



ISI Board Minutes Sunday, October 22, 2017 – 2:00 pm

Approved
12/10/2017

Roll Call/Attendance

Board Members:

Present: Phil Barnes, Curt Oppel, Tanja Sadecky, Bobby Kelley, Brian Ruffles, Serena Brizard, Kerry Carleton, Greg Temple, Jen Matthews*, Don Spellman, Jamie Langner, Grace Spellman, Peyton Werner

Absent: Doug Kolsrud, Nick Lakin, Nick Ford*, Karin Ford*, Travis Albang, Dylan Moffatt, Allison Fellmer, Andrew Rottinghaus

Others Present: Marie Koenigsfeld

**Non-Voting board members*

Minutes from previous meeting

August 27, 2017 ISI Board Meeting Minutes

Motion to approve – Made by Curt Oppel. Seconded by Tanja Sadecky.

No discussion.

Motion passed.

Officer Reports

No Treasurer's Report given for September 2017.

Administrative Vice Chair Report

Summarized work that the Administrative office has completed or has been working to complete. This included working on ISI Championship Meet announcements, updating ISI Policies and Procedures, activating an ISI Personnel Committee, and researching ISI's Errors and Omissions insurance.

The Personnel Committee that has been activated will:

- Develop a reporting procedure wherein Marie and Jen will submit written reports to the board prior to each board meeting.
- Establish and implement an annual review process for the professional staff. The completed reviews will be presented to the board during August meetings with mutually agreed upon goals for the upcoming years.

With the Errors and Omissions insurance, the question remains about if ISI has this or not. Curt was given the authority to continue researching this and if it is found that ISI does not have this insurance, he was authorized to enter an agreement and purchase it.

A new item that the Administrative Chair will be working during the upcoming year is the Swimposium. An ad-hoc committee has been developed to plan for this event.

Committee Chair Reports

2017-2018 Planning Schedules for the Administration Vice Chair, Technical Planning Chair, Age Group Chair and Diversity and Inclusion Chair were presented. These schedules will be posted on the ISI website.

Old Business

2018 Swimposium



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Curt presented a summary of plans for the Swimposium.

- Coach Sub-Committee: Design a six-hour education program for all levels of swim coaches and work with the parent committee to help design the program for parents.
- Official Sub-Committee: Design six-hour program for all levels of officials.
- Athlete Sub-Committee: Decide upon the program for athletes. Will be advised by the Age Group Chair.
- Parent's Sub-Committee: Design two three-hour clinics for parents of the athletes attending the athlete program.
- Logistics Sub-Committee: Responsible for planning and coordinating registration, the facilities, hotel rooms, catering, transportation and promotion.

A timeline was presented:

- October 31: Recruitment of members completed and first meeting held.
- December 31: Basic topics/clinics for each group selected and presenters selected.
- March 31: Solidify hotel and catering needs. Design online registration and begin to take registrations. Continue promoting the event.
- May 31: Finalize all logistics, specific program agenda and promote.
- June 30: Design social activities and continue to promote.
- July 31: Finalize clinic needs. Order supplies. Arrange audio-visual equipment.
- August 31: Coordinate schedules with clinicians.

Ad-hoc Committee Members announced:

- Chair: Curt Oppel
- Coach Sub-Committee: Don Spellman
- Officials Sub-Committee: Kirstin Oppel
- Athlete Sub-Committee: Grace Spellman, Allison Fellner
- Parents Sub-Committee: Jana Carter
- Logistics Sub-Committee: Marie Koenigsfeld, Leslie Winnett, Kim Crawford
- USA Swimming Liaison: Marie Koenigsfeld

2017 ISI Short Course Reimbursement

Reimbursement for the 2017 ISI Short Course Championships have not been presented by ISI to ICE. Per the 2017 December ISI Board Meeting minutes, ICE is not due any reimbursement for the pool rent. However, it was pointed out that an amendment to the December's minutes was presented prior to approval by email, but these changes were not presented when the minutes were approved. With these changes, ICE should have received \$1,600 in reimbursement. It was agreed that the approved minutes would be researched, and if an error was proven to be in existence, this correction should be made. If a correction is needed, the edited approved minutes will be presented at the December 2017 ISI Board Meeting for ratification. However, if there was an error and a refund is due to ICE, the refund should be presented immediately upon the ISI Chair's approval so ICE does not have to wait to December. Phil will research this and present evidence to board members. There were no objections.

New Business

Concern shared about the spring survey conducted by the ISI administrative task force.

Phil announced that this concern will be discussed at a closed board meeting. The closed board meeting will be held within the next few weeks and he would let the board members know the date soon.

Discussion about the distribution of ISI newsletters

Marie presented the concept of emailing newsletters using Constant Contact. The cost would be \$798 for 5,000 contacts. In general, the board liked the idea but no formal motion was made to move forward and enter a contract with Constant Contact. Questions were asked about the ability to remove emails from the list and which budget line would this expense



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come. Marie was also instructed to research the cost of up to 10,000 email contacts because 5,000 might be too few. Once these questions are answered, the board will reconsider this.

Discussion about the board policy with fines for having non-credentialed coaches on deck at ISI sanctioned swim meets

Curt presented this. He explained that in ISI Policies and Procedures, I. VII. J. 3., states the following:

Coaches Sign-In (APP-29). All coaches participating in this meet must sign the Coaches Sign-In form (APP-29) as verification that all coaching certifications required by USA Swimming and ISI are current. ISI may fine a coach or the meet host for participating at a meet in which the coach does not have current coaching credentials.

