



**ILLINOIS SWIMMING, INC.**  
**BOARD OF DIRECTORS MEETING**  
 Wednesday, June 11, 2014 @ 7:00pm  
 Location: ISI Office, Des Plaines IL

**MINUTES**

1. **Roll Call** - Members Present: Steve Mitchell, Kim Mozdierz-Frank, Blake, Mock, Mike Cunningham, Ryan Counihan, Jeff Arce, Scot Warren, Judy Busse, Carlos Ceja, Tim Stefl, Heather Fort, Michael Lawrence, Pete Kozura, Pam Lowenthal.

2. **Adoption of May 2014 BOD Meeting Minutes** -  
**MOTION: To approve the Minutes of the May 2014 BOD Meeting as presented. PASSED**

3. **Consent Agenda**

Reports from Staff

- Executive Director Report Submitted - Pulled
- b. Reports of Officers
  - General Chair Report Submitted - Action Item
    - Executive Committee
    - Audit Committee
    - Budget Committee
    - Personnel Committee
  - Administrative Vice Chair No Report
    - Rules & Regulations Committee
  - Senior Vice Chair Report Submitted - Pulled
    - Senior Committee
  - Age Group Vice Chair Report Submitted - Pulled
    - Age Group Committee
  - Program Operations Vice Chair Report Submitted
  - Treasurer Report Submitted
    - 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 - Pulled
  - Officials Committee Chair No Report
  - Safety Coordinator No Report
  - Safe Sport Committee Chair Report Submitted - Pulled
  - Diversity and Inclusion Chair Report Submitted
  - Open Water Chair Report Submitted - Pulled
- c. Reports of Ex-Officio Members
  - Michael Lawrence – IRC Report Submitted

**MOTION: To approve all non-pulled reports included in the Consent Agenda. PASSED**

4. **Items from Consent Agenda Pulled for Discussion:**

**Executive Director Report - Pete Kozura**

Steve Mitchell - As we execute programs it would be beneficial to have a complete full report at the conclusion of the event or activity. This would be great for publicity, historical document of the activity and budgetary impact (Number of participants – coaches & athletes; cost to Illinois Swimming, etc). The most recent Diversity Select Camp details - Illinois funding of 7 athletes and 2 coaches – funding approximately \$1200-1400 / \$3400

total. Central States Clinic – same information (detailed report – Number of coaches attending & ISI support total). Not all coaches applied for the ISI Coaches grant. Sponsorship update – Sports Authority - \$7500/year.

**MOTION: To accept the Executive Directors Report as presented. PASSED**

#### **Senior Chair Report - Michael Cunningham**

Steve Mitchell – just a reminder – if you move the date of the championship meet – the date for submission of bids must also change. Senior State meet is looking to move to the last week in June; thus allowing seniors to attend the meet fully as they would not be attending another meet the following weekend. Information needs to be posted soon so that clubs are able to include that information in their planning. SW – will some information JB – Did you anticipate a “black-out” date for championship meets? “Black-out” has Generally an empty weekend which is why we selected that date. ML - Is there any concern that some of the same problems may surface regarding prelims / scratching finals. MC – all items were discussed in committee. Many other LSC's are moving their state meets to an earlier date to accommodate their elite athletes. The need for a prelim-final meet in June exists and this meet could fill that need.

**MOTION: To accept the Senior Report as presented.**

#### **Age Group Chair Report – Jeff Arce**

Steve Mitchell – report pulled to gather the additional detailed information mentioned earlier for Camp participation, etc. Both camps were very well received. JB – A question about the selection criteria and whether things were JA – We are going to publish the camp selection criteria on the website. The Jr Elite camps did have different set of criteria. ML – How are coaches selected to work with the camps? There doesn't appear to be criteria listed or posted anywhere. He would support that the coaches that place athletes in/on the camp roster, should be the ones included in participating in the camp. The educational component would then be received by both the athlete and his/her coach. That selection criteria and process should also be clearly posted. JA – All of the coaches that participated applied to be a member of the camp staff. The application is located on the website. Going forward, the info or announcement can be made more public. ML – it seems pretty important that the information actually get to the coaches using the Blast Email process. JA – that will be used going forward. ML – Equally as important – the criteria for eligibility as a camp coach needs to be consistent. As with National level camps and teams, the coaches criteria is what makes a coach eligible to be named a coach ... not because the coach “wants to be” or a committee selects them. There were coaches that placed 3-4 swimmers on the OTC camp roster that were not approached to be a coach at the camp and didn't understand why that was so. BM - Just because you have an athlete on the team doesn't mean that you don't have to apply. SM – the committee should take these comments under consideration as they create criteria moving forward.

**MOTION: To accept the Senior Report as presented.**

#### **Membership Coordinator – Pam Lowenthal**

SM – Were there any new clubs? PL – No there were not.

