



ISI Board Minutes Sunday, December 10, 2017 – 7:00 pm

Approved

1/28/2018

Roll Call/Attendance

Board Members:

Present: Phil Barnes, Tanja Sadecky, Bobby Kelley, Brian Ruffles, Serena Brizard, Kerry Carleton, Greg Temple, Jen Matthews*, Travis Albang, Nick Lakin, Don Spellman, Nick Ford*

Absent: Curt Oppel, Doug Kolsrud, Jamie Langner, Karin Ford*, Dylan Moffatt, Allison Fellmer, Andrew Rottinghaus, Grace Spellman, Peyton Werner

Others Present: Marie Koenigsfeld

**Non-Voting board members*

Minutes from previous meeting

October 22, 2017 ISI Board Meeting Minutes

A motion was made to approve the minutes as presented. Made by Kerry Carleton. Seconded by Tanja Sadecky. No discussion. **Motion passed.**

Motion to change the meeting's agenda order

A motion was made to run the meeting out of order so that Brian Ruffles could present reports at this time from the Technical Planning Committee and the ISI Championships Committee as well as handle new business items involved with these reports. Made by Phil Barnes. Seconded by Greg Temple. No discussion. **Motion passed.**

Brian explained that the Technical Planning Committee (TPC) had met to discuss the Silver Championships and how these meets should run. From these meetings, he presented the following recommendations for the board's consideration and possible ratification.

A motion was made for the ISI board to ratify the TPC's recommendation to make the following changes to the Silver Championships qualifying time standards. These changes will be effective immediately and will be used for the February 2018 Silver Championship meets.

- **Update Silver Qualifying Time Standards so that 10 & Under events will be set at 120% of the Q time standard, increasing this from the current 110% time standard used for these events.**
- **Update Silver Qualifying Time Standards so that 11-12 events will be set at 115% of the Q time standard, increasing this from the current 110% time standard used for these events.**

Motion made by Brian Ruffles. Seconded by Greg Temple. Brian explain that there were errors in the method the TPC used with setting these time standards. Due to these errors, the meet is projected to smaller than desired according to research completed by the TPC. Base the current Silver standards, only 30 to 40 percent of last winter's 10 & Under and 11-12 Regional entries would qualify for this coming season's Silver Championships. With the Silver times being adjusted to the slower times using the formula presented in this motion, Brian felt that this percentage would be increased to around 60 to 70 percent, which is the goal for the TPC. Discussion ended. **Motion passed.**

A motion was made for the ISI board to ratify the TPC's recommendation to offer Mirror Events at the Silver Championships, effective immediately.

Mirror Events

- **Swimmers who are qualified to swim 100 or 200 Butterfly, Backstroke, or Breaststroke are allowed to enter both events of that stroke provided they have not achieved a Q time standard.**



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- Swimmers who are qualified to swim the 200 or 400 IM are allowed to enter both events provided they have not achieved a Q time standard.
- Swimmers who are qualified to swim the 400/500 Freestyle, 800/1000 Freestyle or the 1500/1650 Freestyle events are allowed all of these three events provided they have not achieved a Q time standard.
- Swimmers may not enter Mirrored Events if they have achieved Iowa Q time standard for the initial Mirrored Event unless they have the Silver Qualifying time standard for the event.
- Swimmers entering additional events under the Mirror Event rule shall enter using the slowest non-conforming qualifying time for the event.

Motion made by Brian Ruffles. Seconded by Tanja Sedecky. Discussion followed. Brian was asked if swimmers reduce the number of Bonus events they may enter when they enter Mirror events. His replied was yes. Brian was also asked would a swimmer who achieves a Q time in the 100 of a stroke be allowed to enter the 200 of that stroke as a Mirror Event. He answered that the swimmer could swim that 200 of that stroke only if they have achieved the Silver qualifying time. The Mirror Event rule would not be in effect because the swimmer is overqualified to swim the 100 of that stroke at the Silver Championships. Discussion ended. **Motion passed.**

A motion was made for the ISI board to ratify the TPC's recommendation dealing with meet operation procedures with team scoring at the Silver Championships, effective immediately.

