

Administrative Vice Chair Report

ISI Board of Directors Meeting

Sunday, October 22, 2017

Old Business:

- A. ISI Championship Meet Announcements. I have drafted the meet announcement for the 2018 ISI Winter Silver Championship Meet. I am waiting on the final version of Section K and Section I before I revise the meet announcements for the 2018 Age Group Short Course Championship Meet or the 2018 Short Course Championship Meet.
- B. Updated ISI Policies and Procedures. I updated Sections I and K of the ISI Policies and Procedures based on the October 1, 2017 HOD meeting. These updated sections are currently under review by Bobby based on the minutes of the HOD Meeting and I hope to have them posted to the ISI Website by October 31, 2017.
- C. ISI Personnel Committee. I have activated the ISI Personnel Committee. Section 607.1.1 of the ISI Bylaws places the Personnel Committee under the responsibilities of the Admin. Vice Chair, but Section 607.3.7 names the Admin. Vice Chair, the Finance Chair, the General Chair and an athlete representative as members of the Personnel Committee. This Section also names General Chair as chair of the Personnel committee.

There are two personnel issues that I would like to move forward with this fiscal year. First, I think we need to develop a reporting procedure wherein Marie and Jen submit written reports to the board prior to each board meeting. These written reports would outline the material items each of them have worked on since the last board meeting. This will allow the entire board to know and understand what Marie and Jen do with their time. These reports would be written and distributed before the board meetings for the interest of time. Board members could review the written reports before the meeting and ask questions they felt necessary.

Second, we need to establish and implement an annual review process for our professional staff. Good employers owe it to their staff to provide annual reviews. This would start with developing a form and the procedure for a self and a board assessment for both Marie and Jen. We would also set the timing and procedure to review the assessments and establishing goals with Marie and Jen for the forth-coming fiscal year. In my opinion, the self-assessments would take place during the summer of 2018 and be presented to the board at its August 2018 meeting along with the goals that have been mutually agreed upon for the 2018 - 2019 program year.

- D. Errors and Omissions Insurance. We need to investigate and Errors and Omissions Insurance Coverage.

New Business:

- A. Swimposium. I attach my proposed committee structure for the 2018 ISI Swimposium. I also attach information provided to us by USA Swimming on hosting a Swimjitsu. At convention, the athletes said they are interested in bring Swimjitsu to Iowa. No decision has been made the Swimjitsu for the Swimposium.

- B. Open Water Committee. Next Month, I will be proposing that ISI create a Open Water Committee. Tis will be a standing committee created by the ISI General Chair. Its purpose will be to facilitate and grow Open Water Competition within our LSC. ISI is missing a large growth opportunity and failing to provide our athletes with a fast growing aspect of our sport if we do not offer Open Water Competitions. The ISI Board needs to embrace and support (financially and otherwise) Open Water Swimming within our LSC. It should be a goal of our LSC to be able to host an ISI Open Water Competition in 2019 and host an ISI Open Water Championship by 2020.