3 year comparison. 2022 is on par with 2019-20 year. (pandemic year excluded)

Office building will show as a capital asset. Not shown on the balance sheet today

Report accepted as presented.

EXECUTIVE DIRECTOR REPORT

A. **Organize** Jamie is working with Tom Avishious for the strategic planning meeting on May 13-14.

Working on a coach well being program with Doug Cornish and a sport psychologist for our coaches. Still in the early stages.

Mike and Jamie held a meeting with championship hosts to outline expectations for 9 spring championships.

B. **Connect** Jamie is working on facilitating connections between Middle Atlantic and the community as well as Middle Atlantic board of directors and clubs.

C. **Reestablish the brand** Jamie contacted each state to place advertising at the DE and PA and NJ high school state meets. NJ will get us in next year.

NEW BUSINESS

- a. FYE 23 Budget – S. Mittman Besnoff
 - a. 2023 proposed budget in Dropbox. Samantha went through each item.
 - i. Personnel line item reflects a 4% increase in wages for staff (wages, benefits, retirement) Planning to hire an admin person as well that may fit into the proposed budget. This should fit within the proposed budget
 - ii. Reviewed how the Registration \$ will work
 - b. Increasing budget for committees will bring us back to pre-pandemic levels. Spending more money on athletes, coaches and non-athletes
 - c. Put proposed 2023 budget on the agenda for April 4 meeting approval to present to HOD—required to be posted 20 days prior to HOD meeting.
- b. Policy Manual Update – L. Schwarz
 - a. Section 4.5 references non-staff reimbursement for meeting attendance. USA Swimming “convention” is no longer being held in person but instead is holding other meetings that staff and non-staff will benefit from attending. Section 4.5 allows for reimbursement for convention.

Motion: to change the descriptive wording in the current Policy and Procedure manual, pertaining to eligible non-staff candidates for travel reimbursement to national meetings from “Convention Delegates” to “Designees to USA Swimming meetings and workshops.

Does not change funding zone meeting reimbursements.

Tri-state collation is now virtual and no \$ is required. Can revisit if this changes to in-person.

Motion approved as stated.

- c. Budget Variance – S. Mittman Besnoff
 - a. Request from Official committee for badges. Request is in Drop Box.
Motion to approve a variance of officials budget approved
- d. House of Delegate – K. Scheuer
 - a. April 30
 - b. Looking at multiple sites for an in-person meeting
 - c. Pandemic allowed us to vote by proxy.
 - d. Now will vote in person, now that we are “out of the pandemic” not allowed to conduct voting virtually
 - e. Incentives will be offered to non-athletes, clubs and athletes to attend the meeting.

UNFINISHED BUSINESS

BLOCK TWO

Motion to approve block two 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

Middle Atlantic Swimming advocates the growth and development of a diverse swimming community through education, innovation and a commitment to excellence.

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			

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 <div style="text-align: center; font-size: 24pt; font-weight: bold;">No Meeting</div>	Election of Coach reps BOD Meeting	Registration materials to clubs Meets submitted for sanctioning USAS registration End of fiscal year <div style="text-align: center; font-size: 24pt; font-weight: bold;">No Meeting</div>
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 <div style="text-align: center; font-size: 24pt; font-weight: bold;">No Meeting</div>	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 <div style="text-align: center; font-size: 24pt; font-weight: bold;">No Meeting</div>
January	February	March	April
LC schedule bids received SC schedule proposed Budget meeting/committee budgets due File 990 by Jan 15 th	LC schedule bids approved SC schedule approved for bid	SC schedule to bidders Budget meeting Championship meets HOD legislation prepared	SC bids due Policy, by-laws, mission & safety review (1 each yr) Meet host meeting

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Receive financial review from accountant	Nominees for Outstanding Volunteer	Slate of nominees presented to BOD	Awards ceremony (volunteer, athletes, coaches)
April HOD plan approved	Delegates to EZ May	Budget presented to BOD	Elections
BOD Meeting	No Meeting	BOD Meeting	HOD Meeting BOD Meeting

Next meeting
April 4th.

Motion to adjourn at 8:30pm

Respectfully submitted

Amy steeves