



ILLINOIS SWIMMING, INC.
BOARD OF DIRECTORS MEETING
 Wednesday, June 10, 2015 @ 7:15pm
 Location: ISI Office, Des Plaines IL

MINUTES

1. Roll Call and Quorum

Steve Mitchell, Kim Mozdzierz, Blake Mock, Jeff Arce, Nancy Brooks, Melissa Healey, Nancy Reese, Judy Busse, Brett Cumberland, Carlos Ceja, Michael Lawrence, Jayne Spittler, Bob Welch, Pam Lowenthal, Peter Kozura, Matt Harrington

2. Adoption of BOD Meeting Minutes

- a. April 2015 **MOTION: to approve the April 2015 Minutes as presented. PASSED**
- b. May 2015 **MOTION: to approve the May 2015 Minutes as corrected. PASSED**

3. Consent Agenda

- a. Reports from Staff
 - Executive Director Report Submitted
- b. Reports of Officers
 - General Chair Report Submitted
 - Executive Committee
 - Audit Committee
 - Budget Committee
 - Personnel Committee
 - Administrative Vice Chair Report Submitted - Pulled
 - Rules & Regulations Committee
 - Senior Vice Chair No Report
 - Senior Committee
 - Age Group Vice Chair Report Submitted
 - Age Group Committee
 - Program Operations Vice Chair Report Submitted
 - Treasurer Report Submitted - Pulled
 - Finance Committee
 - Coaches Representative Report Submitted
 - Coaches Committee
 - Athlete Representative No Report
 - Athletes Committee
- c. Reports of Non---Officers, Committee Chairs and Coordinators
 - Membership/Registration Coordinator Report Submitted
 - Officials Committee Chair Report Submitted
 - Safety Coordinator No Report
 - Safe Sport Committee Chair No Report
 - Diversity and Inclusion Chair No Report
 - Open Water Chair No Report
- d. Reports of Ex---Officio Members
 - Michael Lawrence Report Submitted

MOTION: To Accept the non-pulled reports from the Consent Agenda. PASSED.



4. Items from Consent Agenda Pulled for Discussion

- **Administrative Vice Chair** – Kim Mozdzierz

Policy & Procedure manual update:

KM asked for assistance in clarifying the description and award of various Awards

MOTION: That the ISI Award Recipient archives be placed on the ISI website rather than within the PP manual. PASSED

KM asked the BOD to review the Policy & Procedure Manual for content accuracy. Draft will be sent to the BOD within the week and changes/corrections to KM by 1 July 2015.

Upcoming: Email blast to the membership for proposed additions to the PP Manual

MOTION To approve the Administrative Vice Chair report as submitted . PASSED

- **Treasurer Report** – Nancy Brooks

SM - pulled the report to offer NB an opportunity to explain the adjustments in the reporting practices going forward. NB met with Pete, Pam & Paul regarding the accounting practices. The office has done a great job of tracking revenue in and expenses out. Monthly reports with P&L and a reconciliation of the AEF, and estimated YTD earnings; add a Quarterly balance sheet. Plans to work with Paul to prepare an accurate YTD forecast report to include expense relative to the budget. Offered her plan for reporting the budget status going forward.

KM – How will these reports work in our cycle with reports to the HOD? NB – We will get the reports prepared that are necessary for transparency for the HOD.

ML – Club support/Other – the HOD put a cap on the expense line item. PL – The money for the camp was placed in the Club Support line item .. it has since been relocated.

- ML – Membership/Budget Related question - What is the plan/forecast for the decrease in membership relative to the budget? SM- We are forecasting about 1000 less. Trying to understand why we lost the 1000 may be important moving into the next budget cycle. Last year we were at 20,000 registered athletes – this year we will be 1000 fewer. Did they transition / graduate out? .. did we loose them at the lower end ... It would probably be good to have an analysis / conversation on that topic. PL- Pools down JS – The USA Swimming Dashboard may be helpful in that analysis. SM/PL – not sure that we will be able to get that kind of detail. PK – History by age group may be a good starting point. PL- Yearly membership report would be available to create an historical perspective

MOTION: To approve the Treasurer Report as Presented. PASSED.