Team scoring at Silver Championships

- Recognize the overall team meet champion with a banner given, but exclude points scored during 8 & Under events.
- Also recognize the overall 8 & Under team champion scoring 8 & Under events only with a banner presented to high point team during 8 & Under session.

Motion made by Brian Ruffles. Seconded by Bobby Kelley. Discussion. It was observed that this is being consistent with how past Regional meets were held in that the 8 & Under session has traditionally been scored separately. Discussion ended. **Motion passed.**

A motion was made for the ISI board to ratify the TPC's recommendation with meet operations for awards presentations at the Silver Championships, effective immediately.

- Award presentations will be done during 8 & Under session similarly to how it was done at past Regional meets.
- There shall not be a presentation for awards during other sessions of Silver Championships.

Motion made by Brian Ruffles. Seconded by Greg Temple. Discussion. Brian pointed out because of the unknown with the Silver Championships being a new meet and concerns about how long each session may last, the TPC made these recommendations. Discussion ended. **Motion passed.**

A motion was made for the ISI board to ratify the TPC's recommendation of miscellaneous items with meet operations at the Silver Championships, effective immediately.

- Start time for Friday evening is not a mandatory start time and shall be based on facility needs.
- Number of relays a club may enter will follow current process of other ISI Championship Meets.
- Late Entry Deadline will be 6pm of the day before those events.
- Timers for 1000 Free and 1650 will be provided by swimmers.

Motion made by Brian Ruffles. Seconded by Greg Temple. There was not any discussion. **Motion passed.**

Brian also reported that the ISI Championships Committee also met. He reported that for the 2019 short course season, the CRWC at the University of Iowa will not be available for ISI to use as a site for its Short Course Championships or its Age Group Short Course Championships swim meets. The committee is now looking to meet with representative from the Des Moines Wellmark YMCA, Marshalltown YMCA and Mercer Aquatic Center to check availability of these facilities. With the long course season for the summer of 2019, the committee is still hopeful that an agreement with the University of Iowa



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can be reached to use the CRWC for the LSC's 2019 Long Course Championships. If not successful, the committee will contact representatives from the Des Moines Wellmark YMCA and Mercer Aquatic Center to check availability at these facilities. Brian also mentioned that if the LSC is going to consistently run its championship meets at Mercer Aquatic Center, then it might be advantageous for ISI to create a long-term agreement where ISI would then invest to help improve that facility. He explained in order to have an ISI championship meet at Mercer, a working scoreboard would be important as well as possibly new blocks and/or better spectator seating.

Brian also reported that the ISI Championships Committee discussed the possibility of the LSC running its championship meets and not bidding the meet to a host club. He said that the committee seemed to be in favor of this, but the question of when and what needs to be done to reach this objective was still up for discussion. Some of the committee's members wanted to see this happen sooner than later and others want to move that direction more slowly. The committee will continue to work on this.

This concluded Brian's TPC report, ISI Championships Committee report and any new business items added with these reports. The meeting then continued in the order of the published agenda.

Officer Reports

Administrative Vice Chair Report: A report from the Administrative Vice Chair has been posted on the ISI website. Within the report is an item for New Business: Setting Floating Holidays in 2018 for ISI's professional staff.

Committee Chair Reports

Personal Committee: The report from the Personal Committee has been also posted on the ISI website. Within this report are items for new business that include proposals to amend the ISI Employee Handbook. Additionally, it was reported that the Personal Committee has developed templates for monthly report from the LSC's professional staff. The committee is also working on developing a process for annual reviews.

Professional Staffing Reports: Jennifer Mathews' report about ISI's membership and registrations along with other work she has done has been posted on the ISI BOD page. Marie Koenigsfeld's report has yet to be completed. Marie's report will have information about athlete participation. Once Marie completes her report, it will also be posted on the ISI website BOD page.

Audit Committee: Kerry Carleton reported that the Audit Committee had met. During this meeting, it was pointed out that per USA Swimming Level 3 rules, LSC's are required to perform audits. Audits are important because they protect organizations and help create trust with its membership. With this in mind, the Audit Committee is looking to have an external audit done and is currently researching options with outside vendors to perform one. This committee should have a report with the expected cost for an external audit during the next board meeting. Additionally, the Audit Committee is developing procedures and a process for conducting internal audits. The next conference call meeting for the Audit Committee will be at 9:00 PM on Tuesday, December 19.

