

Niagara LSC Board of Directors Meeting Minutes for November 17, 2016

Call to Order:

- The meeting was called to order at 9:04pm.

Roll Call:

Position	Incumbent	Present	Absent
General Chair*	Eric Lind	X	
Administrative Vice-Chair*	Brad Boyle	X	
Senior Vice Chair*	Kim Corby		X
Age Group Vice Chair*	Sara Smith	X	
Finance Vice Chair*	Doug Evans		X
Secretary	Sara Smith	X	
Treasurer	Adam Zaczkowski	X	
Senior Coach Representative*	Chris Musshafen		X
Junior Coach Representative*	Phil Baretela	X	
Senior Athlete Representative*	Jared Kettinger	X	
Junior Athlete Representative*	Spencer Schultz	X	
Safety Committee Chair	Chris Torrell		X
Technical Planning Chair	Ryan Callan		X
Member/Registration Coordinator	Eric Stimson	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	
Diversity Chair	Mike Switalski	X	

Approval of Agenda:

- Motion to approve agenda; seconded (Eric Stimson); all in favor. Motion carries.

Approval of Minutes (8/25/2016):

- Motion to approve agenda (Jared Kettinger); seconded (Brad Boyle); all in favor. Motion carries.
 - o Abstained: Eric Stimson

Approval of Minutes (10/13/2016):

- No meeting minutes available. Tabled until next meeting.

Unfinished business:

- Approval to accept credit cards for payments to Niagara (A. Zaczkowski)
 - o Contacted chase and preliminary applications are available
 - o Eric Stimson and Adam spoken. Believe this is logical step to help process payments for clubs and members.
 - o If board approves, can complete paperwork by week end and be live with accepting credit cards by year end.
- Motion to accept approval of credit card payments by Niagara via Chase Bank by Eric Lind; seconded by Adam Zaczkowski; all in favor. Motion carries.

New Business:

- Requests for Coach Training Approval (E. Lind)
 - o Request/Document attached
 - o Returned to club for incomplete paperwork. Tabled until next meeting.
- Request for approval of a new at-large board member (E. Lind)
 - o Motion to approve Brooks Howard as at-large board member by Eric Lind; seconded by Eric Stimson; all in favor; motion carries.
- LEAP/Governance Meeting Date Opportunities (E. Lind)
 - o Detailed document attached
 - o Eric requesting that each board member email him by 11/25/16 with recommendation of date for workshop.
- Update on Morgan Stanley Authorizations (A. Zaczkowski)
 - o Documentation sent to Sara Smith (confirmation of delivery from Eric Stimson).
 - o Jim Bowen made the recommendation to have the secretary sign the authorization document.
 - o Going to recollect paperwork for submission
- Update on Internal/External Audit (A. Zaczkowski)
 - o External Audit - quote from DiMarco Firm attached
 - Motion to accept proposal from the DiMarco Firm for external audit by Eric Lind; seconded by Eric Stimson; all in favor; motion carries.
 - o Internal Audit – working to get people together to go through this process 2017-2018. External audit will suffice for requirement for both internal and external audit for 2016.

**Reports of officers, committees
and coordinators:**

- General Chair – Eric Lind -
- Admin Vice Chair – Brad Boyle – no report
- Senior Vice Chair – Kim Corby – Report attached
- Age Group Vice Chair – Sara Smith –
 - o Receiving feedback regarding past zone meets
 - Will collect and speak with the Age Group Committee about this
 - o Looking for 3 quotes in regards to apparel to bring back to the finance committee (anything over \$250).
 - o Working with speedo in regards to the Niagara contract
- Finance Vice Chair - Doug Evans – no report
- Secretary – Sara Smith – no report
- Treasurer – Adam Zaczkowski –
 - o Discussed secondary way for people to become meet directors outside of the HOD meeting in the past. Eric Stimson agrees that if they are experienced AO's or experienced Meet they can extend their certification until the next workshop.
- Sr. Coach Rep – Chris Musshafen – no report
- Jr. Coach Rep – Phil Baretela – no report
- Sr. Athlete Rep - Jared Kettinger – no report
- Jr. Athlete Rep – Spencer Schultz – no report
- Safety Committee Chair – Chris Torrell – no report
- Tech Planning Chair - Ryan Callan–
 - o Finalizing all meet packets and event files (Niagara meets)
 - o Cut times for all meets are posted
- Member/Registration - Eric Stimson –
 - o More this year than this time last year
 - o Teams are doing a good job with reconciliations and meet manager files
 - o Won't be sending out expiring athletes on 12/31 but hoping to encourage teams to use their USA Swimming club portal
- Diversity Chair - Mike Switalski –
 - o Eastern Zone Diversity Summit date changed 6/15-18/2017
 - o Looking for confirmation that issues at convention have been dealt with and that all letters are dated and time stamped.

