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BOARD OF DIRECTORS MEETING – OCTOBER 12, 2020 7:00 PM ZOOM ONLY

Minutes

CALL TO ORDER 7:01pm

ATTENDANCE: Andrew Austria, Christina Cappola, Dan Clough, Doug Cornish, Brian Elko, Will Gallagher, John Lyons, Samantha Mittman-Besnoff, Sofia Pejdic, Jamie Platt, Kate Scheuer, Larry Schwarz, Mike Seip, Amy Steeves, Carlton Taylor

ANNOUNCEMENTS: None

APPROVAL OF AGENDA: Added H and I to New Business. Agenda approved

APPROVAL OF MINUTES: Minutes from Sept. approved

BLOCK ONE

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

AREAS FOR IMMEDIATE ACTION: Committee appointments have been submitted and are in Dropbox.

ELECTIONS AND APPOINTMENTS

- a. Committee appointments – K. Scheuer
 - a. Open Water asking for new chair of committee
 - b. Some committees did not submit athlete names but know they are needed.
 - c. Kate will notify chairs the committee request are approved

FINANCE

- a. Finance Report – S. Mittman-Besnoff
 - a. Report is in Dropbox.
 - b. Finalizing PPP loan grants
 - c. \$109,000 CD at BB&T to be withdrawn and deposited at 1st Western Trust
 - d. Signatory rights- addition of John for online banking. Kate, Larry and Samantha added as signers for checks.
 - e. Financial Report is approved as submitted

NEW BUSINESS

- a. Probationary Period start date – G. Michael Gobrecht – K. Scheuer
 - a. September 15, 2020 start date. A 2 year probation that stipulated no involvement with LSC or USA Swimming committees. Document will be added to minutes as public notification, WSY YMCA was notified as well.
- b. Eastern Zone request regarding DEI – K. Scheuer
 - a. There is a push for DEI chair to be a member of each LSC board. Eastern Zone LSC chair is leading the effort. The issue will be brought up at the USAS 2021 Convention. Dan and Carlton—put together a plan for DEI and DEI committee that involves more appointing a person to the board.

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- b. MA and VA are only LSC's in eastern zone without DEI on board
- c. Invoicing/Good Standing Terms for clubs – J. Platt
 - a. Invoice system for billing clubs
 - b. Work to reduce outstanding invoices
 - c. Email invoice, clubs can pay by CC or bank transfer, we can see how many times a club opens the email.
 - d. Net 7 day policy for meet fees to be paid.
 - e. Late Fee? 1% every 5 days after the 7 day deadline. John will be able to waive the late fee if necessary. YMCA's and School Districts have issues with meeting to pay on time.
 - f. Good Standing definition-all financial debts are paid. Not in good standing can put your meet in jeopardy.
 - g. Adapt invoice policy to include registration and meet fees and add 1% late fee for every 5 days an invoice is not paid unless waived by Treasure, Ex Director or Finance Vice Chair.,
- d. COVID Non-Compliance Task force – L. Schwarz. The report is in Dropbox. A Motion to accept the recommendations of the task force as outlined below is approved
 - a. MA will not punish a club retroactively as there was not a program in place until now
 - b. Task Force recommends:
 - i. Meets found in non-compliance with health mandates will result in times not being loaded. Primary consequence.
 - ii. Future meet sanctions withheld, or suspended if already granted
 - iii. MA retains option to fine host club \$500-\$1000 as recommended by Director of Competition.
 - c. Any individual can initiate a complaint, ie: officials, coaches, swimmer, parent
 - i. Complaint to Director of Competition
 - ii. Email, phone call, not a formal form.
- e. Budget Variance – B. Elko. A motion for \$9000 variance to hold a Jr. Nationals level meet passed.
 - a. Request \$9000 variance for Sr. Committee as USA Swimming is not hosting Jr. Nationals. Each LSC is charged with holding a meet and USA Swimming will compile results. Need variance for facility usage as size is not known yet. National level kids that Sr. Committee wants to give them national level meet.
 - i. 220 females and 180 males from MA have qualified for Jr. Nationals. Do not expect full participation.
 - ii. Entry fees will be charged. Will seek a Meet host. MA will get splash fees
 - iii. Target date: December 11-13, 2020
- f. Meet Surcharge – M. Seip
 - a. BLUE requested a \$7 per swimmer surcharge (instead of \$5 allowed) and/or a \$7 event charge (instead of \$5). Request is in Dropbox Mike recommends allowing the request by BLUE. Motion to allow Blue to charge \$7 surcharge per swimmer for October meet. 4 yes, 3 no, one abstain. Motion passes.
 - b. Motion to allow clubs to charge individual event fee of up to \$10 for duration of COVID crisis. MA continue to take current \$1 fee during the crisis. Start date of Nov. 1. Motion passes.
 - c. Motion-- November 1 no athlete surcharge for meet entry during COVID. Motion passed. Remove surcharge from meets already sanctioned.
- g. Board Calendar – K. Scheuer
 - a. Meet every other month instead of every month. Allows committees to do the work of the Strategic Plan of the board. 8pm starts instead of 7pm. Have November 2020 meeting and proceed every other after that.
- h. Ex Director Report—J. Platt
 - a. Three core directives to Ex. Director position

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1. Organize
 2. Connect
 3. Reestablish the Brand
- b. Areas Jamie is actively working on:
- 1.Contracts to streamline vendors for apparel, awards, outreach program apparel,
 - 2.Mental Health support
 - 3.Water Safety
 - 4.Experts
 - 5.Website connected to Google analytics
- i. Registration Issues—A. Steeves
- a. Outreach Non-athlete report in Dropbox
Staff with the support of DEI committee requests to reduce the cost of non-athlete membership to \$5 for parents of outreach athletes.. Motion passes
 - b. Transfers report in Dropbox
Staff requests we waive the transfer fee for an athlete to return to previous club for 2022 year. Motion passes.

UNFINISHED BUSINESS

- a. Logo Redesign – L. Schwarz
 - a. Larry will be sending choices and with a survey to all board members
Trademark office rejected our request. Give a statement of length of time using Middle Atlantic.

BLOCK TWO approved as a group

Items requiring discussion should be pulled at the appropriate time. Otherwise all items in Block Two will be passed / defeated as a group.

DIVISION REPORTS

<u>Administrative</u>	<u>Athlete</u>	<u>Performance</u>	<u>Finance</u>
<u>Operations</u>		<u>Coach</u>	
Registration		Senior	Audit
Convention			Budget
DEI			
Personnel			Tax/Ins/Invest
Officials			
Marketing		Open Water	Treasurer
Equipment			
Bylaws/ P&P/ Leg.		Tech Planning	
Recognition			
Admin Review Board			
Awards			
<u>Director of Competition</u>			

NEXT MEETING: NOVEMBER 9 AT 8PM

ADJOURNMENT 9:15

Next Meeting is November 9 at 8pm.

Respectfully Submitted by,

Amy Steeves

Middle Atlantic Swimming Board of Directors Calendar

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 BOD 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 BOD 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 BOD or No meeting
January	February	March	April
LC schedule bids received SC schedule proposed Budget meeting/committee budgets due File 990 by Jan 15 th 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 BOD 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

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