



Special ISI Board Meeting Minutes Sunday, April 22, 2018

Unapproved

Roll Call/Attendance

Board Members:

Present: Phil Barnes, Curt Oppel, Don Spellman, Tanja Sadecky, Bobby Kelley, Nick Lakin, Kerry Carleton, Travis Albang, and Jen Matthews*

Absent: Brain Ruffles, Doug Kolsrud, Allison Fellner, Grace Spellman, Dylan Moffatt, Serena Brizard, Andrew Rottinghaus, Peyton Werner, Jamie Langner, and Dave Joensen*

Others Present: Marie Koenigsfeld

**Non-Voting board members*

The meeting began at 7:00 PM but did not have a quorum.

Because of this, the board was unable to act and formally approved sending the proposed budget to the HOD. Phil announced that he would call for a meeting of the Executive Committee so that committee could approve a budget proposal to present to the HOD which is only seven days from now. Following this announcement, Phil invited the board members present to remain on the line and continued with a general discussion about the proposed 2018-2019 fiscal budget.

2018-2019 Budget Discussion

Before the discussion started about the budget, Curt asked if all board members had a written copy of the up-to-date proposed budget. Phil replied no. Curt then noted that it was very disconcerting that the most up-to-date budget had not been presented to all the board members prior to the start of this meet. Phil explained that the only changes made to the proposed budget that was presented to the board members and the current one was increased with Officials Expenses. He also explained that he planned to share these changes with the board during this meeting and prior to asking for the proposed budget's approval.

Before discussion started regarding the budget, Bobby inquired about which format of the budget would be presented to the HOD. With the handouts presented the board, there were two formats: "Old Version" and "New Version". Bobby pointed out the "Old Version" is really the current version and is the one that the delegates are used to the seeing. Phil instructed that this version is the one that will be presented to the HOD. Kerry supported this and explained that the "New Version" was developed so that board could better understand the budget so it can manage the LSC more effectively. He also pointed out that this version is for the board's use only and will not be presented to the HOD.

Phil proceeded to present the budget line by line and encouraged anyone with questions or concerns to present those to the board at this time.

- Investment Income – No comments
- Meet Income – Bobby presented concerns with the LSC not budgeting for Official Shirts for the LSC's three largest championship meets. He felt that since the LSC has been purchasing these shirts in the past, this should be continued. Kerry informed the board that he is hopeful that a sponsor will be contracted by the fall. If so, the sponsor will provide these shirts. He explained that this is why this expense in the budget had been eliminated. Bobby still expressed concerns that until the sponsor is contracted to provide officials with shirts, the expense should remain in the budget. Tonya agreed with this concern. Phil polled the board and the group



Special ISI Board Meeting Minutes Sunday, April 22, 2018

Unapproved

agree to include this \$3,600 expense in the 2018-2019 budget. Due to this, net meet income were decreased to \$94,560.

- Total Registration Income – Bobby pointed out that the LSC could raise their portion of USA Swimming Registration Fees and that by doing so, income to the LSC would be greater. There are roughly 3000 registered athletes which means that every \$1.00 increase in athlete registration fees provides the LSC with about \$3,000 in additional revenues. A poll was taken to see how many board members in attendance agreed with raising the LSC's portion of athlete registration fees and the result was split with four members supporting this increase and four members opposing this increase.
- Total Employee Expenses – Phil pointed out that he set this by doubling the current year's actual employee expenses. No comments or concerns will expressed about this line.
- Total ISI Office Expenses – Greg inquired about what makes up the Computer Software line time. Kerry answered by explaining this line includes expenses for Google Suite, Constant Contact and the Jot Form. Bobby asked if the Administrative Travel line included travel expenses for either Marie or Jen, or both, to attend the National Convention. Phil's answer was that for one of them, their expenses to the National Convention are paid by this line item. For the other one, their National Convention Travel expenses are paid using the Conventions and Workshop National Convention line item.
- Total Other Administrative Expenses – No comments
- Annual Awards Banquet – Greg inquired about this expense line and asked if it could be lowered. Nick agreed with Greg. Nick pointed out that the board will need to trim its budget at some point so that the LSC is operating at a break-even basis soon. Bobby observed that this line item is about three times the amount it was prior to 2017. Marie pointed out that when she was hired, one of her objectives was to make this banquet nicer. She felt that lower this expense line would impact the banquet's quality. A poll was taken with who supported in lowering this expense line by \$1,500. Three board members supported making this change and five did not support lowering this expense line item.
- Total Convention and Workshops – Phil pointed out that per ISI By-Laws, seven ISI members attend the convention and the LSC should expense their travel cost in this line item. He pointed out that the average expense for an attendee is \$1,200. As such, this line item was set at \$8,000. Other attendees whose expenses are paid by ISI to attend the National Convention are expensed to other line items throughout the budget.