Adjournment:

Motion to adjourn; seconded; all in favor;

motion carries Meeting adjourned at

10:14pm



Niagara Board of Director's Meeting Agenda
November 17, 2016 9:00PM

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from August 25, 2016 Meeting
5. Approval of Minutes from October 13, 2016 Board Meeting
6. Old Business
 - a. Approval to accept credit cards for payments to Niagara – A Zaczkowski
6. New Business
 - a. Requests for Coach Training Approval – E. Lind
 - b. Request for approval of a new at-large board member – E. Lind
 - c. LEAP/Governance Meeting Date Opportunities – E. Lind
 - d. Update on Morgan Stanley Authorizations – A. Zaczkowski
 - d. Update on Internal/External Audit – A. Zaczkowski
 - e. Discussion on Audit Quotes and Questions – A. Zaczkowski
7. Officer Report
8. Committee Reports
9. Adjournment



Niagara Swimming Club Strengthening Program

Coach Training Approval Request

Niagara Swimming has implemented a program to help the education and development of our coaches. The program provides financial assistance to help member clubs cover the cost of educating their coaches. During the year (Sept 1st – Aug 31st) a club is eligible for up to \$500 in matching funds per coach.

Eligibility Requirements:

- The club has completed at least USA Swimming’s Club Recognition Program Level 1.
- The club has received approval from Niagara’s Board of Directors.
- Approval was granted prior to attending the training.

Submit this form with a letter of request to the General Chair of Niagara Board of Directors. The letter will include a description of the training that the coach/coaches will attend and the dates of the training.

Club Name STAR Swimming

Club Recognition Level 4

Training to be Attended Joining the American Swim Coaches Association and purchasing Courses

Date(s) of Training ASAP

Coach’s Name(s)

Mark Van Remmen

Nate Steger

Phil Aronica

Steve Tothero

Brandon Waz, Phil Schneider

Rick Aronberg
Name of Club Representative Submitting Request

Signature

11/16/16
Date

Send Form to:
Eric Lind
6955 Morgan Circle
Victor, NY 14564

generalchair@niagaraswim.org

Board Approval _____
Signature

Date

To All,

Jane Grosser from USA Swimming has provided us the following dates for a two-day LEAP/Governance workshop.

January 14-15

February 4-5, 18-19

March 4-5, 11-12, 18-19

May 6-7, 20-21

June 24-25

July 8-9, 15-16

August 19-20, 26-27

Please review and provide dates when we would be available. My recommendation is to conduct this either:

Week of March 18-19 or Week of August 26-27.

Eric



L. Richard Pascarella
Leo N. Bonfardeci
Carl T. Greco
David R. Snyder
Scott J. Martin
Thomas F. Harrington
Maria H. Snyder
David J. Turan
Thomas D. Jenkins

August 29, 2016

Adam Zakzkowki
Niagara Swimming, Inc.
4988 Long Acre Drive
Syracuse, NY 13215

Dear Chris,

It was nice speaking with you. We would like to thank you for the opportunity of submitting a proposal for your annual audit, Form 990 and Char 500 preparation for Niagara Swimming, Inc. for the fiscal year ended August 31, 2016.

By way of a brief introduction, DiMarco, Abiusi & Pascarella CPA's, P.C. is a local accounting firm founded in 1956. We have expanded significantly over the past sixty years, both in terms of clientele and in accounting and auditing expertise. Today our experienced team of over thirty professionals provides a continued commitment to serving a wide range of governmental, not for profit corporations, industrial and private clients.

Our firm's basic philosophy is that service to each client is based on technical knowledge and proficiency in the services to be provided. We feel that our knowledge and experience in governmental, not for profit and private industries would allow our firm to provide a comprehensive and efficient service to your company.

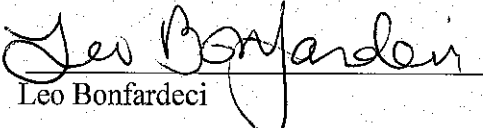
Our proposed audit will be conducted in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. The audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. It also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

We would like to propose an audit fee including preparation of Form 990 and Char 500 of \$5,900.

In summary, the appointment of DiMarco, Abiusi and Pascarella as your independent auditor and consultant is very important to us. We would be pleased to discuss this proposal with you at any time or to meet with you at your convenience. Thank you for your time and consideration.

Sincerely,

DiMarco, Abiusi & Pascarella CPA's, P.C.


Leo Bonfardeci