

Niagara LSC Board of Directors Meeting Minutes for December 20, 2015

Call to Order:

- The meeting was called to order at 12:03pm.

Roll Call:

| Position | Incumbent | Present | Absent |
|----------------------------------|------------------------|-----------------|--------|
| General Chair | Eric Lind | X | |
| Administrative Vice-Chair | Adam Zaczkowski | X | |
| Senior Vice Chair | Shane Logan | | X |
| Co-Age Group Vice Chair | Joanne Butters | | X |
| Co-Age Group Vice Chair | Christine Regelsberger | | X |
| Finance Vice Chair | Doug Evans | | 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 (joined late) | |
| Junior Athlete Representative | Jared Kettinger | X | |
| Safety Committee Chair | Chris Torell | X | |
| Co-Technical Planning Chair | William Chidsey | X | |
| Co-Technical Planning Chair | Ryan Callan | | 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 | |
| Guest | Mike Switalski | X | |

Approval of Minutes from November 19, 2015 meeting:

- The following changes to the November 19th meeting minutes were requested from Jim Bowen:
 - o Under Roll Call
 - Junior Coach Representative correction of last name to Musshafen
 - Safety Committee Chair correction of last name to Torell

- Technical Planning Chair deletion of this row as it is duplicated from above
 - Guest correction of last name to Switalski
- Under Approval of Minutes from October 29, 2015 meeting
 - Jim Bowen request his name be removed from the motion regarding the update to the policies and procedures
- Under Approval of Agenda, the following change was made to the following statement:
 - Jim Bowen would like to add 1 item = “motion to discuss donation for Francis Klier” added to Unfinished Business.

Motion was made to accept meeting minutes with the above changes. The motion was moved and seconded.

All in favor, motion carries.

Approval of Agenda:

- Motion was made to approved the agenda and seconded
- All in favor, motion carries

Unfinished business:

a) Discussion for funding of 2017 EZ Diversity Summit:

- M. Switalski presented information and budget for 2017 EZ Diversity Summit bid. Discussion centered on the program for the summit, budgeted activities and swimmer cost.
- A motion was made to recommend to the HOD at the fall 2017 meeting for the approval of \$5000 in the 2016-2017 budget for LSC support of the 2017 EZ Diversity Summit.
 - i. The motion was seconded.
 - ii. The motion was approved with the following abstentions (J. Kettinger, C. Torell, E Stimson, M. Switalski)

New Business:

a) Notes from Mighty Midsize Summit at OTC

A. Zaczkowski presented report from the Mighty Midsize Summit held at the OTC. Main items discussed was around how similar size LSC operates and to understand best practices.

b) Discussion on Board of Director’s Handbook (job descriptions)

E. Stimson discussed need to update Board of Director’s handbook. As part of this, request made that all board members review current job and provide updated job descriptions to help transition.

c) Discussion of Conflict of Interest documentation

E. Lind reminded board members that verification of Conflict of Interest policy must be read and confirmation of understanding. E. Lind was going to get current status of those up to date and provide at next board meeting.

d) Discussion on Niagara Governance Documents

E. Lind discussed the requirement that all board members verify that they have read the Niagara By-Laws and Niagara Policies and Procedures. E. Lind was going to follow-up at the next board meeting.

Reports of officers, committees and coordinators:

- A. Zaczkowski
 - Proposed that the investment committee documents be reviewed by Finance Chair. These have been forwarded to him.
 - Discussion of Planning Calendar and need to begin putting together for 2016-2017 season
 - Discussion on USA Swimming policy and procedures for travel.
- S. Snyder – no report
- N. Burdo – no report
- J. Kettinger – no report
- C. Torell – no report
- W. Chidsey – no report
- E. Stimson
 - Discussion on Meet Director expiration dates, how expiration dates should be sent, and how to effectively track this (through OTS or other means).
- M. Switalski. –
 - Committee presented letters for review to send out to Club Presidents and Registrars as a reminder to “check the box” for ethnicity
 - Committee looking to ID clubs using outreach more frequently
 - M. Switalski recently appointed to USA Swimming National Diversity and Inclusion Committee.

Adjournment:

Motion made to adjourn, was moved and seconded. ALL in favor

Meeting adjourned at 12:50 pm

11/16/15

To Club Presidents/ Registrars:

The Niagara Swimming Diversity and Inclusion Committee has started tracking clubs providing opportunities to diverse and/or outreach populations. The opportunities include providing information to attend Select Camps, becoming a Make A Splash Local Partner swim club as well as applying for Swimsuit/Meet Fee Reimbursements through Niagara Swimming. A growing concern is becoming more evident in these areas as USA Swimming places a greater emphasis on clubs doing their part to not just “Build the Base” but make the “Base” more diverse. USA Swimming Executive Director Chuck Wielgus has set one of the generational goals for USA Swimming to become more paralleled with United States Census data. As we move forward with this goal, it is important to realize that every club must do their part to make this goal become a reality.

