

Reports to the Board of Directors
March 9, 2025

Admin Vice Chair Report
Art Dinkin, Admin Vice Chair

With the conclusion of the short course season, the new staff of Iowa Swimming has a full season of experience. Being the inaugural season for 2 of our 3 staff members, we spent significant time learning and reviewing almost every process to determine if processes could be improved or eliminated. As a result, we have made a few significant changes.

In the past, in addition to ensuring that times swam at observed meets were entered into SWIMS, IASI staff would also create and send out result files to teams so those observed times can be uploaded into a team database such as Team Unify or Team Manager. We discovered that the creation of the result files is a time consuming, tedious, manual process, has no impact on getting the time into SWIMS, and is not part of the job descriptions approved by the Board of Directors. Realizing this, I have implemented a new policy regarding creating a results file for team use. If requested, IASI staff will create the file, however the LSC will impose the IASI Splash Fee of \$6.00 per swimmer. As an alternative to paying the IASI Splash Fee, clubs may get a PDF of the observed meet results and manually enter their swimmers' times directly into their database.

Our re-evaluation efforts are making an immediate positive financial impact. By focusing on the tasks assigned in the job descriptions, our staff have been able to accomplish their tasks in fewer hours than budgeted. Fiscal Year to Date (September 2024 through February 2025), Payroll expenses have been only 44% of the amount budgeted resulting in a savings FYTD of \$23,620.34. During championship season, our staff typically exceeds their budgeted hours per week and even extends into overtime hours. While more hours were worked during championship meets than in-season, we were able to keep everyone's hours well below overtime thresholds resulting in less stress for the staff as well as significant financial savings for the LSC.

Another change which is being implemented is a transition away from printed forms to a modern system using Google Forms. The first updated form was the meet evaluation form. Since it is now an electronic form, Julia Mindy, our new Communications Coordinator, has created an 8 x 10 flyer with the meet evaluation QR code which can be posted around venues during meets. The flyer made it's debut at Age Group Champs, and Short Course Champs. Based on the number of meet evaluations which were received it is safe to assume that making the form more available has increased the meet evaluation's effectiveness.

Julia has been diligent over the past few months defining her role which is new to the LSC. You may have noticed that for the entire short course season, as meets were sanctioned, meet information has been available on the IASI website calendar with links to the meet host's meet page (when available). She has also created an "eyes and ears" form to receive submissions of

photos and short videos for IASI's social media posts. This eyes and ears form is available by QR code at the top of the IASI website (which has recently been updated and redesigned by Julia), by a Share your Photos button on the main navigation of the website, and with its own QR code flyer to be posted at meet venues.

Julia cannot be at all meets. Not only would it be physically impossible, it would be counter productive use of the hours budgeted to staff. It is **STRONGLY ENCOURAGED** that parents, swimmers, coaches, officials, and meet directors use the QR code to feed Julia pictures and videos to share. When a meet has an official photographer, Julia will work with them to gain access to their photos. But even a professional photographer cannot capture an age group swimmer's perspective of deck selfies with their friends. Ultimately we hope that a majority of our content ends up coming from athletes representing them and their perspective.

Julia has great ideas to try as the communication role develops. If you know of other LSC's who have communication programs we should look to emulate, please let me know. I am open to all feedback as we try new ideas knowing some will work and others will not.

Finally, the 2025 Bid Meeting is scheduled for April 12th at 3:30 pm. On time bids are due March 15th

Sanction Committee

The sanction committee is composed of the Admin Vice Chair, Kirtin Oppel, Robert Fry, Kerry Barnes, Susan Repko, and as of the long course season Ann Peterson. The members of the sanction committee are the reviewers for all meet announcements submitted to the LSC for sanctioning.

Upcoming challenges are:

- Provide timely review of LC meets for sanctioning
- Develop and maintain a meet announcement template
- Work with governance to update Section I

Upcoming meetings: March 25 @ 7pm, July 29 @ 7 pm, September 23 @ 7 pm

The sanction committee has no budget requests at this time

Personnel Committee

The personnel committee is composed of the Admin Vice Chair, Kerry Barnes, and HR professionals Jackie Rolow, Connor Downes, and Melissa Chamberlin. The Personnel Committee policies and procedures were approved by the BoD in September 2024.

Upcoming tasks are:

- Reviewing and updating the IASI Employee Handbook
- Reviewing and updating IASI Job Descriptions

- Preparing performance evaluations for end of FY

Upcoming meetings: April 8 @ 7pm, July 22 @ 7 pm, September 23 @ 7 pm

As we are still fully implementing the current staff assignments but have remained under budget thus far, the personnel committee requests the same budget for payroll expenses in the upcoming fiscal year.