

**482 Norristown Road Suite 110 Blue Bell, PA 19422 484-246-9595**

BOARD OF DIRECTORS MEETING – September 11, 2023

**AGENDA**

**CALL TO ORDER** 7:31 pmWith a moment of silence in memory of 9/11. **MIDDLE ATLANTIC SWIMMING MISSION STATEMENT** Read by Mary Poleto

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

**CONFLICT OF INTEREST STATEMENT** Read by Mary Poleto

**ANNOUNCEMENTS:** Longtime Middle Atlantic member and contributor Bob Mattson passed away in August.  **APPROVAL OF AGENDA:** “Coach of the Month Recognition” added to New Business. Approved as Amended **APPROVAL OF MINUTES:** July minutes approved

**ATTENDANCE:** Rob Jorgensen, Mary Poleto, Kate Scheuer, Jamie Platt, Mike Seip, Gabriella Sherman, Samantha Mittman-Besnoff, Brian Elko, Andrew Austria, John Lyons, Brian Walters, Anthony Powell, Taiylor Tegler, Amy Steeves

**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. Sr. Committee-new committee was submitted and approved
	2. Age Group Committee-new committee was submitted and approved.
	3. Officials Committee-added another athlete to the committee, approved

**FINANCE**

1. Finance Report – S. Mittman Besnoff—Report accepted as presented
	1. TD bank account is positive
	2. Read through the End of Year Report for 2023
	3. P&L exceeded budget and included a camp not budgeted for.
	4. Next tax filing will be 5.5 months from Sept 1.
2. Beginning of Fiscal Year
	1. Finalizing taxes
	2. Requesting extensions
	3. Looking for new tax accountant

**EXECUTIVE DIRECTOR REPORT**

 **Complete report in Board Effect**

1. **Organize**
	1. ASCA clinic at State College in September
	2. Tri-State Cup hosted by MA again this year- in York
	3. Streaming Jr. Champs and other events for officials and parents unable to be in stands
	4. Introduced Director of Member Services, Amy Steeves
		1. Focus on member facing issues-registration, certifications, programming.
2. **Connect**
	1. LC Zones Middle Atlantic Females champions
	2. Interns from Widner School of Sports Management
	3. Officials Pass-leading the country
	4. USA Swimming University
		1. Hybrid courses for coaches
	5. Conducted General Chair Education Program at the USA Swimming Annual Business Meeting
3. **Re-establish the Brand**
	1. 50 for Nemours-a donation to Nemours for every 50 free in October
	2. Operations Manual
	3. MASI-Middle Atlantic Mascot
	4. Touchpad-Digital newsletter for members.

**NEW BUSINESS**

1. **USA Swimming Annual Business Meeting**
	1. September 21-23
	2. Middle Atlantic attendees: Jamie Platt, Kate Scheuer and Mike Seip
	3. Middle Atlantic voters: Jamie Platt, Kate Scheuer, Mike Seip, Andrew Austria (virtual) & Will Gallagher (virtual)
2. Water Safety Day
	1. May 15
	2. Multi-site
	3. Use our Speedo contract to get an Olympian to speak
	4. Need MA athletes in attendance
3. **Coaches Award**
	1. Monthly
	2. Recognize coaches that exemplify the Middle Atlantic Mission Statement
	3. Monthly focus
	4. Nominated can be Head Coach, Coach or entire coaching staff

**UNFINISHED BUSINESS**

1. **Speedo Contract**
	1. 4 Year
	2. Built on the Speedo Team deal and upgraded to fit the LSC
		1. Outfit Tri-State Cup, All Star and Zone Teams. 40% discount on Tech Suits
		2. 4 Speedo Days/year
		3. Does not require exclusivity
	3. Allows us to provide for Outreach athletes
		1. Practice suits, goggles, caps and tech suits at no cost to qualified Outreach Athletes
	4. Annual Speedo Personality to attend a MA event each year
2. **Workshops and Clinics**
	1. ASCA clinic 50-60 attendees expected
	2. Officials working on a clinic day
	3. Positive Coaching Alliance for coaches and parents.

**BLOCK TWO**

*Submitted Reports will be summarized to the group at the meeting*

**DIVISION Reports**

**Administrative**

Registration

Personnel

Marketing Water Safety Day, MA at Olympic Trials-host a box and use IUPUI pool for practice sessions. Not detailed yet.

Admin Review. Board

Awards

**Performance**

Senior

Age Group

Zone Team

Open Water bidding on 2025 Open Water Zone Meet. Will be voted on at September Zone meeting

Tech Planning

Director of Competition 170 sanctioned meets to date. 10 & Under site selection this week.

**Finance-** Samantha announced her retirement in April

Audit

Budget

Tax/Insurance/Investment

Treasurer

**Operations**

Operational Risk

Officials-Developed a pass that when scanned shows the certified positions. Does not replace member card but enhances it. Working on Officials meeting that will be open to all officials

**DEI-**Anthony working on DEI 101 for Athletes and Coaches. Open Forum, better definition of what the committee looks like and expectations

**Safe Sport-**putting together committee

**Athlete** met with Gavin and set up a meeting

**Coach**- discussed April LC training group for athletes expecting to go to OT

**Governance-** Met over the summer to work on job descriptions for board members and will work on Committee Chair job descriptions next

**NEXT MEETING November 6 at 7:30pm**

**ADJOURNMENT 8:25pm**

**Respectfully Submitted**

**Amy Steeves**

**Secretary**

**Board of Directors Annual Schedule
(topics, events, etc.)**

|  |  |  |  |
| --- | --- | --- | --- |
| May | June | July | August |
| * New officers take over
* Renew banking relationships
* EZ May meeting
* Appoint/reappointCommittee chairs & members
* Board & committee chair orientation
* Board Book update (if needed)
* Conflict of interest
* New meeting schedule

BOD Meeting |       No Meeting | * Lifetime recipient nominees requested
* Approve committee membership
* Select USAS ABM Voters
* Set Governance Policy’s Means/Ends
* LC Championship Meets

     BOD Meeting | * End of fiscal year

    No Meeting |
| September | October | November | December |
| * Beginning of fiscal year
* USAS Annual Business Meeting
* Strategic plan review
* BOD self-assessment & review

BOD Meeting | No Meeting  | BOD Meeting  | No Meeting |
|  |
| January | February | March | April |
| * SC schedule review
* Budget discussion
* File 990 by Jan 15th
* April HOD plan approved
* USAS Workshop plans

 BOD Meeting |   No Meeting | * SC Championship meets
* HOD legislation prepared
* Slate of BOD nominees presented to BOD
* Budget presented to BOD
* Delegates to EZ May Meeting
* Nominees for Outstanding Volunteer discussed & selected
* Policy, by-laws & mission review

BOD Meeting |  Meet Hosts meeting   BOD Elections **HOD Meeting** |