There are three programs that have the capacity to help make this happen:

1. USA Swimming Diversity Select Camps
2. Make A Splash Local Partner Programs
3. LSC Swimsuit/Meet Fee Reimbursement Programs

As we see diverse populations become more successful in the sport of swimming (Ie. Cullen Jones, Simone Manuel, Natalie Hinds, Lia Neal, Justin Lynch, etc), we must recognize where they came from. Diversity Select Camps have become an integral part of linking diverse populations to the national level. In order to identify LSC swimmers that fit the criteria for the camps, club registrars must make sure that the ethnicity box is checked on a swimmer’s registration. The criteria for the 2016 National Diversity Select Camp has been released with the swimmer application becoming available in January 2016. Using the cut times provided for the camp, Niagara Swimming has 2 swimmers that qualify, however, part of the qualifying standard is the ability to identify the swimmer as a member of a diverse population. The belief of Niagara Swimming’s D&I Committee is that we have a significantly larger number that would qualify if they had identified themselves with the ethnicity box. Please go to the camps portion of the USA Swimming website, select Diversity Select Camp and see if you would have any athletes qualify if their ethnicity box was checked.

The Make A Splash Local Partner Program is a way to (1) add credibility to your learn-to-swim program, (2) bridge the gap between your learn-to-swim and competitive program and (3) potentially subsidize the expense of outreach athletes that are members of your program. After one year of submitting data, Make A Splash LPP’s become eligible for grants that could range up to \$15,000. If a club is the recipient of a grant through Make A Splash, Niagara Swimming has agreed to match 10 percent of the amount up to \$500. In addition to the grant program, Make A Splash is developing a few pilot programs that will also benefit learn-to-swim programs and clubs either financially or with “building the base”. Please go to the USA Swimming Foundation webpage to become a Local Partner with Make A Splash.

To make the financial burden more manageable for the families of our outreach swimmers. Niagara Swimming has a Swimsuit/Meet Fee Reimbursement Program. Currently, clubs can apply for swimsuit/meet fee reimbursement up to a total of \$100.00 on behalf of an outreach athlete. Swimsuit

reimbursement is \$20 for a male suit, \$30 for a female suit. Suit reimbursement is good for one suit per year. The meet fee reimbursement is good for the remaining balance of \$100 per outreach swimmer.

While the committee recognizes that checking the ethnicity box cannot be mandated, we recommend that your club strongly encourages its membership to “check the box”. Without checking the box, opportunities for your club or swimmers might be missed. If you have submitted registrations for members that have not checked the box, it is not too late to edit those registrations and send an updated file to the Niagara Swimming Registrar.

Again, helping USA Swimming create an accurate picture of its diverse make-up is critical. As clubs continue to submit 2016 registrations, we are recognizing more responsible reporting of ethnicity and outreach. We need to continue this effort in the coming years to make Mr. Wielgus’ goal a reality.

As the committee identifies those clubs that have outreach and/or diverse members, we will be reaching out to those organizations to assist them in augmenting their services. If you have any questions about Diversity and Inclusion or the programs mentioned in this letter, please contact me at 716-359-4729 or the committee at diversity@niagaraswim.org.

