



Niagara Board of Director's Meeting Agenda

March 28, 2018 or rescheduled to April 4, 2018

9:15 PM

1. Call to Order
2. Approval of minutes for 2/28/18 BOD meeting
3. Athletes
4. Motion to spend \$306 annually for the Niagara LSC Survey Monkey Account.
 - a. We currently have surveys (that are setup using paid elements) that are waiting to go out.
 - b. Meet evaluations fall to the Age Group and Senior chair, but have been picked up by the coaches rep recently.
 - c. This data could prove useful for helping to shape the future calendars.
5. Block Motion of Items to Refer to the HoD (E. Stimson)
 - a. I move to remove the fee for transfers effective 9/1/2018.
 - i. I'm asking for this request to be approved to send to HOD and officially added to the agenda.
 - ii. There is very little financial impact (\$440 in 2016, \$505 in 2017, \$175 currently).
 - iii. People are often confused about when/when not to include the \$5 fee.
 - iv. I believe that the fee was established to prevent club jumping, particularly between closed competition, prior to the establishment of the 120-day rule (which now also covers closed competition).
 - b. I move to remove Webmaster from the BOD.

- i. I'm asking for this request to be approved to send to HOD and officially added to the agenda.
 - c. I move that the Maximum Entry Fees for Club Invitationals be removed from the LSC Policies and Procedures effective 9/1/2018.
 - i. I'm asking for this request to be approved to send to HOD and officially added to the agenda.
 - ii. I do not believe that anyone double checks compliance to begin with nor do I think it's something that the LSC needs to be involved in.
 - iii. I have found a few cases where clubs are already charging more than the Fee Schedule dictates.
 - d. I move to send to HOD approval of the Flex Membership Category for Niagara LSC.
 - i. I will be happy to formulate the presentation of the membership category for the HOD meeting. I think the earlier we get it on the agenda (with information for membership to read), the better off we are that people will make an informed decision.
- 6. Policies and Procedures & Rules and Regulations update
 - a. Please review and suggest items for inclusion. Logo usage policy, as an example, should be included?
- 7. Conference Status - Eastern Zone Meeting
 - a. The agenda isn't too detailed as of yet and I've reached out to Tristan and Mary for more details. I expect that the Zone Age Group meet will be up for discussion.
- 8. 2018 - 19 Winter Bid Calendar
 - a. Attached is draft number 1 of the Bid Announcement for 2018-2019. I'm already getting applications and questions so I really need to get some feedback and final approval before the end of the month.
 - b. Please focus on the meet layout and formats.
 - c. I've included everyone that is supposed to have input on the calendar per the bylaws, but please include your committee members as needed.
- 9. 2018 Phillips 66 Outstanding Service Award Nominations

- a. Linda Barbeau (WEBS) from Eric Stimson. She must have checked, double, and triple checked 800,000 time standards and files for me this past year. She also helped me with the new calendar layout.
- b. Sharlene Ransford (PACK) from Kim Corby. Info to follow.
- c. Janice Hartwell (METS) from Jim Stromski. Janice has been a Meet Director, Administrative Official, and all around dry-side coordinator for the Tigersharks since I can remember. She was running the Mexico meets when my oldest started swimming 18 years ago and she continues to be heavily involved with the club even though she hasn't had an active swimmer in years.

10. Reports - Attached

Niagara LSC Board of Directors Meeting Minutes for
March 28, 2018

Position	Incumbent	Present	Absent
General Chair*	Jim Stromski	X	
Administrative Vice-Chair*	Brad Boyle	X	
Senior Vice Chair*	Kim Corby		
Age Group Vice Chair*	Sara Smith		
Finance Vice Chair*	Doug Evans		
Secretary	Colin Adams	X	
Treasurer	Adam Zaczkowski	X	
Senior Coach Representative*	Phil Baretela	X	
Junior Coach Representative*	Seth Williams		X
Senior Athlete Representative*	Spencer Schultz	X	
Junior Athlete Representative*	Molly Hewett	X	
Safety Committee Chair	Leo Gibbons	X	
Technical Planning Chair	Ryan Callan	X	
Member/Registration Coordinator	Eric Stimson	X	
General Chairman Appointment	Brooks Howard	X	
General Chairman Appointment	Shawn Parkhurst		X
General Chairman Appointment	Nick Burdo		X
Immediate Past General Chair	Eric Lind	X	
Diversity Chair	Mike Switalski	X	
At Large Member	Charmaine Jarvis		