#### **Diversity Report – Carlos Ceja**

SM – Event reports should include previously mentioned details

#### **Open Water – Heather Fort**

SM - Event reports should include preciously mentioned details

**MOTION: to approve Membership, Diversity and Open Water Reports as presented. PASSED.**

#### **Safe Sport - Ryan Counihan**

SM – What are “the trainings” ?? RC – Online training Help spread the word at Age Group state meets, etc. to make people aware of the educational opportunity. PK – Does safe sport have a flier or an add that we can use to help promote. RC – they do have an add that has been included. PK – maybe that should be a separate full page handout.

JA – Photography policy ??? Will Safe Sport be recommending that clubs have a Photography policy? USA Swimming (National) does not anticipate requiring anything in the immediate future. PL – This might be something that could be included in “Best Practices” manual. Proper Deck credentials would be necessary to have access to the deck ... orange credentials – “Non-Coach” ... yellow credentials – “Coach”. SM - Rules and guidelines for photography are the same regardless of who is taking the pictures. Meet management is responsible for “managing” their decks and who has access and where pictures are allowed. BM – There is an LSC who has “safe zone” language in their meet packets. JB – What if we created an ISI Press / Deck Credential for photographers that on the back include the rules & locations for picture taking. This would standardize the rules across all meets. Make it Real Big.

**MOTION: To accept the Safe Sport Report as presented. PASSED**

- **Treasurer – Scot Warren MOTION – Draft Document**

After reviewing past minutes, etc. is pretty clear that the history and purpose of the Athlete Endowment fund is to support and fund the Club Support program. Monies in excess of \$500,000 are available to off-set or completely support is program. All that is needed is a draft resolution that directs the Budget Committee to

transfer monies from the Athlete Endowment in order to guarantee the funding of the Club Development program.

**MOTION: Draft Resolution – Directing the Budget committee to withdraw monies from the Athlete Endowment Fund in anticipation of the upcoming Club Support budget line item. Available monies are in excess of \$500,00 Athlete Endowment fund balance. These monies are to be placed in a short term interest bearing account for use in the upcoming fiscal year. PASSED.**

Discussion – JB - in the event that there is not enough money available in the athlete endowment fund, does the short-fall become a budget item. SW – when the budget is adopted, the monies are to be withdrawn and placed in a line item on the revenue side Athlete Endowment monies are to be applied towards the budget line item.

## 5. Unfinished (Old) Business

- **Athlete Appointments to Standing Committees** -- Many committees need athletes. How might we motivate athletes to participate? BM – In the past recommending athletes for participation on committees was discouraged. SM – has no problem reviewing nominations from anyone. TS – The officials committee is expecting that the BOD will be recommending athletes for participation on committees. SM – expectation and hope is that the athlete committee can be instrumental in finding athletes to participate on committees. JB – I was thinking that something should be a bit more structured. Select teams that we would like to see provide athletes .... Equity SM – we have a listing of athletes that participated KMF- What if we forwarded an email to clubs indicating that “the following committees” are looking for athlete representatives and include the committee chair for contact? What Committees need athletes – Diversity, Senior, Rules & Regs, and Officials.
- **2014-15 Budget Development**  
SM – First pass indicated that we do have some challenges in balancing our budget at this point. We are well ahead of the game with great information and requests from committees. We are on track for presenting a budget at the July BOD meeting for review and discussion.
- **2014 USAS Convention Planning**  
SM - Quick reminder to make your arrangements if you have not yet done so. The most up-to-date schedule is posted on the website. MC – Will we have a pre-convention meeting? SM – Probably the September board meeting. Legislation discussions should take place in advance. All BOD members should plan their own meeting attendance schedule to include those meetings that are relative to your activities.
- **2106 Quad Business Plan Assessment & Review**  
SM - Pete has put together an updated version of the Illinois Swimming Quad Business Plan as a status report for review. It would be a goal to revisit this plan every six months to monitor progress, etc. MC – How are we doing? PK – Gave a quick summary of the report. Membership is up ... Key items are to be certain that we have included programming for the membership and retention plans in place. New programs have emerged and will continue to grow. Improvement in transparency and communication. JB – This is a great template and living document – great job.
- **LEAP Level 3 Initiatives Update**
  - **Business and Organizational Development** – Established the Leadership and Planning Seminar is scheduled for the next HOD meeting. Quad Business Plan in place. Community Service project – will work with the Athlete committee BOD Retreat
  - As projects are completed – Pam and Pete will upload them into the LEAP template.
  - **Volunteer Development**
  - **Club and Coach Development** – all done! Ready to submit and upload
  - **Athlete Development** - will need to establish a communication tool to