Budget Committee: Kerry Carleton also reported that he will be leading a Budget Committee meeting soon. Once the date of this meeting has been established, it will be communicated to all on the ISI webpage and web-calendar.

Old Business



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Actions from the October 31, 2017 Closed Board Meeting: Phil reported that he has met with representatives from United State Swimming and also visited with many of ISI's board members individually regarding the concerns addressed during this special board meeting. He has concluded the following:

- A violation of USA Swimming Code of Conduct has not happened.
- ISI needs to update its Communication Policy with respect to surveys.
 - Phil is working on this and will have something for the board to consider soon.
 - With these updates, he plans to include a procedure for what to do when negative feedback is received with surveys that are conducted.
 - If negative comments are received within a survey/evaluation, a task force will need to be formed to address the concern.
 - Moving forward, board members should not and are not be permitted to address concerns individually.

There were not any objections expressed by all those in attendance to these recommendations.

Iowa Swimming Invalid/Expired Coach Credential Policy: A motion was made to amend this policy.

During any ISI sanctioned swim meet, a coach will be fined \$50.00 each time the coach signs the Coaches Meet Sign-In form (ISI form APP-29 or -29r) and all of the coach's coaching certifications that are required by USA Swimming and ISI are not current. A meet host of a sanctioned swim meet will be fined \$50.00 for each coach the meet host permits to coach during any ISI sanctioned swim meet if the meet hosts represents in its meet announcement that its designee will verify the credentials of a coach or if, in fact, the meet host or its designee does state on the Coaches Meet Sign-In form that it has verified the credentials of the coach signing the Coaches Meet Sign-In form.

Motion made by Phil (for Curt Oppel). Seconded by Bobby Kelley. Discussion included concerns about the failure of the amended policy to deal about individuals who coach at ISI meets without signing the Coaches Meet Sign-In form. Phil explained that other rules and policies within USA Swimming and ISI Swimming deal with that situation and this policy's intent is only how to handle coaches who sign in without current credentials. He also pointed out that the proposal presented is only amending ISI's current policy because the current policy is vague about how much a coach who is in violation of this rule should be fined. Discussion ended. **Motion passed.**

New Business

December 19, 2016 ISI Board Meeting Minutes: A motion was made to amend the previously approved ISI Board Minutes from the December 19, 2016 meeting. Motion made by Bobby Kelley. Seconded by Greg Temple. The change in these previously approved minutes deals with the table that reports the amount of ISI's contribution based on the number of swimmers who competed at the 2017 ISI Short Course Championship. This error was pointed out in an email sent to the ISI Secretary prior to the approval of the December 2016 board meeting's minutes, but the need to change these minutes was not discussed or noted during the January 2017 board meeting. Since these minutes were not correct, ISI did not contribute the correct amount to the meet's host swim club at the conclusion of the 2017 ISI Short Course Championships. No one in attendance disputed that the minutes should be amended or that the host club should be compensated correctly. Discussion ended. **Motion passed.**

Officials Committee Proposal: Travis Albang informed the board that the Official's Committee is looking to update procedure for verifying coaches have valid credentials. The new procedure will be the following:

Before each ISI sanctioned meets, the ISI Registration Chair will generate a report from SWIMS listing all ISI certified coaches. This report will be sent to the Official's Chair, who will then send it to the meet's referee. The list should be used as the ISI Coaches' Sign In. Coaches on the list are approved and eligible to be on deck at the meet. Coaches should sign their name when checking into the meet. Meet personnel still have the right and may check credentials and initial beside



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check-in, but are no longer required to verify coaching credentials. However, if a coach is not on the list, the meet personnel must verify coaching credentials and sign-off before granting access to the deck to that coach.

During discussion, it was pointed out that board action on this was not needed for the Official's Committee to make this change. As such, this procedure will be updated immediately.

ISI Age Group Short Course Championships – Host and Venue: Phil Barnes presented the board with a report that the Des Moines YMCA has confirmed that their facility will be available for use by ISI for the 2018 Age Group Championships. The rental amounts have been agreed upon. Additionally, Phil informed the board that Dowling Riptide will not co-host the meet with ACAC. Following the procedures that the board used last year when Lane Four requested to withdraw from its co-hosted agreement with ICE for hosting the 2017 ISI Short Course Championships, RIP will not be fined and ACAC will be permitted to host this meet without the meet going back to the meet bids committee and the HOD for reassignment. There were not any objections.

