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BOARD OF DIRECTORS MEETING  
October 10 2022  
7:30 p.m.  
**AGENDA**

**CALL TO ORDER 7:30**

**MISSION STATEMENT** Read by Andrew Austria

**ANNOUNCEMENTS:** Larry Schwarz standing in for Kate Scheuer National Committee positions are open for applications until Friday Oct 15.

**CONFLICT OF INTEREST STATEMENT** Read by Andrew Austria

**APPROVAL OF AGENDA** in Drop Box Approved

**APPROVAL OF MINUTES** August Meeting. Approved

**BLOCK ONE**

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

**AREAS FOR IMMEDIATE ACTION**

- a. USA Swimming House of Delegates Meeting changes
  - a. Will place link to changes in minutes. Highlights include:
    - i. Minimum staffing requirements
    - ii. Hand Signals for hearing impaired
    - iii. Meet announcements medical personal
    - iv. Transfer rule reduced from 120 days to 60 days
    - v. Zone and LSC meets cannot use term "Jr. Olympics" Per USOPC

**ELECTIONS AND APPOINTMENTS**

- a. Committee appointments – K. Scheuer NONE

**FINANCE**

- a. Finance Report – S. Mittman Besnoff
  - a. 1<sup>st</sup> payment from USA Swimming received October 7, 2022 for registrations
  - b. Revenues came in higher than expenses for 2022.
  - c. Motion to approve finance report approved.

**EXECUTIVE DIRECTOR REPORT** presented by Jamie Platt

**Organize:** swims 3.0, billing, national calls-shows where we stand. USAS reaching out to us. Other LSC's reaching out to us. Employee reviews in place, update workflows,

**Connection:** Jamie working with coach development, board development for clubs, LSC development—coaches, athletes and parents. Strategic planning task force working with Live Barn. National swimming community on calls every month. Beta testing in our LSC in sending insurance info to our members.

**Regionally** Tri-State Cup in MA for 2023.

**2023 Eastern Zone open water champs**

**2024 Eastern Zone open water champs-MA**

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## Sponsors being sought

**Reestablish the brand. Met with Scott Day on promoting MA through social media and other avenues.  
Zoom meetings with LSC admins on SWIMS 3.0**

## STRATEGIC PLANNING

- a. Mission/Vision recommended updating at June meeting. Special meeting was held in September to work on this.
  - a. Added "our safe" to the mission statement.—proposed mission statement approved
  - b. Vision statement in drop box. Motion approved
  - c. Core Values changed to a list instead of a statement. Added Safety as a value. Motion approved
- b. Task Force proposed by Kate to have Jamie put together. Rob, Andrew, Jasson Brennon coleman bye, kate pulos, brian walters.(parent) look at make up of committees to see if they do what they say they do.

## NEW BUSINESS

- a. Operations and Investments – L. Schwarz
  - a. Not in drop box.
  - b. Don't need to keep as much \$ in accessible money.
  - c. Interest rates have changed and will benefit those with savings.
  - d. How much do we need in accessible funds as operating expenses.
    - i. 28,000 needed per month. Keep 3-4 months accessible at all times outside of limited access funds.
    - ii. Samantha recommends reviewing this frequently
  - e. Propose: Cap operating funds to \$100,000 each month. money above go to investment account. Motion withdrawn
  - f. Propose: . As a general guideline we recommend operational funds to be kept at 3 times expected monthly expenses. When fund exceed said threshold, funds may be moved to the existing MASI investment accounts. Motion passes will be added to P&P
- b. Outreach Program – A. Powell
  - a. August meeting to change/define outreach program. Add items to outreach for championships.
  - b. Looked at other LSC's. Similar to ours.
  - c. Asking board to look at new Outreach Policy. Increase meet rebates for athletes outside the LSC meets.
  - d. Operating procedure currently in place. Changes will need to be discussed in depth to add finances to outreach.

Proposal from Anthony Powell Middle Atlantic Outreach Program has been put into place as a required program for families in need to enjoy the wonderful sport of swimming. Your outreach membership will offer:

- 1) Meet Reimbursement
  - a) within our LSC (that requires individual meet fees)
  - b) outside our LSC (national or international that requires individual meet fee)
- 2) Team Gear for Championship Meets that has to be paid by individual swimmers not provided by a USA Swimming Organization.

Change DEI policy as read to extend reimbursement. outside our LSC and include gear for championship meets that is paid for by the individual.

Tabl to next month

- c. Championship Site Selection Committee – J. Platt
  - a. Jamie is requesting to add Doc and Ex Director to be added to task force.
  - b. Motion to add DOC and Ex Director to task force of site selection committee. Approved.

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- d. New BOD Topics Schedule – K. Scheuer
  - a. Update calendar at bottom. Add 10-12 month plan but adapt to every other month calendar.
- e. Live Barn – J. Platt
  - a. Conversation with live barn. asked If we can connect them to institutions that do not have video capabilities in place to get live barn in for live streaming meets. Looking now at champ meets could also stream other meets, hs meets, practice. Sjac currently uses and not the best quality. Jamie is asking for board support. No cost to us or institutions. Cost is to viewers. Motion to Jamie proceed conversation with live barn connection with facilities in the LSC.

**UNFINISHED BUSINESS**

- a. SWIMS 3.0 – A. Steeves
  - a. See report
  - b. Samantha asked about December 31.
  - c. Clubs that do not renew?
- b. Committee Reports
  - a. Most not submitted for board meeting.

**BLOCK TWO**

**DOC report pulled**

**Block 2 approved as a block.**

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

**DIVISION REPORTS**

<u>Administrative</u>	<u>Performance</u>	<u>Finance</u>	<u>Operations</u>	<u>Athlete</u>	<u>Coach</u>	<u>DOC</u>
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						

**DOC report Meet Director and Meet Marshals town hall to update about changes from USA Swimming that affect meets.**

**Plan to hold this next month.**

**Motion to approve DOC report approved.**

**Meeting adjourned at 9:15pm**

**Middle Atlantic Swimming  
Board of Directors Calendar**

May	June	July	August
New officers take over	Board and committee chair orientation	Election of Coach reps	Registration materials to clubs
Renew banking relationships	Conflict of interest		Meets submitted for sanctioning
Review State filings	Drop Box tutorial		USAS registration
EZ May meeting	Board Book		End of fiscal year
Appoint Committee	Lifetime recipient selected		
Chairs/staff liaisons	Approve committee membership		
Review staff compensation			
Request additional USAS votes			
Nominees for Lifetime membership			

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Select USAS Delegates New meeting schedule  BOD Meeting	<b>No Meeting</b>	BOD Meeting	<b>No Meeting</b>
<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
Beginning of fiscal year  USAS Convention  Workshops & clinics  Strategic plan review  BOD meeting	Early registration period  BOD self-assessment & review  MANDATORY Committee meetings  <b>No Meeting</b>	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  <b>No Meeting</b>
<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>
LC schedule bids received  SC schedule proposed Budget meeting/committee budgets due  File 990 by Jan 15 <sup>th</sup> 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  <b>No Meeting</b>	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