5. Action Items from Reports

- a. Advice and Consent to General Chair USAS HOD Delegate Appointments

Mike Laurich will not be attending – recommendation is to replace Mike with Kate Chronic.

MOTION: to accept the Appointment – PASSED

Size of our LSC allows for three additional At-Large votes and SM proposes that

Blake Mock, Pete Kozura and Jayne Spittler receive the At-Large votes.

MOTION : To accept the recommendation and award the At-Large USAS votes to Blake Mock, Pete Kozura and Jayne Spittler. Discussion. PASSED.

ML – Do not think that it is appropriate for staff to receive the at-large vote. It is a volunteer organization and the vote should be given to a volunteer, rather than a staff member. SM – that is in conflict with our policy .. as it states that the ED should receive a convention vote.

6. Unfinished (Old) Business

- a. Website (Team Unify) Implementation Update

Jeff / Pam – We are filling in the areas with content.

- b. 2015 USAS Convention

SM has received responses from virtually all potential attendees. Everyone else has indicated their status and arrival/departure intentions – there are 21 members planning to attend.

- Budget – based on the 21 members, the anticipated budget would be approximately \$24,000 in total expenses. We are very close to the budgeted amount and SM would recommend that the BOD fully support all
SM Recommends capping the airfare reimbursement at \$250 as that item has the potential to have the greatest impact the budget.



MOTION: To fully fund all of the members planning to attend the convention accept with a cap of \$250 for travel. PASSED

ML – Is that airfare only? What if someone were to drive? Would the travel amount be the same? SM – the cap will apply to travel, whether driving or flying.

ML is attendance at the HOD required ? SM - For voting delegates – Yes, they must attend both sessions. Those leaving on Friday are not voting delegates.

ML – Do we really need a Meeting/Suite room at \$1000? SM – offers a central location to meet, discuss and socialize. JS – Conflicts with central zone meetings? Zone meetings on Thursday and Friday do not conflict with any other meetings.

- ISI Sponsored Attendee List – Report included

7. New Business

a. **Central Zone Bylaws and P&P Update** – SM – Zone information included so that all are informed of the proposed bylaws.

b. **Senior Camp Trip** – SM – We have become aware that there are some challenges in the planning a preparation of the camp that could jeopardize the trip for the 20 confirmed athletes planning to attend the camp

PL – We do not have a coaching Staff or a team manager in place; Meet entries have not been submitted as yet. We are working with Andrew and Kathy Rigali for possible remedies. At this point there are no firm plans with the exception of the hotel reservations and the airline reservations.

SM – This is a very unfortunate situation that may result in a cancelling of the trip. At this late date, it might be challenging-to-impossible for athletes planning on attending the trip to get into other local meets (should the trip be cancelled).

KM – Southwest can generally hold any monies as credit for one year.

PL – Contacted Bob Kizer to verify that athletes would be able to get into the meet at this late date. Bob confirmed that they would be able to enter the meet. The meet format has changed as the aquatic/natorium construction is not complete. The meet has changed from a prelim-final format to an outdoor timed-final meet.

SM – My sense is that if we do not have details confirmed by this Friday, the trip should be cancelled.

ML – Friday may be too late .. the sooner the better.

JB – What is the programming status? – food planning? – outfitting? – logistics/ground transportation? It could be very difficult to secure all of the outstanding items within 24 hours. SM – All still need to be secured. We could cancel it now.

ML – we have to make contact with the coaches of these athletes right away. These athletes are in the middle of a training plan and this trip was/ is a large and important part of that training plan. They need to know ASAP if there is a major change on the horizon. SM – Asked Pam to contact the coaches of the athletes participating and let them know that the logistics are not in place and that we are in need of coaches to attend ... by Friday.

NR – checked the meet schedules of the teams with athletes scheduled to be on the trip as well as all other teams to see what their meet schedules showed and whether they might be available as a possible staff member.

8. Upcoming Meeting Schedule

a. BOD Meetings

- July 8, 2015
- September 9, 2015
- October 11, 2015
- November 11, 2015

e. HOD Annual Meeting

- October 11, 2015

9. Adjournment

Respectfully Submitted,
Judy Busse, Secretary



