



Utah Swimming Board Meeting Minutes

Tuesday, 21st February 2023 7:00 p.m.

(Zoom meeting)

Mission: Provide opportunities, support and a framework for all athletes to excel.

Vision: Athletes Elevated

Date: Tuesday, 02-21- 2023

Start Time: 7:02pm

Board Members Attending:

Trent Weight, Mike Wynn, Zach Miller, Suzie Shepherdson, Ashton Palmer, Pierre Guzman, Heather Hale, Alicia Simon, Shane Lamb

Contractors Attending:

Carri Oviatt, Serena Werner

Athlete Reps Attending: Ellie B., Aeddán W. Ben S.

Governance Committee: Cathy Vaughan, Ron Lockwood

Admin Review Board:

Public: Matt VanBrocklin, Becky Barton, Jarid Grey, Marcie Burrill, Sheri Holmen, Tamara Lemmon, Mary Alice Baggaley, Tom Thorum, Connie Christensen, Kim Patterson?, Meg Cannon, Heather Hooton

(Total of 28 participants)

Agenda Item		Assignments
1. Call to Order	Board Meeting called to order at 7:02	n/a
2. Roll Call	See list above	n/a
3. Approval of Minutes		MOTION TO APPROVE PAST MINUTES - PASSED
4. Approval of Consent Agenda	1. Accept changes to policy #1 (Intro to UTSI) a. Added website information about committees and website updates b. ATTACHMENT: #1 2. Accept changes to policy #20 (Board) a. Called out the role of the General Chair as a liaison between the Championship Meet	PULL ITEMS 3 & 5 ADD THEM AS DISCUSSION ITEMS d & e. MOTION TO APPROVE AMENDED

	Steering Committee and the board in the General Chair Responsibilities section. Added annual committee report to board member responsibilities and delegation information to LTC section. b. ATTACHMENT: #20 3. Accept changes to policy #50 (Committees) a. Inserted responsibility for the Officials Committee to manage disciplinary issues regarding officials. b. ATTACHMENT: #50 4. Accept changes to policy #110 (Nominations) a. Added information about athlete elections b. ATTACHMENT #110 5. Accept changes to policy #251 (Officials) a. The changes have been recommended by the Officials Committee. b. The Administrative Review Board reviewed the changes. c. Inserted <i>Suspension and Revocation of an Official's Certification</i> section d. ATTACHMENT: #251	CONSENT AGENDA - PASSED
5. Approval of Agenda	Added discussion items: d. Consent agenda item 3 Accept changes to policy #50 (Committees) e. Inserted responsibility for the Officials Committee to manage disciplinary issues regarding officials. f. ATTACHMENT: #50 e. Consent agenda item 5 Accept changes to policy #251 (Officials) g. The changes have been recommended by the Officials Committee. h. The Administrative Review Board reviewed the changes. i. Inserted <i>Suspension and Revocation of an Official's Certification</i> section j. ATTACHMENT: #251 Made a correction to item c. changed pm to am.	MOTION TO APPROVE AMENDED AGENDA - PASSED

6. Call out of Local Volunteer Standouts	Susan Winter, who is resigning from the Governance committee. Created the new Board Orientation. It is a fantastic document. She has been also working on the officials committee as well. Meet referee for Senior state. Actively engaged and pro athlete. Theresa Werner has been working hard on age group state meet. Again pro athlete and puts in lots of extra time. Carri Oviatt and Connie Christensen who have taken over the officials training. Great transition over zoom. They have been handling all the trainings.	
7. Club Volunteer Highlight	Jarid Gray with CSC. Official since 2018. Working on about 2 years since taking over the club and turning into a parent run board. Meg Cannon is safe sport coordinator for the team. Marcie Burrill parent looking to help out. Member of UTSI safe sport committee. Contributing factors to a good year; ability to focus on the kids and their training. Expanding coaches. Ability to change and grow. Willingness to reach out and look at different options. If something is not working we are not afraid to change.	
8. Training	Training in safe sport. Remind all athletes who are 18 or are turning 18 make sure you get your athlete protection done. Teams are encouraged to get safe sport recognized. Lots of safe sport resources Pierre, online from USA Swimming.	
9. Committee Reports	Working on women in swimming event. Ashton will be doing a women in coaching conference coming up.	
10. Board Member Reports	a. General Chair Report: Trent Weight Nothing to report b. Admin Vice Chair Report: Mike Wynn Made swimposium deposit for Utah Valley Convention Center for Sat Oct 21. c. Senior Chair Report: Zach Miller Nothing to report d. Age Group Report: Suzie Shepherdson Awards ready to go for UTAGS e. Athlete Committee Senior Athlete Rep Report: Ellie Boyer	

