



IASI Board of Officers Meeting

Sunday, December 4, 2022

7:00 PM

via Zoom

Connection information is available on the Iowa Swimming website under Governance tab/BOD Meeting Calendar and Minutes

Board Members

Bobby Kelley (GC)	Art Dinkin (ADVC)	Jackson Leonard (SRVC)	Melissa Woltz (AGVC)
Susan Repko (Secretary)	Doug Kolsrud (Treasurer)	Andy Pym (Sr Coach)	Phil Barnes (FINVC)
Jordon Kloth (Athlete)	Olivia Frantum (Athlete)	Joshua Chen (Athlete at large)	Don Spellman (DEI)

Non-voting Board Members

** Jr Coach Position Emma Sougstad	Jennifer Matthews (Safe Sport)***
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**May vote if Senior Coach Rep is not present

***Employee who does not hold a voting position on the board

Meeting Agenda:

- Roll call
 - Waiver to excuse meeting absentee(s)

IASI Bylaws 6.8 Resignations – Absence from more than one of the Regular Board of Director meetings as published in the Board's annual planning cycle will constitute that member's resignation from the Board of Directors. Waivers may be granted by vote of the Board or at the discretion of the General Chair. In the latter case, the General Chair shall inform the Board of such waiver.

The following board members have been granted a waiver for this meeting:
Doug Kolsrud, Olivia Frantum
- Approval of minutes from:
 - October 9, 2022 Board Meeting
- Membership Comments and Concerns

Iowa Swimming Members who wish to speak will be recognized by the meeting's chairperson and be allowed to speak per the following conditions:

 - Remarks can only be presented during regular meetings, not during special meetings.
 - Remarks are limited to (3) minutes per speaker.

IASI Vision Statement: Striving for Excellence in Swimming



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- Board members will receive audience remarks but will not engage in dialogue during this time of the meeting.
- Remarks should be respectful and not include names or other identifying information about swimmers, officials, volunteers, board members, LSC staff, or other personnel due to the confidential nature of certain situations.

- Reports

- General Chair
- Administrative Vice Chair
- Finance Vice Chair
- Senior Vice Chair
- Age Group Vice Chair
- Athlete Chair
- Coach's Committee Chair

- IASI Bylaws 6.9.2

OFFICES OF ATHLETE OR COACH REPRESENTATIVES OR ANY POSITION ELECTED - In the event of a vacancy or of the permanent incapacity of a person holding the office of Athlete Representative or Coach Representative, or person who has been elected, the General Chair may appoint, with the advice and consent of the Board of Directors, an eligible member to serve the remainder of the term of office or until the respective body shall elect a successor.

- Welcome Emma Sougstad to the board and thank you for your service to the Iowa LSC

- Safe Sport Chair
- Officials Chair
- Governance Committee
- Technical Planning Chair
- Diversity & Inclusion Chair
- Registration
- IASI Office

- Old Business

- Conflict of Interest forms

- New Business

- Age Group Championship Meet Host
 - Presentation of bids by clubs to host the 2023 IASI Age Group Short Course Championships
 - Motion to award to the bid to new host
- New IASI Logo/Identity
- Approval of changes proposed to IASI's Employee Handbook

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- Significant changes in this version:
 - Paid Hours:
 - Current - staff is paid for an assumed number of hours per week (varies based on position). If their actual hours exceed their assumed hours, they receive additional compensation which includes overtime if they exceed 40 hours in a single week.
 - Proposed - employees track their hours worked through Gusto, the payroll/HR software we implemented 10-1-22, and they are paid for the hours they actually worked including overtime if applicable. Gusto is ideal for this process as it designates the ADVC to review and approve time reports and they automatically sync to the payroll system controlled by the Treasurer.
 - PTO (Paid Time Off):
 - Current - Each employee has 10 "days" of vacation, but does not define what a day is. Since our staff have the flexibility to set their own schedule, defining a "day" is nearly impossible.
 - Proposed – A graduated PTO policy defined in hours. Employees in the first 5 year of service get the equivalent of 2 weeks PTO, after 5 years it increases to 2.5 weeks PTO, and after 10 years it reaches a maximum of 3 weeks PTO. Since existing staff are all between 5 and 10 years of service, each staff member will get an additional ½ week PTO over the current level. The Committee believes that the additional PTO is sufficient consideration for the loss of "guaranteed" hours. The ADVC has discussed this concept with staff and they like the flexibility PTO provides. All PTO is requested, approved, and tracked through Gusto.
 - Vacation Days:
 - Current – 7 recognized holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Christmas Day plus two "floating" holidays
 - Proposed – 7 recognized holidays: Same as current holidays with the addition Day after Thanksgiving and Christmas Eve Day but the removal of the floating holidays
 - Pay Day:
 - Current – Since working hours are assumed, employees are paid on the last working day of each month.
 - Proposed – Since actual hours must be worked, reported and then approved, pay day would be moved to the 10th of each month to be paid for the work performed the previous month. This proposed change has been discussed with the staff and they do not have any issues with the new process.



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- Adjournment

Remaining 2022-2023 Scheduled BOD Meetings:

7:00 PM on Sunday, January 8, 2023

7:00 PM on Sunday, March 5, 2023

7:00 PM on Sunday, April 16, 2023

2:00 PM on Sunday, August 27, 2023