1. Approval of Agenda
 - a. Motion to approved, seconded, all in favor, motion carries.
2. Approval of Minutes from:
 - a. February 28, 2018 BOD Meeting.
 - b. Motion to approved, seconded, all in favor, motion carries.
3. Athlete's Report
 - a. Molly from PACK was elected as the new Athlete Rep
 - b. No problems with the election process except some complications with Survey Monkey
 - c. Skype call arranged with Katie Miley. Athlete Rep will solicit questions from the LSC swimmers through the Instagram page.
 - d. Travel is all set for their upcoming meeting
4. Motion to spend \$306 annually for the Niagara LSC Survey Monkey Account.
 - a. Jim withdrew this item because he worked it out through the Finance committee
5. Block Motion from Eric Stimson to be presented at the Spring HOD meeting
 - a. Motion was approved and seconded, all in favor. Eric abstained. Motion carries.
6. Policies and Procedures & Rules and Regulations update
 - a. Direct any changes or recommendation to Brad as he is the owner
 - b. Brad will review the minutes to ensure any updates or changes
 - c. Brad should have an update out by the next meeting
 - d. Eric will get Brad the updated fee schedule
7. Conference Status - Eastern Zone Meeting
 - a. Brad is going and is all set
 - b. Ryan is still considering it but hasn't finalized anything
 - c. Mike is willing to go but hasn't made plans because of the other D&I meeting in Virginia
 - d. Eric made a motion to add Mike S to attend the Eastern Zone meeting. Motion seconded. All in favor. Motion carries
8. 2018 - 19 Winter Bid Calendar
 - a. The committee hasn't been able to meet so there isn't anything to report. Hopefully in the coming weeks
9. 2018 Phillips 66 Outstanding Service Award Nominations

- a. The profiles of the nominees were reviewed and discussed (Barbeau, Ransford, Hartwell).
- b. BOD members voted, and a candidate was selected. Jim will communicate back to USA Swimming and it will be announced at the Spring HOD meeting

10. Additional Discussion:

- a. Leo – Safe Sport:
 - i. Leo is looking for help to get the incident reports filed from the Speedo meet from the NBAC coach. Jim will help Leo
 - ii. Leo is investigating a relationship with a referral from Bill Niblock to a Kathy from the National Center for Exploited Children who has a “Safe Sport-like” program. It could provide grant funded training. More to come.
 - iii. Leo would like to order some Safe Sport promotional materials. He will put together a “shopping list” and make recommendation.
- b. Adam Z – he recommended that we withhold or redact the swimmer’s names from previous meeting minutes for privacy and HIPPA protection.
- c. Mike S –
 - i. BSCR got additional \$5000 grant funding
 - ii. Will present to the General Chairs at the Zone meeting
 - iii. Will serve as the new task force chair for successful program
 - iv. Select Camp bids from the Zone for the D&I camp. Will be discussed in VA. He will bring back more details to the next meeting
- d. Brooks – new rules will be effective on 5/1.
- e. Eric – discussed having a consolidated document where meet directors can get access to key items and directions on how to run meet for example. Perhaps he and Brad could discuss it in more detail. Jim suggested that there could be a monthly phone meeting for meet directors like what is starting to be done for the officials.

11. Reports of officers, committees and coordinators:

- General Chair – Jim Stromski – Report attached
- Admin Vice Chair – Brad Boyle – No Report
- Senior Vice Chair – Kim Corby – No Report
- Age Group Vice Chair – Sara Smith – No Report
- Finance Vice Chair – Doug Evans – No Report
- Treasurer – Adam Zaczkowski –
 - Separate report attached
- Sr. Coach Rep – Phil Baretela – No Report
- Jr. Coach Rep – Seth Williams – No Report
- Sr. Athlete Rep – Spencer Schultz – No Report

- Jr. Athlete Rep – Molly Hewett – No Report
- Safety Committee Chair – Leo Gibbons –
 - March Safety Report
- Tech Planning Chair – Ryan Callan – No Report
- Member/Registration – Eric Stimson –
- Officials Chair – Brooks Howard – No Report
- Diversity Chair – Mike Switalski – No Report
-

Adjournment

- Motion to adjourn; seconded; all in favor. Meeting adjourned at 10:13pm.

