

**New England Swimming
Harvard Pilgrim Center - Wellesley, Massachusetts
June 7, 2016 - Minutes - Board of Directors Meeting
Approved November 1, 2016**

Board Members:

Present: Michelle Mitchell (CRIM), Rick Osterberg (UN), Priscilla Davis (UN), Anne Kaufman (UN), Jordan Arnold (SAC), Elise Atkinson (CS), Kayla Metivier (PHX), Jamie Bloom (WYST), Matt Craven (SAC), Mollie Westrick (KING), Chuck Batchelor (ABF), Paul Memont (UN), Laura Matuszak (GMA) and Tim Mulvihill (SSYS).

Absent: Marshall Muir (ENVY), Joe Frazier (UN), Nick Rice (WAC) and Nadine Johnson-Jesioneck (UN).

Guests: Mary Ellen Tynan (UN), Carol Healey (UN), Betsey Russell (CS), Alan Sanders (CCSC), Ken Galica (UN).

7:07 pm – 14/23 Quorum of at least 12 reached - BOD Meeting called to order by General Chair, Matt Craven

1. **Welcome remarks** from Matt Craven
2. **Secretary's Report, Michelle Mitchell:** Minutes from the March 8, 2016 meeting were discussed. Motion to amend the minutes to correct typographical errors and insert Athlete Reimbursement Form made by Rick Osterberg, seconded by Jamie Bloom. Motion to amend passes unanimously. Motion to approve minutes as amended made by Rick Osterberg, seconded by Mollie Westrick. Motion passes unanimously.
3. **Treasurer's Report** – Carol Healey shared the balances as of June 1, 2016 and are available from the office on request.

Motion to accept the Treasurer's Report made by Rick Osterberg; seconded by Priscilla Davis. Motion passed unanimously.

In addition, Betsy Russell, Finance Vice Chair presented the audit report. She conducted an internal audit that focused on the best practices around cash management. Betsy determined that Carol Healey has good bookkeeping systems in place. Determined that capitalization policies are needed. Carol is in the process of migrating recordkeeping from Excel to Quick Books. Written personnel and spending policies are needed. Carol is making an effort to document processes in an "Office Managers Handbook".

4. **Appointments to Board/Appointments of Committees, Matt Craven:** The position of Finance Chair is vacant, as it was not elected at the May, 2016 House of Delegates due to a lack of nominees. Additionally, Tim Mulvihill has submitted his letter of resignation from his position as Age Group Vice Chair, as he is moving to Australia. Both vacancies will be filled by appointment, to serve until the next regularly scheduled House of Delegates meeting. General Chair Matt Craven made the following appointments to fill those vacancies, with the advice and consent of the Board of Directors:

- Finance Vice Chair: Betsey Russell (CS)
- Age Group Vice Chair: Sean Geary (CRIM)

Matt further received the advice and consent of the Board of Directors for the following appointments to the Board of Directors:

- Safety Coordinator: Priscilla Davis (UN)
- Inclusion Chair: Nadine Johnson-Jesioneck (UN)
- Safe Sport Chair: Anne Kaufman (UN)
- Officials Chair: Paul Memont (UN)
- At-Large Member: Ray Grant (SSA)
- At-Large Member: Arthur Athanas (YNS)
- At-Large Member: Chris Sheppard (CS)
- At-Large Member: Rick Osterberg (UN)

5. Annual Meeting Reports

- a. **Coaches** – Marshall Muir and Nick Rice absent.
- b. **Officials** – Paul Memont plans to attend the next Eastern Zone Meeting.

- c. **Meet Managers** – Alan Sanders – Carol Healey will soon administer a Meet Director's test. Alan Sanders will collect bids. A refresher course will be offered for certification and recertification of Refs/Officials.

6. **Technical, Laura Matuszak** – Laura has a meeting in August planned.

7. **Calendar, Jamie Bloom** – Quad bids are due July 1. The winning bid will determine where Short Course Champs are held in 2017. A deadline is needed for Long Course.

- a. **Long Course** – 2017 bids need a deadline.
- b. **Short Course** – Deadline of July 1 for Short Course Champs in February, 2017.
- c. **Quad** – No update.

8. **Eastern Zone Meeting Reports** – Carol Healey reported that Nadine Johnson-Jesioneck attended this meeting, and provided a thorough written report.

