

Administrative Vice Chair Report

ISI Board of Directors Meeting

Sunday, December 10, 2017

Old Business:

- A. ISI Championship Meet Announcements. Initial drafts of all 2018 Championship Meets have been reviewed and distributed to the respective meet hosts.
- 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. The initial meeting of the ISI Personnel Committee was held on November 8, 2018. Several action items were generated from the meeting including developing a template for professional staff reports, developing a template for annual reviews for professional staff, and an updates to the employee manual (see new business item).
- D. Swimposium. The initial meeting of the ISI Swimposium Committee occurred on November 21, 2017. I have submitted an updated list of committee members. The next meeting of the full Swimposium Committee is scheduled for December 27, 2017. The individual small groups are meeting before this time to work on their group tasks. I attach my proposed committee structure for the 2018 ISI Swimposium. We are still waiting on pool rental information from the Des Moines Wellmark YMCA. I hope to be able to propose a budget for this activity by the January board meeting.

New Business:

- A. Proposal to Amend Employee Handbook. The proposed changes to the employee handbook have been reviewed by the Personnel Committee.