

Niagara LSC Board of Directors Meeting Minutes for January 21, 2017

Location: The Del Monte Lodge Renaissance

41 North Main Street

Pittsford, NY 14534

Call to Order:

- The meeting was called to order at 12:30pm.

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 Torell | | X |
| Technical Planning Chair | Ryan Callan | X | |
| Member/Registration Coordinator | Eric Stimson | X | |
| General Chairman Appointment – 1 | Jim Stromski | | X |
| General Chairman Appointment – 2 | Brooks Howard | 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 by Mike Switalski second by Eric Stimson. Motion carries.
 - o Addition – Reimbursement request for club strengthening (Adam Zaczkowski)

Approval of Minutes (December 15, 2016):

- Jared Kettinger in attendance – change roll call
- Brooks Howard in attendance – change roll call
- Pg 3 – “Kidney Foundation” should read “Ralph Wilson”
- Pg 3 – “Applications” should read “L.O.I.”
- Pg 4 – Diversity chair last name spelled wrong
- Motion to approve agenda by Eric Stimson seconded by Mike Switalski. Motion carries.

Unfinished business:

- Discussion of Governance/LEAP Summit (Eric Lind)
 - o Sunday March 19th – Marriott in Syracuse
 - o Governance in AM (8-9am) & LEAP in PM
 - o Considering inviting presidents of local leagues – not well received
 - o Considering inviting presidents of all local clubs – BOD believe this would be more beneficial
 - o All committee chairs are on the BOD already so they will be invited by their BOD status
 - o Individuals on USA Swimming committees will be invited to attend – Mike Switalski & Marci Callan

New Business:

- Current status of Zone Team:
 - o Report attached.
 - o Discussion of zone team selection/qualification of times
 - o Discussion of zone team coaches vs. zone team chaperones and their duties/responsibilities
- Current status of Sponsorship Program:
 - o Eric Lind would like to put together a program/guideline for people to get out in the community and see what companies/offers are out there
 - o Completed/Submitted an LOI as of 1/21/17.
 - o Eric Lind will be working more on this
- Current status of External Audit:
 - o Currently underway. See report for more details.
 - o External audit will be eligible for Leap 2 and Leap 3 requirement
- Request for donation for Abigail Mullett
 - o Letter discussed. Returned to E. Lind to shred.
 - o Historically, never supported a request like this
 - o Discussion about educating LSC members
 - o Reviewed the situation and the BOD agreed to not take any action.
- Reimbursement request for club strengthening – Adam Zaczkowski

- Received request in October 2016 for coaches training stipend from FAST
 - Request for athlete training aids
 - Request for 1year membership
- Adam Zaczkowski looking for more detail before reimbursing – will look to FAST to supply
 - Letter clarifying training/equipment/etc.
- Discussion of meet directors, running of meets, etc:
 - Discussion of addressing teams that have hosted Niagara meets
 - Looking for consistency among Niagara meet standards. Ie: communication, operating of meet, etc.
 - Eric will draft and forward to club(s) a letter regarding complications at Niagara meets

Reports of officers, committees and coordinators:

- General Chair – Eric Lind – no report
- Admin Vice Chair – Brad Boyle
 - Just turned in surcharge checks to Adam.
 - Processing Boys HS requests
 - Processing college championship requests
 - Fine for TTSC for going over 4 hours –
 - Meet went well over four hours
 - Reviewed planned session report – last event (women’s 12u free relay) ended 4hr14min after start time
 - Motion by Eric Stimson of \$100 fine to TTSC for violation of 4-hour rule. Seconded by Adam Zaczkowski. All in favor; motion carries. Brad Boyle & Mike Switalski abstained.
- Senior Vice Chair – Kim Corby
 - Reimbursement requests sent into Adam Zaczkowski
 - Discussion on travel reimbursement policy updates:
 - Sizzler meet – still on calendar, not a NI meet
 - Senior Power Point/IMX meet not Niagara meet for 2017 but in the future, will be
 - Discussion of reimbursement for LC Zones for 10&Under athletes
 - Travel Reimbursement proposal’s will be added to next meeting minute as changes to policy and procedures
- Age Group Vice Chair – Sara Smith
 - Report attached.
- Finance Vice Chair - Doug Evans – no report
- Secretary – Sara Smith – no report
- Treasurer – Adam Zaczkowski –
 - Audit: Currently underway. The account firm sent out letters confirming bank and investment balances. Also, sign a letter of engagement. Copies attached.
 - Tax Return: Return scheduled for submission 1/15/17 but has been delayed. Accounting firm filed a 6-month extension so that the audit will be completed prior to tax return submission.
 - CC Processing: Application not approved until final audited records
 - Investment Account: MS asking for additional questions from Eric L., Sara and Adam. Waiting on general chair to complete.

- EZ Diversity Summit: NI handling financial and administrative side of the camp. Receiving funds from USA Swimming, Eastern Zone and EZ LSC's for expenses. USAS - \$7500, EZ - \$10000, NI - \$5000. Other LSC's to make up the difference. \$2,000 deposit written to UB.
- Budget: Jim Bowen found clerical errors in previous budget. Errors corrected and sent to finance committee for review. Line items for diversity summit will be added.
- Profit & Loss – Attached
- YTD Budget vs. Actual – Attached
- Sr. Coach Rep – Chris Musshafen – no report
- Jr. Coach Rep – Phil Baretela – no report
- Sr. Athlete Rep - Jared Kettinger
 - Contacted by president of Roberts Wesleyan
 - Request to use Niagara website to put a notice for position or to make announcement that team will be starting in the fall
 - School is division 2 – so scholarships are available
 - Jared will get information to Eric Stimson for website
- Jr. Athlete Rep – Spencer Schultz – no report
- Safety Committee Chair – Chris Torrell – no report
- Tech Planning Chair - Ryan Callan
 - Bid Calendar for 2017-2018
 - Would like to move Niagara Regional meet to 1/5-7/18
 - Creating Senior PPT and Junior PPT coincide together – weekend later than Niagara Regional
 - Qualifier meets – some LC Time standards are faster than championship time standard – hytek is flipping them – working to resolve
 - Would like to review championship time standards so that spring cut times are the same as summer cut times
- Member/Registration - Eric Stimson –
 - 11% up from last year
 - 10% up from 2 years ago
 - Down 1.5% from our highest year
 - Younger athletes are trending well (12&U)
- Diversity Chair - Mike Switalski
 - \$2,000 sent to UB for diversity select camp
 - Working on transportation for off campus activities
 - Working with EZ on travel policies
 - Coach interested in being staff member must go through USA Swimming National Diversity Application first – Mike and Eric will be sending out to teams
 - Application process closes on 2/8/17
 - Athlete and other attendee application will be released on 2/6/17 with a deadline of 4/7/17
 - EZ has mailed a check for \$5,000 - not received yet
- Officials Chair – Brooks Howard
 - LSC Championship Meet:
 - Brooks will be the ref – asked 4 others who had no interested

- Going to name an AO to the meet
 - CJ Training session in advance of the championship meet (noon before)
- Immediate Past General Chair – Jim Bowen
 - Morgan Stanley authorizations – questioning status and who is authorized
 - Adam and Eric Lind authorized
 - Request to send copy to Eric Stimson – Sara will send
 - Discussion of BOD members' participation in meetings
 - Eric Lind will research/review what other LSC's do regarding BOD meeting attendance and participation
 - As Jim nears the end of his role as immediate past general chair he will be removing his access to SWIMS in the coming days.

Adjournment:

Motion to adjourn; seconded; all in favor; motion carries

Meeting adjourned at 3:06pm.