9. **Long Course Zone Team** – The deadline for coaches to apply was June 1. There are six coaches registered:

- Ashley Vieira (JCCS)
- Tim Thompson (PHX)
- Morgan Cooper (PSC)
- Jim Hennessey (SNAP)
- Ted Millett (GSC)
- Alessandro Eramo (YNS)

So far, eight swimmers have signed up.

10. **Athlete Report:** The Board congratulated Mollie Westrick on her graduation from high school, wished her well at college and thanked her for her work as Athlete Representative. The combination of Mollie's graduation, the expiration of Elise Atkinson's two-year term, and the addition of a fifth Athlete Representative position via Bylaw amendment at the October, 2015 House of Delegates meeting, opens three Athlete Representative vacancies. The Athlete Representatives nominated the following slate of nominees for Athlete Representative:

- Elise Atkinson (CS) (re-nominated for a one-year term)
- Harrison Homans (ABF) (two-year term)
- Mary Buckley (KING) (two-year term)

The nominated Athlete Representatives were elected by the Board of Directors unanimously.

11. Committee Reports

- a. **Senior Committee** – Chuck Batchelor.
- b. **Age Group Committee** – Tim Mulvihill is resigning his post as he plans to return to Australia. Tim leaves his post on this Committee with a recommendation that 10&U swimmers swim at Silvers as their championship level. Perhaps Silvers could be renamed. Tim sees ages 11-14 as development years. Under Tim's proposal, swimmers 11-18 would attend Age Groups as their Championship level.
- c. **Safe Sport** – Anne Kaufman is considering making on-line training workshops mandatory. She is contemplating how this would work.
- d. **Inclusion Committee** – Nadine Johnson-Jesioneck was absent.

12. **Office Report** – Carol reported that NE Swim has about 9,000 athletes in its membership. With the Olympic year, there is a target of 10,000 athletes. Carol added that if Silvers is renamed, coaches will need to educate parents and swimmers.

13. **Other** – Time was given to other commentary – the following individuals and information was shared:

- Chuck Batchelor (ABF) named his Senior Committee membership:
 - Joanie Beisel (ABF)

- Ray Grant (SSA)
- Janet Harty (YNS)
- Jeff Johnson (PSC)
- Kyle Schack (CRIM)
- Mary Ellen Tynan (UN)
- Ron Zuwallack (CCSC)
- Dorsi Raynolds (UVAC)
- Drew Carbone (PSC athlete)
- Harry Homans (ABF athlete)
- Emma Whall (SSA athlete)
- Priscilla Davis – Priscilla noted the large number of no shows and scratches at a recent meet. She suggested that there should be consequences for swimmers and/or their coaches if no shows and scratches are without good cause. Betsy commented about the fact that too many swimmers fail to scratch during the allotted 30 minutes. Coaches might consider getting their swimmers to scratch regardless of placement if the swimmers will not be at the finals.
- Laura Matuszak – Laura believes that greater efficiency and effectiveness can be achieved in the working relationships between US Swim, Eastern Zone and our LSC. For Laura's technical committee, she named the following membership:
 - Rick Osterberg
 - Carol Healey
 - Chuck Batchelor
 - Sean Geary
 - Marshall Muir
 - Jamie Bloom

In addition, Laura is seeking the involvement of two athletes. Elise Atkinson agreed to help with this. Elise was asked to present her recommendations to the Board.

- Michelle Mitchell – Michelle thanked Tim Mulvihill and the Strypers for hosting her son Liam at the UVAC for Short Course Champs. Good luck to Tim on his move.
- Paul Memont – Paul named the membership of his Officials Committee:
 - Ken Galica
 - Joanie Beisel
 - Paul Maker
 - MaryAnne Lustgraaf
 - Note – Athletes are needed. This will be coordinated with Carol Healey.

14. Next Meeting – The next meeting is planned for early September before the Convention. Matt will communicate a specific date. Also, an Officials clinic will be held on October 14-16. In addition, the NE Swim Banquet will be October 2, 2016 the Newton Marriott with guest speaker Elizabeth Beisel. Elizabeth may offer a swim clinic the preceding Saturday.

Meeting adjourned at approximately 8:17pm.

**Respectfully submitted,
Michelle R. Mitchell, Secretary
NE Swimming**