

Niagara LSC Board of Directors Summit Meeting Minutes September 11 -12. 2015
Held at the Courtyard Marriott Brighton

Introduction: On September 11 and 12, 2015, the Niagara LSC Board of Directors held a planning summit. The agenda for the meeting was as follows:

Agenda

Friday, September 11, 2015

Start	End	
3:00PM		Room Check-in
5:00PM	6:30PM	Defining the LSC Goals
6:30PM	7:30PM	Dinner
7:30PM	9:00PM	Strategic Planning Based off of Goals

Saturday, September 12, 2015

Start	End	
7:00AM	8:00AM	Continental Breakfast
8:00AM	8:30AM	NI Divisions Review – Age Group
8:30AM	9:00AM	NI Divisions Review – Technical Planning
9:00AM	9:30AM	NI Divisions Review – Coaching
9:30AM	10:00AM	NI Divisions Review – Open Forum Athlete and Coach Development
10:00AM	10:15AM	Break
10:15AM	11:00AM	NI Divisions Review – Finance and Budget
11:00AM	11:45AM	NI Divisions Review – Administrative
11:45AM	12:00PM	NI Divisions Review – Open Forum Administrative and Finance
12:00PM	1:00PM	Lunch
1:00PM	5:00PM	Further Open Forum and Discussion
	5:00PM	Adjournment

As this was an open planning forum, traditional Robert's Rules for Niagara Board Meeting were not used.

Roll Call:

The following individuals attended the planning session

Position	Incumbent	Present	Absent
General Chair	Eric Lind	X	
Administrative Vice-Chair	Adam Zaczkowski	X	
Senior Vice Chair	Ryan Callan	X	
Co-Age Group Vice Chair	Joanne Butters		X
Co-Age Group Vice Chair	Christine Regelsberger	X	
Finance Vice Chair	John Kingston		X
Secretary	Sara Smith		X
Treasurer	Steve Snyder		X
Senior Coach Representative	Becky Sapio	X	
Junior Coach Representative	Chris Musshafen	X	
Senior Athlete Representative	Nick Burdo	X	
Junior Athlete Representative	Jared Kettinger	X	
Safety Committee Chair	Chris Torell		X
Technical Planning Chair	William Chidsey	X	
Member/Registration Coordinator	Eric Stimson	X	
General Chairman Appointment – 1	Bob Matlack	X	
General Chairman Appointment – 2	Jim Stromski	X	
General Chairman Appointment – 3	Greg Danner	X	
General Chairman Appointment – 4	Shawn Parkhurst	X	
Immediate Past General Chair	Jim Bowen	X	

The information below details the discussion topics and action items from the meeting:

Friday, September 11, 2015:

LSC Goals

- After a review of the LSC mission statement, discussion centered around Education Programs and clinics. The following observations were made
 - Swimposium: a potential Swimposium for the Niagara LSC is being led by E. Stimson and M. Callan (FAST).
 - Coach training – limited clinics at the HOD meetings. Typically coach's rep will talk at the coaches meeting
 - Team hosted clinics for athletes have been primary clinics within LSC
 - Official clinics for certification have been done internally at the N2 level and funded travel at the N2 and N3 level, nationally

- LSC sponsored events focused on NI athletes only. Smaller ones were undersubscribed, so they have ceased. Club run clinics have done well in past, needed to turn athletes away.
- Lack of coaching clinics in the past. Realization that one coach can impact a much larger pocket of swimmers.
- Teams in the LSC lack of understanding money available for coach training
- **Competitive Programs:**
 - Discussions centered around offering programs that will retain coaches, officials, and teams will come due to our ability to host good meets. Additionally, coaches will want to coach in Niagara.
 - Achievement – the following factors were listed that should be evaluated at the LSC level
 - Retention of coaches and athletes
 - Recruitment of officials
 - Time improvements
 - Average splashes by swimmer
 - Percentage of swimmers meeting motivational times
 - LSC portal used to evaluate ourselves relative to other LSCs
 - Speedo participation relative to other LSCs
 - Athletes selected into the levels of USA Swimming “Performance Pyramid”
 - LEAP – Currently NI LSC is LEAP level 1. Consideration given to further LEAP levels.
 - Recognition – Discussion how LSC can recognize athletes in all areas (i.e: Olympic Trials qualifiers, college-bound athletes, age-group performance improvements)
 - **ACTION: E. Lind will look at this and provide suggestions**
 - Multi-sport athletes: Discussion on the benefit of multi-sport athletes (lower burn-out rate, etc.)
 - Discussion on clinics for coaches. Where to they go and how they use.
 - Discussion on improving performance through meets with cut times throughout the year to promote higher level swimming (as opposed to meets for profit).

