Iowa Swimming, Inc. Board of Directors Meeting |MINUTES

Our Mission is to support Swimmers, Clubs, Coaches, Officials, Parents, and Volunteers by providing resources for excellence.

Our Vision is Striving for Excellence in Swimming

Our Core Values: Athlete Centered - Inclusive - Dedicated - Ethical

Meeting date | time *June 3, 2018* | *0:800 pm* | Meeting location *Call-in*

Meeting called by	General Chair
Type of meeting	Regular Board Meeting (Rescheduled)
Facilitator	Phil Barnes
Note taker	Phil Barnes

Attendees:

Voting Board Members: Phil Barnes, Travis Albang, Brian Ruffles, Tanja Sandecky, Andrew Rottinghaus (phone disconnected during New Business), Don Spellman, Grace Spellman, Curt Oppel, Greg Temple. Apologies received from Bobby Kelley.

Nonvoting/membership: Marie Koenigsfeld, Jen Matthews, Julie Slater

AGENDA TOPICS

Agenda topic *Approval of Minutes of Previous Meeting* | Presenter *Phil Barnes*

Discussion Conversation: Minutes from March 4, March 25 and April 22nd meetings available on website and previously distributed.

Minutes approved

Agenda topic *Officer Reports* | Presenter *Phil Barnes*

1. Treasurer Reports from April distributed. No discussion.
2. Bill Wadley elected to position of Junior Coach Representative. Position to be re-elected in 2019. Junior Rep positions (Athlete and Coach) are members of the board with voice and no vote except where the senior representative is not present in which case the junior representative also has vote.

Agenda topic *Committee Chair Reports* | Presenter *Andrew Rottinghaus*

Andrew provided an overview of the athlete leadership conference the Athletes' Committee is organizing for July 11th in Cedar Rapids. Funding is from the Senior Athlete Development portion of the budget. Hotel contract is being finalized and the athletes are trying to arrange pool time at either Linn Mar or Coe College. The event will be publicized via emails, social media, ISI website and a paragraph to be included in meet heat sheets up to the event.

Members of the board congratulated Andrew and the Athletes' Committee for taking the initiative to develop this opportunity for our athletes.

Action items	Person responsible	Deadline
Publicize the conference	Marie, Jen, Athlete Committee	Starting week of June 4th.
Finalize Hotel space for conference and pool.	ISI Office	June 2018.

Agenda topic *Old Business* | Presenter *Various*

1. Traveling Trophies (Marie Koenigsfeld). Marie has provided information on the travelling trophies with spaces for 18 awards (years) for the LSC Long Course Championships. There were two options – trophies for each age group or trophies for Age Group and Senior (which would match the Short Course Trophies). The opinion of the board members present was to match the Short Course Trophy segmentation (Age Group and Senior) – no motion as the trophies were being purchased.
2. Errors and Omissions Policy (Curt Oppel). The E&O certificate still has not been presented to the Board (action from August 2017 meeting). This is extremely important for Board Members to ensure coverage is available.
3. Athlete Finals Check-In Process for LSC Championship Meets (Curt Oppel). The was from the March 4th meeting actions – the TPC to review and validate the finals check-in process for LSC Championships. A draft has been provided but no advice yet received from the TPC to the sanctioning committee. This is required for the Long Course Championship meet announcement.

Action items	Person responsible	Deadline
Travelling Trophies for Long Course Champs - purchase	Marie Koenigsfeld	ASAP
Errors and Omissions Insurance Certificate for BoD – chase up Jamie Langner and Doug Kolsrud to ensure a certificate is available, or insurance purchased if not already done.	Phil Barnes	June 18th, 2018
Finals Check-In Process for LSC Championships – TPC to provide Curt Oppel with wording.	Brian Ruffles	June 8th, 2018

Agenda topic *New Business* | Presenter *Various*

1. Voting Athlete Representatives to the Board (Phil Barnes). There has to be at least 20% voting athlete membership on the Board of Directors. Currently there are 3 voting athlete positions from the current voting membership of 13. However, there were 5 additional at large members voted by the House of Delegates at the Spring 2018 meeting with effect September 1st 2018. This requires at least one more voting athlete position on the Board. Given the current way athlete terms are conducted (one year as a Junior Representative, one year as a Senior Representative), that will require the athlete membership on the board to increase by 2 (one senior and one junior). The General Chair, with the advice and consent of the Athlete Committee can appoint Athlete Members at Large to the Board. Phil will talk with Ethan to have that in place for the new board (it will have to be in place at the time the 2018-19 BoD commences on September 1st.
2. Motion for Athletes to hold athlete board member elections at the Long Course Championships. (*Moved and Seconded*). Athletes believe this provides a better opportunity for more athletes to be

involved in the election process and provides more time for Junior Reps to become acquainted with the LSC activities before attending convention and conferences. **Motion carried**.

