



ISI Board Minutes

Tuesday, November 5, 2019 – 8:30 pm – Conference Call Meeting

Roll Call/Attendance

Board Members:

Present: Ethan Johnston, Travis Albang, Mike Peterson, Tanja Avant, Bobby Kelley, Eric Follmuth, Brian Ruffles, Adam Feilmeyer, Phil Barnes, Jamie Langner, Eric Crawford, Jordan Kloth*, *Parker Craw, Chrissy Beagle, and Jen Matthews*

**Jordan Kloth was a voting member since one of the Senior Athlete Reps was absent
Italicized - Non-Voting board members*

Absent: Doug Kolsrud**, Anya Koenigsfeld, Izaak Hajek, Bailey Klinkhammer, Jennie Hedrick-Rosenberg, Dan Lake, Julie Slater, Benson Redfern

** Waiver for absence was granted

Others Present: Marie Koenigsfeld, Missy Ortman, Melissa Woltz, Don Spellman

Minutes from previous meeting

August 25, 2019 ISI Board Meeting Minutes

A motion was made to approve the August 25, 2019 board minutes as presented. Motion made by Jamie Langner. Phil Barnes seconded the motion. No discussion. **Motion carried.**

Officer's Reports

Administrative Chair:

Travis Albang reported that he is working with TPC to update Championship Invites. The goal is to have these sanctioned and published by the first of the new year.

Senior Vice Chair's Report:

Michael Peterson reported about his trip to the Mighty Mid-States clinic, where he represented ISI. He discussed the possibility of holding a clinic for the LSC's high achieving senior swimmers and possibly hiring a coach from outside the LSC to lead the camp.

Age Group Vice Chair's Report:

Tanja Advent reported that applications to All-Stars is now open. Transportation, busses and meals have been arranged.

Secretary Report:

Bobby Kelley reported that the Conflict of Interest Statement has been posted on the LSC's website. All board members should sign and return this to the secretary.

Finance Chair Report:

The Finance Committee met on October 15, 2019. The committee agreed that the role of this committee is to provide strategic oversight to the budget committee based on board strategies and to review audit committee findings and recommendations. The committee will review the proposed budget and pass it to the board. The committee will also review the monthly financial statements from the treasurer but will provide a written review quarterly to the board 15 days after the end of each quarter.

The committee reviewed the fiscal 2018 numbers and went through the budget line items. The current policy of the LSC requires payment of splash fees to the LSC within 5 days after the end of a meet, which is not happening for a variety of reasons. The committee worked a proposal to the board for a rewrite of the current policy to be more in line with reality and to provide a definitive timeline before imposition of fines.



ISI Board Minutes

Tuesday, November 5, 2019 – 8:30 pm – Conference Call Meeting

Phil also reported that the Financial Review has yet to meet, but this should be completed soon.

Treasurer's Report:

Phil Barnes presented this report since Doug Kolsrud was not present. He reported that the end-of-the-year statements reported that ISI's net loss for the last fiscal year was around \$8,700. This is less than budgeted. Income was lower than budgeted, but so were the expenditures.

Technical Planning Chair's Report:

Eric Follmuth reported that ISI Championship Time Standards have been updated and these are posted on the ISI website.

Chrissy asked about opportunities for para-athletes to compete in ISI's Championship meets. Brian Ruffles reported that the TPC has already approved that these athletes can compete at Silver Championships without achieving the meet's qualifying times.

ISI Membership Chair and Office Report

Jennifer Matthews reported that registration for the upcoming year has started. Currently, these are slightly higher for athletes, but slightly lower for non-athlete members. That said, it is very early in the registration process.

Marie Koenigsfeld reported that all of ISI Championship Meet Awards have been ordered for all of the 2020 meets.

Committee Reports

Finance/Budget Committee

Phil Barnes reported that there will be a quarter by quarter review of ISI financial statements.

Officials Committee

Phil Barnes reported that there are four classes for new officials scheduled for this fall. He also reported that evaluators for the LSC's championship meet have been arranged.

Old Business

Jennifer Matthews and Marie Koenigsfeld reported on progress with planning for these awards presentations. Short course awards will be presented at the Long Course Championships and Long Course awards will be presented at the Short Course Championship meets. The cost for the awards should be under \$2,000 for year one and then \$1,500 or less per year moving forward.

New Business

Motion made to approve changes to Section I IX and X. Motion presented by Phil Barnes. Motion made by Jamie Langner and seconded by Tanja Avant. The motion with its changes is below:

Section I IX POST COMPETITION WRAP UP B. Post Meet Reports

B. Post Meet Reports.

1. 24-Hour Reports. Within 24-hours of the conclusion of the meet, send the following to the ISI Administrative Office:

a. All Official Split Request Forms (APP-30).

b. Any Reports of Occurrence and submit online form to USA Swimming at usaswimming.org/ROO. Send the electronic confirmation to the ISI Administrative Office when it is received from USA Swimming.