Date – 3/31/18

Subject – Monthly Safety Report / 2018.3

From – Leo Gibbons, Jr. / Operational Risk & Safe Sport Chairperson

To – Niagara BOD & Chairs



1. Reports of Occurrence – (5)
 - TTSC / F / (11) / Practice / Struck Against / Face-Mouth-Lip / Cut / Tim Bennett
 - SDSC / F / (17) / Meet / Slip-Trip / Ankle & Groin / Bruise-Swelling / Jen Murray
 - TWST / M / (15) / Practice / Slip-Trip-Fall / Head / Cut / Robert Nowicki
 - NBAC / F / (17) / Speedo Sectionals / Ankle / Report Pending *
 - NBAC / F / (17) / Speedo Sectionals / Wrist / Report Pending *
2. Safe Sport Monday –
 - All March Scenarios sent out on Friday 3/2/18
3. Safe Sport Coordinators –
 - 44 active as of 3/30/18
 - VEST was this proactive this Month and got the “**Gold Star of the Month**”
4. Club Policy Violations Reported – (2)
 - 3/9/18 / STAR / Locker Room Policy / Email Report / MD Report received
 - 3/10/18 / STAR / Bullying / Email Report / LOC received
5. SS Club Coordinators Newsletter –
 - Currently being drafted – it will go out in early April
6. Safe Sport Allowance –
 - I would like to order some items from USA Swimming with the Boards approval
 - SS Materials Order Form – prices and descriptions
7. National Center for Missing and Exploited Children –
 - I received some info from the AMTS Coach regarding this organization
 - I spoke with Kathy Gust Program Director NCMEC on 3/30/18 we are going to get together soon to discuss some options regarding their services

Niagara Swimming, Inc.
Profit & Loss Prev Year Comparison
September 1, 2017 through April 11, 2018

	Sep 1, '17 - Apr 11, 18	Sep 1, '16 - Apr 11, 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
4010 · Fines	100.00	1,343.00	-1,243.00	-92.55%
4030 · LEAP Funding	2,500.00	0.00	2,500.00	100.0%
4040 · Investments				
4042 · Interest-Savings	9.65	9.13	0.52	5.7%
Total 4040 · Investments	9.65	9.13	0.52	5.7%
4060 · Miscellaneous	0.00	0.00	0.00	0.0%
4070 · USA Swimming Registration	380,100.48	393,041.52	-12,941.04	-3.29%
4080 · Meet Sanctions	2,300.00	1,850.00	450.00	24.32%
4090 · Swim Meet Surcharges	19,664.00	26,938.25	-7,274.25	-27.0%
4110 · Eastern Zone Team Athlete Fees	0.00	19,100.00	-19,100.00	-100.0%
Total Income	404,674.13	442,281.90	-37,607.77	-8.5%
Expense				
5100 · Administrative Expense				
5101 · Accounting				
5102 · Treasurer Stipend	3,500.00	3,500.00	0.00	0.0%
5103 · Audit & Tax Prep	9,900.00	0.00	9,900.00	100.0%
5104 · Char 500	100.00	0.00	100.00	100.0%
Total 5101 · Accounting	13,500.00	3,500.00	10,000.00	285.71%
5105 · Bank Service Fees	685.12	100.00	585.12	585.12%
5110 · Administrative Clinics	0.00	1,328.12	-1,328.12	-100.0%
5115 · Convention	16,212.48	9,857.45	6,355.03	64.47%
5130 · Equipment	756.59	156.61	599.98	383.11%
5135 · Internet Services	709.68	332.78	376.90	113.26%
5140 · Meetings				
5142 · EZ Spring Meeting	916.00	854.23	61.77	7.23%
5143 · NI House of Delegates				
5144 · Fall Meeting	2,665.42	2,492.16	173.26	6.95%
5145 · Spring Meeting	1,600.00	0.00	1,600.00	100.0%
Total 5143 · NI House of Delegates	4,265.42	2,492.16	1,773.26	71.15%
Total 5140 · Meetings	5,181.42	3,346.39	1,835.03	54.84%
5150 · Postage	50.73	47.01	3.72	7.91%
5160 · Registrar Stipend	5,250.00	5,250.00	0.00	0.0%
5165 · Supplies	278.38	135.94	142.44	104.78%
5175 · Travel	1,080.39	294.56	785.83	266.78%
Total 5100 · Administrative Expense	43,704.79	24,348.86	19,355.93	79.49%
5300 · Club Strengthening				
5310 · Club Clinic	500.00	575.00	-75.00	-13.04%
5315 · Club Recognition Program	1,200.00	0.00	1,200.00	100.0%
5320 · Coach Training	5,332.47	6,282.70	-950.23	-15.13%
5335 · Outreach	825.00	820.00	5.00	0.61%
5340 · Athlete Travel Reimbursement				
5341 · Washington IMX	2,325.00	2,000.00	325.00	16.25%

Niagara Swimming, Inc.
Profit & Loss Prev Year Comparison
September 1, 2017 through April 11, 2018

