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[**www.maswim.org**](http://www.maswim.org)

BOARD OF DIRECTORS MEETING
March 16, 2023
7:30 p.m.
Lancaster Arts Hotel Conference Room

**MINUTES**

**CALL TO ORDER
MISSION STATEMENT
ANNOUNCEMENTS** HOD will be held April 29. 11:30am brunch 12pm meetingDoubletree Hotel. Near office
**CONFLICT OF INTEREST STATEMENT** Read by Larry Schwarz **APPROVAL OF AGENDA** Add Travel Committee Policy to new business C. approved as amended. **APPROVAL OF MINUTES** approved

**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**

1. Committee appointments – K. Scheuer
	1. Mary Poleto appointed to Governance Committee
2. General Chair, Admin Vice Chair and Jr. Athlete Rep to be elected at HOD

**FINANCE**

1. Finance Report – S. Mittman Besnoff
	1. Report is in Dropbox
	2. Member registrations will slow for remainder of 2023.
	3. Balance Sheet question from Larry. Renovations should not be an asset. Why is it a separate line item? Talk to tax accountant to see if it can be combined.
	4. February Finance report is approved.

**EXECUTIVE DIRECTOR REPORT**

Connect, Organize and Build the Brand.

Tri State Cup was hosted by Middle Atlantic. It was a success- fun for all.

Moving forward with the Elite select camp invited athletes with Olympic Trials cuts, Senior National and Jr. National cuts

Completed a site visit for hotel for the ASCA clinic in September—planning an interactive meeting.

Sr. Level Tri State coalition senior level camp to be held in Colorado Springs. Working with John Fedena. Athletes will be selected and will not apply.

Meeting in April with Board Source. An app for the board to use.

Nemours Childrens Hospital “50 for Nemours” program. Partnering to raise money for childhood cancer. In October for each 50 free swum, Middle Atlantic will donate. T-shirt for each athlete that swims 50 free in October. Clubs can donate on top of that. There were 3658 50 frees in October 2022. Teach philanthropy to our athletes. A child has been selected to be the face of the event.

Championship Meets- 62% of 10 and under athletes swam at the Champ meet, Champ meets are a tolerable size. MA Stuffed animals at the meet, T-shirts as give aways with T-shirt gun. The Event surrounding the meet is as important as the meet itself.

**STRATEGIC PLANNING**

1. Governance Policy – Larry Schwarz
	1. Document in dropbox.
	2. Looks correct and ready to use.
	3. Needs to have board specify 1.0 section. “what we want done” specific outcomes.
	4. Then management (staff) responsible to enact.
	5. Proposed a separate meeting to work on section 1.0. Start in May and have ready for September.
	6. Motion to accept document as governing policy of MA with exception of Section 1.0 specific Ends and Means. Motion withdrawn.
	7. Motion to accept governing policy organization framework of policy from section 2.0 through 4.5. 1.0 Ends and means added at a later date. Approved.
2. This will be the MA “playbook” allow for specific outcomes. Give ED orders of what board wants done. Staff is held to the outcome. May meeting where do we want to go? Give ED the outcome and ED will make it happen. Took the policy from USA Swimming and adapted to MA. Who is allowed to do what and who is held responsible. Should guide LSC beyond current board and staff.

**NEW BUSINESS**

1. Budget Variance – S. Mittman Besnoff
	1. Request from for Elite Select Camp in April in Florida. $45000 is total cost of attendance per athlete (45 athletes). cost per athlete $100. 48 athletes plus coaches. Age Group budget $70,000. Sr. Budget 20,000.
	2. Accept budget variance as presented. Passed.
2. Fiscal Year 2024 Budget – J. Platt
	1. Document in Dropbox. 2024 has Increased programs and services 30%. 4% wage increase.
	2. Investments cover 1-2 years of expenses if required.
	3. Concerned running business is more than programs and services. Present as a plan. Show comparison to 2023.
	4. Motion that MA board recommends the HOD approve 2024 budget as presented. approved
3. Travel Committee Policy
	1. 2 meetings to discuss travel policy and it needs to be updated. Purpose of policy. Plan to present in May.

**UNFINISHED** **BUSINESS**

1. Outreach Program – A. Powell
	1. Presented Outreach request that is in dropbox. Add to policy manual.
	2. Motion to add request into policy. Remove reference to dollar amount. Motion failed.
	3. New motion. Motion to amend to policy with amendment to include Middle Atlantic “uniform” or team gear for athletes representing MA at championship meets. Remove 2a.
	4. MA LSC issued or offered. As presented and amended. Approved.

**BLOCK TWO approved as a group**

*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

**HOD April 29**

**Next Meeting May**

**Meeting Adjourned**

**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 |
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|    |
| 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 |