Respectfully submitted,

Michael F. Switalski
Niagara Swimming Diversity and Inclusion Chair

| EXPENSE | COST PER EXPENSE | NUMBER | TOTAL COST | 40 PEOPLE | 50 PEOPLE | 60 PEOPLE | 70 PEOPLE |
|--|-------------------------|---------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| Nightly housing | \$ 27.00 | 3 | \$ 81.00 | \$ 3,240.00 | \$ 4,050.00 | \$ 4,860.00 | \$ 5,670.00 |
| Linen cost | \$ 16.50 | 1 | \$ 16.50 | \$ 660.00 | \$ 825.00 | \$ 990.00 | \$ 1,155.00 |
| Breakfast | \$ 9.50 | 3 | \$ 28.50 | \$ 1,140.00 | \$ 1,425.00 | \$ 1,710.00 | \$ 1,995.00 |
| Lunch | \$ 11.40 | 3 | \$ 34.20 | \$ 1,368.00 | \$ 1,710.00 | \$ 2,052.00 | \$ 2,394.00 |
| Dinner | \$ 13.80 | 3 | \$ 41.40 | \$ 1,656.00 | \$ 2,070.00 | \$ 2,484.00 | \$ 2,898.00 |
| Pool cost/ 2hr session | \$ 900.00 | 6 | \$ 5,400.00 | \$ 5,400.00 | \$ 5,400.00 | \$ 5,400.00 | \$ 5,400.00 |
| Classroom cost/ day | \$ 100.00 | 8 | \$ 800.00 | \$ 800.00 | \$ 800.00 | \$ 800.00 | \$ 800.00 |
| University Fee | \$ 750.00 | 1 | \$ 750.00 | \$ 750.00 | \$ 750.00 | \$ 750.00 | \$ 750.00 |
| Niagara Falls Discovery Pass | \$ 38.00 | 1 | \$ 38.00 | \$ 1,520.00 | \$ 1,900.00 | \$ 2,280.00 | \$ 2,660.00 |
| Scuba lesson | \$ 50.00 | 1 | \$ 50.00 | \$ 2,000.00 | \$ 2,500.00 | \$ 3,000.00 | \$ 3,500.00 |
| Practice Snacks | \$ 500.00 | 1 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 |
| Dormitory Snacks | \$ 500.00 | 1 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 |
| Van Transportation | \$ 500.00 | 4 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 |
| Gas | \$ 100.00 | 4 | \$ 400.00 | \$ 400.00 | \$ 400.00 | \$ 400.00 | \$ 400.00 |
| Bus to Niagara Falls | \$ 250.00 | 2 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 |
| Camp Supplies | \$ 300.00 | 4 | \$ 1,200.00 | \$ 1,200.00 | \$ 1,200.00 | \$ 1,200.00 | \$ 1,200.00 |
| Miscellaneous | \$ 200.00 | 1 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 |
| Other materials | \$ 200.00 | 1 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 |
| Coach Stipends | \$ 200.00 | 5 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| Coach Gear | \$ 100.00 | 5 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 |
| TOTAL COST | | | | \$ 25,534.00 | \$ 28,430.00 | \$ 31,326.00 | \$ 34,222.00 |
| TOTAL COST PER PERSON | | | | \$ 638.35 | \$ 568.60 | \$ 522.10 | \$ 488.89 |
| AFTER USAS, EZ AND NI CONTRIBUTION TOTALLING \$13,500 | | | | \$ 300.85 | \$ 298.60 | \$ 297.10 | \$ 296.03 |
| AFTER USAS, EZ AND NI CONTRIBUTION TOTALLING \$15,000 | | | | \$ 263.35 | \$ 268.60 | \$ 272.10 | \$ 274.60 |

Mighty Mid Size Conference Notes

Adam Zaczkowski

12/20/2015

Overview: Top three challenges of LSC's

-Athlete Development

-LSC Development

-LSC Governance

BOARD SUCCESSION PLANNING

"Key" Positions: Legal & Finance

Suggestion was having an attorney and CPA/financial advisor on board

Rotate Positions: Every 2-4 years especially in financial roles

Term Limits? 3 terms or 6 years as a suggestion

On Boarding of New Board Member:

Binder with meeting notes; P&P; By-Laws; Strategic Outlook, Other

Three important things for each BOD member to consider

- 1.) Duty of Care: Be prepared for meetings
- 2.) Loyalty: Conflict of Interest policy. Loyal to NI 1st
- 3.) Obedient: Once decision is made, BOD moves forward with that and does not linger on "could have beens"

LSC DEVELOPMENT AND GROWTH

Growth in membership is both the LSC and individual clubs

Competition in the youth athletic marketplace has never been greater. Should we be investing in a 5-6 y/o program to get them earlier?

Average LSC membership bump from the Olympics is 650.

How to accommodate those new members?

- Proper scope of meets and competition for new members
- LSC New Parent orientation?

Remember that members and clubs are the customers of the board. Do we offer the best possible customer service to new and existing members?

Making Family Friendly Competitions

- Clear progression from novice to elite
- Shorter, Smaller meets
- Increase # of officials
- Interclub meets
- Stroke Specific or Relay Meets
- Small meets in lieu of daily practices

LSC SHARED SERVICES

Creating the LSC Partnerships

- Why?

Creates: Unity, breaks down barriers, lowers costs and higher quality events

Joint Activities:

Officials Training Athlete Camps Coaches Clinics

These services directly provide the WANTS of our members

How to start?

Idea

Communicate

Get Acceptance

Create Budget and/or find the money

Make Action Plan