ISI Board Minutes

Tuesday, November 5, 2019 – 8:30 pm – Conference Call Meeting

2. Reports due in five days. Within five days following the conclusion of the meet the following items are due to:
 - a. the ISI Administrative Office:
 - i. Meet Director report (APP-12r);
 - ii. Coach Sign-In Form (APP-29); and
 - iii. Report the number of swimmers who entered the meet and the number of Outreach swimmers who entered the meet
 - b. the Officials Chair:
 - i. list of officials who worked the meet and positions worked.
3. Reports due in 21 days. Within 21 days after the conclusion of the meet, payment for all ISI Swimmer Surcharges must be received by the ISI Administrative Office.
4. Reports due within 45-days. Within 45-days following the meet, send the ISI Meet Financial Summary (APP-11) to the ISI Administrative Office.

Section I X PENALTIES

The ISI Board of Directors will assess the following Fines upon a meet host.

- A. Violation of Mandatory Warm Procedures. Non-enforcement of the ISI Mandatory Warm-up Procedure - \$100 for each session.
- B. Violation of any sanction requirement. Failing to follow any USA Swimming Rule or Regulation, ISI Policy or Procedure, or the meet announcement during a sanctioned meet - No fine shall be smaller than \$50.00.
- C. Entering non-registered swimmers. Any club or person who knowingly enters a swimmer into an ISI sanctioned event who does not have a current USA Swimming membership - \$100.00 fine per non-registered athlete entered into the event.
 1. Non-applicability. If a fully completed USA Swimming registration form and fee is received at the ISI Administrative Office at least 24 hours before the meet or if the swimmer is withdrawn before competing there shall be no violation.
 2. Appeals and refunds. All disputes are initially referred to the meet's referee and the referee's decision may be appealed to the Swim Meet Committee. Unless acceptable proof is submitted, the swimmer must apply for USA Swimming membership and pay USA Swimming athlete membership fee, or will not be allowed to swim. If membership is found later, the USA Swimming membership application fee shall be refunded.
- D. Failure to receive ISI Swimmer Surcharges or fines. If the ISI Treasurer has not received the required checks or other form of acceptable payment for ISI Swimmer Surcharges or fines within the required time from the conclusion of the meet, the host club will be fined \$100. If payments (including fines) are not received within 30 calendar days of the completion of the meet, further penalties of \$100 per 30 calendar days or part thereof until the payments are received.
- E. Payment of Fines. All fines are payable to ISI and are to be sent by meet host to the ISI Administration Office the first business day following the meet. The ISI Board of Directors may suspend a club's membership or withdraw any previously issued sanctions for swim meets if the fine is not paid. All checks returned for insufficient funds or because of stop-payment are subject to a \$15.00 service charge.

Phil explained that the current rules with penalties are not being enforced primarily because the five-day deadline does not provide enough time for fees to be collected by ISI. Expanded this deadline to 21 days will give clubs reasonable deadlines. If this motion is approved, moving forward clubs that miss the stated deadline will be fined. Discussion concluded.

Motion carried

Motion made to change to Section C – Registration of ISI's Policies and Procedures

The complete document is posted on the ISI website.



ISI Board Minutes

Tuesday, November 5, 2019 – 8:30 pm – Conference Call Meeting

Bobby Kelley moved for the board to approve these changes as presented. Jamie Langner seconded this motion. Jennifer explained the reasons for the update to Section C – Registration. She explained that many of the changes were housekeeping items and these changes were needed to keep this section up to date with USA Swimming and ISI registration rules and procedures. Some of the changes included updating dates of memberships, the introduction of FLEX memberships to this section and updating rules about adult athlete memberships required by USA Swimming. Discussion concluded.

Motion carried.

Motion made to change the reimbursement due by DMSF for hosting the 2019 ISI Short Course Championships to \$3,125 instead of \$5,300.

The motion was made by Phil Barnes. Seconded by Bobby Kelley. Phil explained that ISI should use the same process with setting this reimbursement amount with this meet as it did with the 2018 ISI Short Course Championships and as it will use with the 2020 ISI Short Course Championships. He explained that the board failed to set this rate with the bids process that happened in 2018. Consequently, the larger amount was billed and paid by DMSF. However, Phil explained that he thought this was an oversight by the board and he believes that it was not the intent of the board to charge DMSF the larger amount. As such, the board should correct this error and reimburse DMSF the overpayment at this time. A few board members asked questions and Phil did his best to explain how the rate of reimbursement was derived. Discussion concluded.

Motion carried.

Motion for transaction fees that ISI incurs when individuals pay for Team Iowa expenses electronically through Team Unify be passed on to the individuals using this service.

Motion was made by Bobby Kelley. There was not a second. Discussion concluded.

Close

A motion was made to close the meeting. Motion made by Tanja Advent. Seconded by Mike Peterson. **Motion carried.**

Remaining Board Meeting Schedule for the 2019-2020 ISI fiscal year:

8:30 PM Tuesday, December 17, 2019	Conference Call Option only
8:30 PM Tuesday, January 14, 2020	Conference Call Option only
2:00 PM Saturday, February 29, 2020	In-Peron and Conference Call options
8:30 PM Tuesday, April 26, 2020	Conference Call Option only
2:00 PM Sunday, August 23, 2020	Linn-Mar Aquatic Center – In-person option only