During discussion, Bobby Kelley asked if the LSC is the organization which is entering the contracts with facilities to run ISI Championship meets or is it the host clubs. Phil Barnes answered that per the process developed at the 2017 ISI Spring HOD meeting, contracts for facility are to be between the LSC and the facility. Once the meet is over, the host clubs will then reimburse the LSC up to 50 percent of the cost for these rentals.

Changes to ISI Employee Handbook: A motion was made to amend the ISI Employee Handbook to the following:
Company Travel & Expenses (page 7 of ISI Employee Handbook)

Travel Expense Reimbursement

Some travel in order to accomplish organization is necessary and all such travel must be authorized in advance. ISI will reimburse employees for expenses related to this travel. To be reimbursed, employees must submit expense information to ISI Treasure within 30 days after the expense is incurred. The minimum expense information shall include the date of the travel, the purpose for the travel, a description of the expense incurred and a receipt to document the expense. ISI will reimburse employees for mileage at the Internal Revenue Service standard mileage rate for the year in which the mileage driven. ISI will reimburse meals up to the Meals and Incidental Expense allowance as published for by U.S. General Services Administration Office.

Purchases and Expenses incurred on behalf of ISI

Occasionally, you may need to incur an expense on behalf of ISI. However, absent an unforeseeable need, all expenses in excess of \$250 need to be pre-approved by the ISI Admin. Vice Chair or Board of Directors. To be reimbursed, employees must submit expenses reimbursement request to the ISI Treasurer within 30 days after the expense is incurred. The reimbursement request shall include a description of the expense incurred and a receipt to document the expense.

ISI Issued Credit Cards and Debit Cards

ISI may issue credit cards and debit cards to employees for use in their jobs. The use the ISI issued credit cards and debit cards is a privilege. Any ISI issued credit cards or debit cards must be used for business purposes only, and in conjunction with the employee's duties. Employees must not use the credit cards or debit cards for non-business and non-essential purposes. ISI will consider the use of a credit card or debit card for expenses incurred while traveling, such as for lodging and meals while on ISI approved business trips, for business purposes as such expenses are consistent with the above travel and expense reimbursement policy.

Motion made by Phil Barnes. Seconded by Bobby Kelley. No discussion. **Motion passed.**



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Floating Holidays for 2018: A motion was made to designate March 9, 2018 and December 26, 2018 as floating holidays for ISI's professional staff for the year 2018. Motion made by Phil Barnes. Seconded by Bobby Kelley. Jennifer Mathews and Marie Koenigsfeld requested these dates prior to the motion being made. There were no objections expressed by the board members present. **Motion passed.**

Additional items to New Business

Task force for hearing appeal: Motion made to create a task force consisting of the Senior Vice Chair (Don Spellman), Age Group Vice Chair (Tanja Sadecky) and Coach's Representative (Nick Lakin) that will review an appeal made to the ISI Board of Directors. Motion made by Phil Barnes. Seconded by Greg Temple. The task force will review an appeal made by an ISI member who was fined for coaching at an ISI sanctioned meet without current coaching credentials. The task force should meet and report to the board with recommendations about this appeal. Bobby Kelley expressed the need to have a non-coach member and an athlete added to this task force. **Motion made to amend the original motion by adding the Official's Chair (Travis Albang) and an athlete board member (Serena Brizard) to the task force.** Motion made by Bobby Kelley. Seconded by Phil Barnes. No discussion. **Motion to amend the original motion passed.** Discussion concluded. **Motion as amended passed.**

Junior Nationals: Phil Barnes gave a report about the Junior National Meet that was recently hosted at CRWC at the University of Iowa. He reported that he received much positive feedback from representatives from USA Swimming and also mentioned that they had indicated that future national level meets could possibly be held at this site. He thanked all the volunteers that helped make this meet successful.

Motion made close the meeting

Motion made by Kerry Carleton. Seconded by Greg Temple. **Motion passed. Meeting concluded at 8:29 PM.**

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

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)