## 6. New Business

- a. **Action Items from Reports**
  - Advice and Consent to General Chair USAS HOD At-Large Delegate Appointments  
**MOTION: to Appoint Pete Kozura Blake Mock and Scot Warren to receive the USAS At-Large Delegate Appointments for the upcoming convention. PASSED**
- b. **USA Swimming Life Membership Criteria** - Report Submitted  
Details – Life Membership is \$1000 and to date, ISI has had presented/given 4 Life Memberships to date. Pete check with a number of LSC regarding their criteria - criteria varied from LSC to LSC. Many do not have a policy in place and have not presented a Life Membership criteria. Pete summarized some of the details from a few of the LSC’s he was able to survey. Michael Lawrence was very surprised to receive his Life Membership from ISI. Longevity and service to the organization should not be taken lightly. PK will put together a draft policy for discussion in July.
- d. **LC Championship Meets Planning Status**

Update – BM - Finally have the WI sanctioning number and the LC Age Meet is done and posted. Awaiting the time trial sanction # for the LC Senior Meet packet posting. All information was ready and online (OME) to meet the deadlines. PK – met with Mary Ruffin and expectations were discussed and have a walk-through planned in the near future.

e. **ISI Insurance Coverage** – Report Submitted

f. **Safe Sport Reporting** – **Ryan Counihan**

Questions/ How to ... RC – share the process that should be followed to report an incident or ask questions about Safe Sport. Education and Prevention questions should be referred to the LSC Safe Sport Chair. Reporting – Social Services or the Police should be done first ... then reporting the USA Swimming via online reporting system. What happens when a report come into the system? There is a flow chart on the Safe Sport website showing the response to incident reporting and responses. LSC Chair role is to educate – not a part of the reporting sequence. JB – We are one of the clubs that has had “activity” in this area. At one point does the information come back to the club / organization to address and fix some of the know challenges that exist in our system? RC – will ultimately let us know how things are resolved. JB – the question is the timeline. There are situations that need to be fixed and it has been quite some time without action to address known problem areas – ie - UIC locker rooms. That facility is utilized every week .. and known problem situations have not been addressed. RC – we are all aware of the situation, but we are probably in a situation to make changes ourselves. JA – Something has happened .. what can we do to address the situation. PL – is security called when there are events going on in that facility asking for increased presence in the locker room / facility areas?? That has been done in the past. MC – Is there a way to let other teams know that something did happen ... not just “might happen”. RC – Meet directors should submit ML – From my experiences at USA BOD – it is important that we address known issues at the board level. This should be on our website – coaches responsibilities – mandatory reporting – how to report. It is also important that the Board knows what to do and how to address issues of this nature in a public/Board meeting forum. We may need legal advice as to how to handle this issue as a board. The board needs to protect the organization. Most Code of Conduct violations are handled at the USA Safe Sport Level. RC – Colorado Springs has done a wonderful job when they are involved in any Safe Sport issue or reporting situation. JA – Can we make all information available to our clubs? – Blast Email to let people know where the information is and how to go about reporting, etc. RC – Safe Sport logo is a hot link on the LWSA website. PL – Maybe it is a meet director component and we should bring someone in to address the Safe Sport issues in the Meet Director workshop. ML- Suggestions – Board needs to protect itself and the organization. - Illinois website the Safe Sport link is buried on the lower part of the page. Maybe a report form could be included in the website link. JB – The Safe Sport logo is not dramatic enough... maybe Illinois Swimming could make a more eye-catching logo. JB – That’s well and good .. we are here in Illinois and what are we going to do to address things here in Illinois .. right now. JA – does anyone know what we can do .. ideas? Inform teams that an incident has occurred and ask that teams should speak with their athletes regarding behavior and practices during the meet. Inform meet hosts. RC – I will check with Elizabeth at USA Swimming to see if she can give a status update or if she has any additional information that we can pass along as we have an upcoming meet. JA – We have a policy that our athletes use the buddy system whenever they go to the locker room. JB – It truly is an issue of supervision .. maybe athletes should not be allowed in the lower level except the locker rooms - and their travel path is limited. PL – Maybe we should have designated athlete areas with a penalty if they are outside those areas. SM – Since we are the sanctioning body .. and an incident occurs, what is our liability? RC – I believe that they take over liability once reporting has occurred. KMF – It is more than reasonable that if an incident occurs, that we ask the governing body to confirm in writing that they will now be responsible for the matter. This will confirm and document the hand-off and the transfer of the chain of command. Links on our website will also help to confirm our level of commitment on the topic of Safe Sport.

g. Mike Cunningham – Why are we switching banks? PK - Sponsorship – we could not get sponsorship from our current bank so we now are working with one that is willing to sponsor Illinois Swimming.

**7. Upcoming Meeting Schedule**

- a. BOD Meeting (7/9/14)
- b. BOD Meeting (9/10/14)
- c. USAS Convention (9/16/14 - 9/20/14)
- d. BOD Meeting (10/8/14)
- e. LSC Leadership and Planning Seminar (10/11/14 – 10/12/14)
- f. HOD Meeting (10/12/14)

**8. Adjournment** - 8:55 PM

**Respectfully Submitted,**

**Judy Busse  
Secretary**