Post Meeting Note: Per ISI By-Laws 606.7.9.A, the actually number of ISI members who should be given the opportunity to attend the National Convention is nine: The General Chair, the Administrative Chair, the Senior Chair, the Age Group Chair, the Coach Representative, and the Senior Athlete representative as voting delegates and also an administrator from the ISI office, the Junior Coach Representative and the Junior Athlete Representative as non-voting delegates. Phil will address this when the Executive Committee meets prior to the presenting this budget to the HOD for its consideration. He will suggest moving budgeted expenses from Professional Development and Swimmer Leadership Development lines to the National Convention line so that total expenses are not increased

- Total Meet Expenses – Phil pointed out that Athlete Travel expense is budgeted for \$6,250 per quarter. Bobby asked if this meant that \$12,500 would be spent with athlete travel reimbursement for the Fall and Winter seasons and another \$12,500 would be spent with athlete travel reimbursement for the Spring and Summer seasons. Phil replied that no, \$10,000 would still be available for the Fall and Winter season and \$15,000 would be available for the Spring and Summer season.
- Total Meet Expenses – Phil noted that LSC Championship Expense is the net from the amount the LSC pays to rent facilities for the LSC's three biggest championship meets and the reimbursements that the LSC receives from host clubs. Greg inquired about the Championship Bag Tag and Medals expense line and questioned if the LSC pays for these items. Marie stated that this line is the net of this expense. She stated that the LSC purchases all the medals and bag tags for the championships meets. Host clubs then reimburse the LSC for the medals expenses but not the bag tags.
- Total Officials Expenses – Phil reviewed these expense lines while updating the board with changes. Bobby asked if Championship evaluators would still be budgeted and invited to attend the LSC Championship. Travis replied yes and pointed out that this is the expense in the Clinic, Evaluators and Supplies line.



Special ISI Board Meeting Minutes Sunday, April 22, 2018

Unapproved

- Professional Development – No comments
- ISI Grants – Phil inquired about this and the expense was left at zero.
- Safe Sport – Greg requested this budget be increased so that the Safe Sport member to the board could attend the National Convention. A vote was taken with seven board members in support of this and one member objecting to this. The line was then increased.
- Total Swimmer Development – Greg pointed out that rarely are the budget expenses for A+ Swimmer Development and Q- Swimmer Development used. He suggested dropping these amounts. Questions then were asked about the Swimmer Leadership Development expense line. Phil brought up that only one of the athletes who attends the National Convention has their travel expensed from the National Convention travel expense line. The other athletes who attend the National Convention have their travel expenses expensed to the Swimmer Leadership Development line. Last year, four athletes attended the National Convention. A vote was taken asking if the number of athletes should remain at four or be lowered to three. This vote was four board members supporting budgeting to pay for four athletes attending the National Convention and three votes for lowering this number to three; however, this support was only if the athletes sign a document where they commit to follow through and participate in providing leadership to the LSC. The Executive Committee will consider this when it meets. The group settled on making the Total Swimmer Development expense of \$6,500 with \$5,500 for Swimmer Leadership Development, \$500 for A+ Swimmer Development and \$500 for Q- Swimmer Development.
- Phil entered the updates to the budget and now the net income for the projected budget is a \$20,000 loss. With this, he pointed out that the Executive Committee will consider the idea of raising ISI's portion of USA Swimming Registrations when the committee meets.

Discussion about the proposed budget concluded.

Phil announced that the Executive Committee will meet on Wednesday, April 22 at 8:30 via tele-conference. *(Per ISI By-Laws, the Executive Committee is the General Chair, Administrative Chair, Senior Chair, Age Group Chair, Treasurer, Coach's Representative, and two Senior Athlete Representatives.)* This meeting will be an Open Meeting, but only the Executive Committee members will have a voice and a vote.

The meeting concluded at 8:45 PM.