	Sep 1, '17 - Apr 11, 18	Sep 1, '16 - Apr 11, 17	\$ Change	% Change
5344 · Futures	600.00	3,834.00	-3,234.00	-84.35%
5349 · Eastern Zone Senior	0.00	3,200.00	-3,200.00	-100.0%
5352 · Junior Nationals - Winter	2,625.00	8,400.00	-5,775.00	-68.75%
Total 5340 · Athlete Travel Reimb	5,550.00	17,434.00	-11,884.00	-68.17%
Total 5300 · Club Strengthening	13,407.47	25,111.70	-11,704.23	-46.61%
5400 · Eastern Zone Affiliation	0.00	1,405.00	-1,405.00	-100.0%
5500 · Eastern Zone Age Group Champs	0.00	15,605.06	-15,605.06	-100.0%
5600 · Grant Program	0.00	345.00	-345.00	-100.0%
5650 · LSC Supported Meets	1,000.00	500.00	500.00	100.0%
5700 · Officials	1,441.77	2,482.24	-1,040.47	-41.92%
5750 · Athlete Committee	37.00	0.00	37.00	100.0%
5800 · Registration				
5801 · USA Swimming Registrations				
5803 · Athlete (Full Year)	272,450.00	287,402.28	-14,952.28	-5.2%
5804 · Athlete (Seasonal)	60.00	0.00	60.00	100.0%
5805 · Athlete (Outreach)	1,080.00	1,255.00	-175.00	-13.94%
5808 · Non Athlete	41,813.00	39,816.00	1,997.00	5.02%
5809 · Life Member	0.00	333.00	-333.00	-100.0%
5810 · Club & Organization	5,180.00	5,110.00	70.00	1.37%
Total 5801 · USA Swimming Registrations	320,583.00	333,916.28	-13,333.28	-3.99%
Total 5800 · Registration	320,583.00	333,916.28	-13,333.28	-3.99%
5950 · Board Discretionary Fund	1,275.29	0.00	1,275.29	100.0%
6690 · Reconciliation Discrepancies	0.00	-0.50	0.50	100.0%
Total Expense	381,449.32	403,713.64	-22,264.32	-5.52%
Net Ordinary Income	23,224.81	38,568.26	-15,343.45	-39.78%
Other Income/Expense				
Other Expense				
7100 · Diversity Camp	4,135.62	2,000.00	2,135.62	106.78%
Total Other Expense	4,135.62	2,000.00	2,135.62	106.78%
Net Other Income	-4,135.62	-2,000.00	-2,135.62	-106.78%
Net Income	19,089.19	36,568.26	-17,479.07	-47.8%

Niagara Swimming, Inc.
Profit & Loss Budget vs. Actual
September 2017 through August 2018

	Sep '17 - Aug 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010 - Fines	100.00	1,400.00	-1,300.00	7.14%
4020 - Sponsorships	0.00	5,000.00	-5,000.00	0.0%
4030 - LEAP Funding	2,500.00	2,500.00	0.00	100.0%
4040 - Investments				
4041 - Brokerage Account	0.00	12,000.00	-12,000.00	0.0%
4042 - Interest-Savings	9.65	25.00	-15.35	38.6%
Total 4040 - Investments	9.65	12,025.00	-12,015.35	0.08%
4070 - USA Swimming Registration	380,100.48	444,755.00	-64,654.52	85.46%
4080 - Meet Sanctions	2,300.00	5,375.00	-3,075.00	42.79%
4090 - Swim Meet Surcharges	19,664.00	43,750.00	-24,086.00	44.95%
4110 - Eastern Zone Team Athlete Fees	0.00	37,750.00	-37,750.00	0.0%
Total Income	404,674.13	552,555.00	-147,880.87	73.24%
Expense				
5100 - Administrative Expense				
5101 - Accounting				
5102 - Treasurer Stipend	3,500.00	6,000.00	-2,500.00	58.33%
5103 - Audit & Tax Prep	9,900.00	1,500.00	8,400.00	660.0%
5104 - Char 500	100.00	100.00	0.00	100.0%
Total 5101 - Accounting	13,500.00	7,600.00	5,900.00	177.63%
5105 - Bank Service Fees	685.12	750.00	-64.88	91.35%
5115 - Convention	16,212.48	16,250.00	-37.52	99.77%
5130 - Equipment	756.59	600.00	156.59	126.1%
5135 - Internet Services	709.68	700.00	9.68	101.38%
5140 - Meetings				
5142 - EZ Spring Meeting	916.00	3,500.00	-2,584.00	26.17%
5143 - NI House of Delegates				
5144 - Fall Meeting	2,665.42	3,000.00	-334.58	88.85%
5145 - Spring Meeting	1,600.00	3,000.00	-1,400.00	53.33%
Total 5143 - NI House of Delegates	4,265.42	6,000.00	-1,734.58	71.09%
Total 5140 - Meetings	5,181.42	9,500.00	-4,318.58	54.54%
5150 - Postage	50.73	250.00	-199.27	20.29%
5160 - Registrar Stipend	5,250.00	9,000.00	-3,750.00	58.33%
5165 - Supplies	278.38	500.00	-221.62	55.68%
5175 - Travel	1,080.39	1,000.00	80.39	108.04%
Total 5100 - Administrative Expense	43,704.79	46,150.00	-2,445.21	94.7%
5300 - Club Strengthening				
5310 - Club Clinic	500.00	500.00	0.00	100.0%
5315 - Club Recognition Program	1,200.00	1,600.00	-400.00	75.0%
5320 - Coach Training	5,332.47	9,000.00	-3,667.53	59.25%
5325 - Coach Mentoring	0.00	1,000.00	-1,000.00	0.0%
5335 - Outreach	825.00	8,000.00	-7,175.00	10.31%
5340 - Athlete Travel Reimbursement				