3. Actions from approved motions at the Spring HOD.
    a. Budget Approval – impact on Quad Budget. Quad Budget needs to be updated to reflect the approved Fiscal 2018 budget and wishes expressed by membership for the LSC. The Finance Committee needs to present an updated Quad budget to the Board before the end of the current fiscal year.
    b. Split Warm Ups – implement revised Split Warm Ups procedure as approved. There are meet already sanctioned and advertised through July making it impractical to implement this season. *Motion made and seconded* to establish the effective date as September 1st. Motion carried. This requires the minutes for the Spring 2018 HOD to be made available to the TPC and Admin Vice Chair.
    c. 10&Under Technical Suit Policy – Process in place. The ban on technical suits for 10&Unders is in all meet announcements. Meet Referees coordinate with coaches at any meets where there could be issues.
    d. Timer/Official Allocation for LSC Championship Meets – need a copy of the minutes to the TPC and Admin Vice Chair to updated Policies and Procedures and incorporate in 2018 Long Course Championship meet announcements.
    e. Flex Membership – need to get the word out. Phil and Marie received USA Swimming material at the end of last week. Marie to provide on web-site and email to all clubs.
    f. Order of Events for ISI Championship Meets – need a copy of the minutes to the TPC and Admin Vice Chair to updated Policies and Procedures and incorporate in 2018 Long Course Championship meet announcements.
4. Tabled Motions from Spring HOD.
    a. Section P – Communications Policy. Phil to coordinate a task force to update the proposed policy for the House.
    b. LSC Championship Meets proposal – TPC subcommittee to update for Fall meeting

Action items	Person responsible	Deadline
Additional Athlete at Large members for the BoD – increase number of athlete representatives on the BoD to maintain at least 20% voting proportion.	Phil Barnes	August 26th, 2018
Athlete BoD member elections – organize voting process and publicized in time for the Long Course Championships.	Athlete Committee and ISI Office	June 30th, 2018
Updated Quad Budget	Kerry Carleton	August 26th, 2018
Update Policies and Procedures to reflect revised sections as approved by the HoD – provide unapproved minutes of the meeting to the TPC and Admin Vice Chair	Bobby Kelley	June 11th,, 2018
Update Policies and Procedures to reflect revised sections as approved by the HoD – provide updated policies to the BoD for review and then distribution via website to membership.	Curt Oppel	September 1st, 2018
Flex Membership materials – publicize to membership	ISI Office	June 30th, 2018

Action items	Person responsible	Deadline
Communication Policy Update – form task force and provide updated policy to Board for review and inclusion in Fall 2018 HoD proposals.	Phil Barnes	September 1st, 2018
LSC Championship Meet Proposal – TPC sub-committee to review and update proposal for LSC to host the championship meets.	Brian Ruffles	September 1st, 2018
Finalize Hotel space for conference and pool.	ISI Office	June 2018.

Agenda topic *Other Business* | Presenter *Phil Barnes*

1. Motion to move the location for the August 26th Board Meeting to Cedar Falls (Phil Barnes) (*Moved and Seconded*). The August 26th meeting is a regularly scheduled Board Meeting that incorporates Board Orientation for incoming members. This was previously approved to be held at the Des Moines YMCA. However recent physical meetings have been held in Des Moines and the 2018 Swimposium is also scheduled to be held in Des Moines. **Motion carried**.
2. Errors and Omissions Policy (Curt Oppel). The E&O certificate still has not been presented to the Board (action from August 2017 meeting). This is extremely important for Board Members to ensure coverage is available.
3. Athlete Finals Check-In Process for LSC Championship Meets (Curt Oppel). The was from the March 4th meeting actions – the TPC to review and validate the finals check-in process for LSC Championships. A draft has been provided but no advice yet received from the TPC to the sanctioning committee. This is required for the Long Course Championship meet announcement.

Action items	Person responsible	Deadline
August 26th Board Meeting Location – Cedar Falls. Advertise and arrange meeting venue.	ISI Office	June 18th, 2018

There being no other business, the meeting was closed at 8:45 pm. Next scheduled meeting is August 26th, 2018 in Cedar Falls.

Respectfully submitted,

Phil Barnes

General Chair, Iowa Swimming, Inc.