Saturday, September 12, 2015

- **Age Group Report – C. Regelsburger**
 - Report centered around Zone Team administration for SCY and LCM teams. Focused primarily on logistics and clothing for team.
 - Concerns identified by Age Group Chair
 - Putting expenses on personal card – would like to have LSC card
 - Perhaps include more chaperones at LCM zone to handle potential safety issues
 - Need to relook at by-laws for Age Group Chair as lot of things identified are not being done due to time constraints
 - Also discovered that 200 Fly in the LSC is generally a weak event and there are not enough swimmers that had times to enter in LCM zones.
- **Tech Planning – R. Callan and W. Chidsley**
 - Co Chairs worked well together
 - For voting among committee members, Survey Monkey was used to help streamline process and get consensus to move items forward.
 - Meeting were set-up that allowed for discussion among committee members

- Consideration among the committee to have Team of the Year. No decision made.
 - **ACTION – J. Bowen recommends that all teams that have Niagara awards for championship meets be consolidated and dropped off to Technical planning.**
- **Senior Chair – R. Callan**
 - Focus is on swimming for athletes 13 and older through college
 - Assists Age Group chairs as needed
 - Primary function is to oversee the reimbursement policies, travel reimbursement for national level meets for athletes.
 - An area of improvement identified is to do more with coaches clinics
- **Athlete Representatives – G. Danner/N. Burdo**
 - G. Danner main role as an advisor to Sr. and Jr. Athlete representatives
 - Email communication would provide better feedback in addition to HOD athlete meeting
 - Email blast directly to athlete to attend the HOD meetings
 - There were discussions that centered around how to get more athlete involvement
 - B. Sapio recommended to have both junior and senior athlete representative by team to help get more involvement and grow athlete representation within the clubs.
 - Consideration on conducting athlete clinic during HOD meeting to entice athletes to attend HOD meeting.
 - N. Burdo commented that other LSC have athlete meetings between sessions at LSC championships. Could be a way to get more athlete representation.
- **Officials Chair – J. Stromski**
 - Main focus is two-fold
 - Recruit – club-based to ensure clubs can host meets
 - Train and Certify- through the following methods:
 - Local LSC clinics (stroke/turn, Ref/starter, AO)
 - N2 certification program
 - If officials at N2 level, can certify others
 - Officials get lodging for N3 certs at higher level meets
- **Investment Policy – A. Zaczowski**
 - Proposal was prepared for discussion. However, since no Treasurer or Finance Vice-Chair present, discussion was tabled.
- **Sanctions – E. Stimson**
 - Covered sanctions process. Key things to note
 - Use checklist prior to request
 - Conflicts resolved at the board level
 - Observed meets tend to be problematic as not all information was submitted on time
- **Finance – J. Bowen**
 - Discussed centered around the state of current financial situation
 - **ACTION: J. Bowen agreed a 2015-16 budget due to no Finance Vice-Chair**
 - Reminder that new purchases require 3 competitive quotes prior to submission
 - Discussion on LCM Zone team review tabled until Treasurer's numbers can be reviewed.
 - Identified 15 meets that did not have sanction fees paid.

- **Internal Audit – A. Zaczkowski**
 - Recommended that this be done every year. Has not been done in last 3-4 years
 - **ACTION: Conduct internal audit and go back 18-24 months**
 - Propose to the HOD that BOD would like to get three quotes to conduct external audit (USA Swimming may have someone to audit as well).
- **Open Water – J. Stromski**
 - Open water swimming growing within USA Swimming
 - Look to find ways to incorporate open water swimming in planning cycle
 - Methods for offsetting expenses
 - Piggyback off of triathlons for open water competitions
 - Sponsorships
 - Look into stipends or money available.
- **Technical Planning – W. Chidsley**
 - Discussion centered around size of LSC championship and how to control size due to venue restriction
 - Faster cut-times and elimination of events (primarily in the 11-12 age group considered)
 - Technical planning committee will make recommendation to bring before the board.

Meeting was adjourned after last discussion.