Niagara Swimming, Inc.
Profit & Loss Budget vs. Actual
September 2017 through August 2018

	Sep '17 - Aug 18	Budget	\$ Over Budget	% of Budget
5341 - Washington IMX	2,325.00	3,000.00	-675.00	77.5%
5342 - Adaptive	0.00	250.00	-250.00	0.0%
5343 - Speedo Sectionals	0.00	7,500.00	-7,500.00	0.0%
5344 - Futures	600.00	6,000.00	-5,400.00	10.0%
5345 - NSCA Juniors	0.00	4,200.00	-4,200.00	0.0%
5346 - ISCA Juniors	0.00	2,500.00	-2,500.00	0.0%
5347 - EZ SC Age Group Champs	0.00	5,000.00	-5,000.00	0.0%
5348 - EZ Open Water Champs	0.00	500.00	-500.00	0.0%
5349 - Eastern Zone Senior	0.00	1,500.00	-1,500.00	0.0%
5350 - Arena PSS	0.00	1,000.00	-1,000.00	0.0%
5351 - Junior Nationals - Summer	0.00	500.00	-500.00	0.0%
5352 - Junior Nationals - Winter	2,625.00	3,000.00	-375.00	87.5%
5353 - P66 Nationals	0.00	1,000.00	-1,000.00	0.0%
5354 - AT&T Winter Nationals	0.00	1,000.00	-1,000.00	0.0%
Total 5340 - Athlete Travel Reimbursement	5,550.00	36,950.00	-31,400.00	15.02%
Total 5300 - Club Strengthening	13,407.47	57,050.00	-43,642.53	23.5%
5400 - Eastern Zone Affiliation	0.00	1,500.00	-1,500.00	0.0%
5500 - Eastern Zone Age Group Champs	0.00	47,980.00	-47,980.00	0.0%
5600 - Grant Program	0.00	10,000.00	-10,000.00	0.0%
5650 - LSC Supported Meets	1,000.00	5,000.00	-4,000.00	20.0%
5700 - Officials	1,441.77	6,000.00	-4,558.23	24.03%
5750 - Athlete Committee	37.00	2,000.00	-1,963.00	1.85%
5800 - Registration				
5801 - USA Swimming Registrations				
5803 - Athlete (Full Year)	272,450.00	321,900.00	-49,450.00	84.64%
5804 - Athlete (Seasonal)	60.00	3,000.00	-2,940.00	2.0%
5805 - Athlete (Outreach)	1,080.00	1,375.00	-295.00	78.55%
5808 - Non Athlete	41,813.00	41,200.00	613.00	101.49%
5809 - Life Member	0.00	1,000.00	-1,000.00	0.0%
5810 - Club & Organization	5,180.00	5,400.00	-220.00	95.93%
Total 5801 - USA Swimming Registrations	320,583.00	373,875.00	-53,292.00	85.75%
Total 5800 - Registration	320,583.00	373,875.00	-53,292.00	85.75%
5950 - Board Discretionary Fund	1,275.29	3,000.00	-1,724.71	42.51%
Total Expense	381,449.32	552,555.00	-171,105.68	69.03%
Net Ordinary Income	23,224.81	0.00	23,224.81	100.0%
Other Income/Expense				
Other Expense				
7100 - Diversity Camp	4,135.62	0.00	4,135.62	100.0%
Total Other Expense	4,135.62	0.00	4,135.62	100.0%
Net Other Income	-4,135.62	0.00	-4,135.62	100.0%
Net Income	19,089.19	0.00	19,089.19	100.0%