Curt inquired to where ISI stated the amount of the fine for this. It was brought up that ISI has already fined coaches and clubs in the past for violation to this rule. Marie was asked to research past minutes to see what the board determined. She should report on this during the next ISI board meeting in December.

Motion made close the meeting.

Motion made by Kerry. Jamie seconded.

Motion passed and meeting concluded at 2:59 PM.

Remaining Board Meeting Schedule for the 2017-2018 ISI fiscal year:

7:00 PM Sunday, December 10, 2017	Meeting will be held by Conference Call
7:00 PM Sunday, January 28, 2018	Meeting will be held by Conference Call
2:00 PM Sunday, March 4, 2018	Des Moines YMCA (between session of ISI Age Group Championships - conference call optional if possible)
6:30 PM Sunday, May 6, 2018	Mercer Pool Aquatic Center (conference call optional)
12:00 PM Sunday, August 26, 2018	Des Moines YMCA (Conference call option will not be offered)



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Attachment 1 – ISI Travel Policy

Iowa Swimming, Inc. Board of Director Travel Policy

Effective Date: September 1, 2017

Last Revision Date: N/A

Background and Purpose: This policy establishes the Iowa Swimming, Inc. (“ISI”) Travel Policy for the members of the ISI Board of Directors and volunteers that are asked to travel for ISI business purposes. It specifies the travel that is eligible for reimbursement and the procedure to request reimbursement for travel. There are three types of travel expenses available for reimbursement from ISI: (a) travel to and from the annual United States Aquatics Sports Convention; (b) travel to participate in USA Swimming Committees and works shops that are directly related to the attendee’s position with ISI; and (c) travel that is pre-approved by the ISI Board of Directors.

- A. Travel to Annual United States Aquatics Sports Convention and USA Swimming House of Delegates. It shall be the duty and privilege of the following Officers and Representatives to attend the Annual United States Aquatics Sports Convention and USA Swimming House of Delegates and represent ISI, with voting rights (six total votes):
- General Chair
 - Administrative Vice Chair
 - Age Group Committee Chair
 - Up to three non-voting Athlete Representatives
 - Senior Committee Chair
 - Elected Senior Athlete Representative
 - Coaches Representative
1. If any of the voting Delegates are unable to attend, alternates shall be selected by the General Chair.
 2. At the discretion of the General Chair, the following members of ISI may be invited to attend the Annual United States Aquatics Sports Convention and USA Swimming House of Delegates. These attendees are non-voting delegates. They shall attend the relevant educational sessions to ensure that ISI remains current with the rules and regulations, policies and procedures, and bylaws necessary to remain in good standing with USA Swimming LSC requirements.
 - ISI Professional Staff Members
 - Members of ISI appointed to any USA Swimming National Committees
 - Officials Chair
 - Registration/Membership Chair
 - Treasurer
 - Safe Sport Chair
 - One member of the ISI contingent to the Central Zone Board of Review
 - Other Officers/Chairs designated by the General Chair with the advice and consent of the Board of Directors.
 3. If any of the non-voting Delegates are unable to attend, alternates may be selected by the General Chair.
 4. Each year, the Board of Directors shall properly budget and account for the expenses associated with sending the Voting Delegates and the discretionary delegates to the Annual United States Aquatics Sports Convention and USA Swimming House of Delegates
- B. Other Meetings Sponsored by USA Swimming. USA Swimming offers additional meetings and workshops specific to elected and appointed LSC positions. Expenses for these meetings and workshops are usually covered by USA Swimming. If expenses are not covered, the LSC will reimburse reasonable hotel and travel expenses in accordance with this Travel Policy.
- C. Expenses Reimbursed by the LSC.
1. Hotel Room
 - a. Double occupancy with another attendee or the room is completely covered where no other attendee is available to share a room.
 - b. Single occupancy: 50% covered by the LSC, 50% covered by the attendee.
 2. Reasonable Travel Expenses
 - a. Coach airfare expenses – no Business or First Class.
 - b. Ground transportation to and from the meeting site.
 3. Per Diem
 - a. The reimbursable Per Diem is the Meals and Incidental Expense allowance for the calendar year as published by U.S. General Services Administration Office (\$11.00 for breakfast, \$12.00 for lunch, \$23 for dinner, \$5.00 for incidental expenses 2017). The per diem for the First and last day of travel is 75 percent of the total reimbursable amount (\$38.25 for 2017).
 - b. Provided in advance to athlete representative if requested.
 - c. Reimbursable Per Diem does not include a meal allowance when a meal is provided by the meeting host.
- D. Athlete Attendees.
1. Shall be accompanied or chaperoned by an adult also attending the meeting while traveling to and from the location.
 2. If no elected Athlete Representatives are able to attend, Athlete Representative(s) will be selected by the General Chair, with the advice and consent of the Senior Chair.
- E. Expectations and Responsibilities of individuals attending meeting wherein expenses are reimbursed by ISI.



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1. Shall attend the meetings commensurate with their positions within ISI. All attendees to the USA Swimming House of Delegates, both voting and non-voting, must attend the Central Zone and USA Swimming House of Delegate sessions.
2. Shall attend, if available, additional sessions important to the LSC, as requested by the General Chair.
3. Each attendee shall prepare a written report of the meeting and workshops attended and submit the written report to the Treasurer and ISI Administration Office for posting on the ISI Website. The written report should be submitted to the Treasurer and ISI Administration Office within two weeks after the conclusion of the meeting.
 - a. The ISI Administration Office shall post the meeting reports on the appropriate pages of the ISI website.
 - b. Attendees will not receive reimbursement for travel expenses until written report is submitted to the Treasurer and ISI Administration Office. Reimbursement will be forfeited if written report is not submitted within 30 days of the conclusion of the meeting.