	Last meeting for Ellie. Ben Schiffman new incoming rep. f. Coaches Rep Report: Ashton Palmer Meeting with John Muran after age group state. Working on coaches education. g. Safe Sport and Safety Chair Report: Pierre Guzman Report submitted. Had first meeting. Meeting will be first Monday each month. Make sure you are submitting ROO for all accidents or injuries. 10 fully certified clubs with SSRP. h. Diversity, Equity & Inclusion Chair Report: Heather Hale Nothing to report i. Officials Chair Report: Alicia Simon Ready to go for state meets. No training classes till April j. Finance Chair Report: Shane Lamb Nothing to report k. Governance Committee Chair Report: Cathy Vaughan Need to update the committee pages that you are in charge of. We need all the dates and times for meetings posted. Age group and Senior committees should be meeting monthly. Talk to Cathy or board partners for questions and help. All updates need to be turned into Serena	
11. Contractors Reports	a. Club Liaison & Sanctions Coordinator Report: Carri Oviatt Nothing to report b. Website & Registration Coordinator Report: Todd Etherington Nothing to report c. Administrative Assistant: Serena Werner Please get all receipts and invoices to Serena when asking to use the Divvy card and for payments to be made.	
12. Discussion Items	a. Travel Policy Make sure you review policy 701. This is the LSC travel policy. Clubs need to make	

	sure they have their own travel policy that is line with MAPP 2.0 b. Time to store information (how long) We need a draft policy for how long to keep different types of documents. Executive committee should review several sources and email Cathy with ideas that they like and work on drafting a policy. c. Credential expiration 12 am date of expiration If your expiration date is coming up it expires at 12am the morning of the date listed. Make sure you are planning in advance and not waiting till the last min to get items renewed. d. Consent Agenda item #3 Accept changes to policy #50 (Committees) e. Consent agenda item 5 Accept changes to policy #251 (Officials) This policy was modeled after Hawaii. Recommendations that the official committee look at Adam Caldwell's suggestions and additional LSC's policies and rework this policy and bring it back to the board. Possibly look at a closed executive committee meeting to make a determination of discipline handed down. Encouraged to mentor, educate and train officials before suspending an official. Important to have a conversation directly with the official in question. Look at a well defined step system to try and correct/address an offense before a formal reprimand is acted on.	This reminder will be sent out to the members on the upcoming safe sport update.
13. Action Items	1. Approval of Treasurer's Report Through January 2023.	MOTION TO APPROVE TREASURER'S REPORT - PASSED
14. Public Comment		

15. Adjournment

Board Meeting Adjourned at 8:08 pm

Next UTSI Board Meeting: 3-14-2023 7:00 pm Zoom Meeting

Reports Submitted for the Agenda**Safe Sport Report**

- Safe Sport Transition

- o The Committee has officially had their first meeting
- o We will be meeting on the first Monday of each month at 6:30 PM anyone is welcome

- REPORTING PROCEDURES:

- o Please use this REPORT OF OCCURENCE online form if an injury occurs. (INJURY / ACCIDENT)
- o Please use this USA SWIMMING SAFE SPORT REPORTING form. (Criminal Charges / Physical or Emotional Misconduct / USA Swimming Code of Conduct Violations / Violations of USA Swimming Safe Sport Policies including USA Swimming's Minor Athlete Abuse Prevention Policy)
- o Please follow these steps to report any concern to the US CENTER FOR SAFE SPORT. (Sexual Misconduct / Harassment / Inappropriate Communication through Social Media / Physical or Emotional Misconduct / Violation of the Minor Athlete Abuse Prevention Policy)

- CURRENT SSRP STANDINGS

- o Utah currently has 10 fully certified clubs
 - Cottonwood Heights Aquatics CHAT
 - Park City Swimming PCS
 - South Davis Aquatics Team SDAT
 - Swim Lake City Legends SLC
 - Skyline Swim Club SSC
 - Utah Valley Aquatics UVA
 - West Valley Aquatics WVA
 - Wasatch Water Dragon WWD
 - Olympus Aquatics OA

- Cedar Swim Club CSC

Governance Committee Report

1. [BOARD PARTNERS](#) roster link.
2. **Follow-up on [12/2022 Committee Assignments](#)**
3. **New Governance Committee Chair:** March 1st McKay Larsen will assume the role of the Governance Committee Chair. [Cathy Vaughan](#) will continue as a member of the Governance Committee through the end of her term this year.
4. **Susan Winter has resigned from the Governance Committee**, effective at the end of this Short Course season. There are too many other demands in her life right now. We are deeply grateful for her service, insights, and help on the committee. The board orientation she developed and used has been and will continue to be a great asset to current and future LSC leaders. We wish her the best. She will be missed!

Current Governance Committee Goals

1. **Increase the consistent “coach voice” in Utah Swimming decision-making.** Action Steps for Governance Committee Board Partners (Ron Lockwood is the point person)
 - Ensure board members, including the Age Group and Senior Chair and the Coach Rep send a committee member to the board meetings if they are unable to attend.
 - Ensure the Age Group, Senior, and Coaches Committees meet monthly.
2. **Support Trent in leading the Board to get a meaningful and working Strategic Plan in place by June 2023.** Action Steps for Governance Committee Board Partners (All)
 - Cathy and McKay met with Trent on Jan 30
 - Governance Committee Board Partners encourage their board counterparts to review the Strategic Plan and submit meaningful changes and/or additions to the board to review.
 - NOTE: The Board and possibly other LSC leaders will be meeting with Jane Grosser (or another rep from USA Swimming) in the fall, possibly October. Because of the demands at the end of the Long Course season and the beginning of the Short Course season, this is why the Strategic Plan needs to be updated before the end of June.
3. **Complete a bi-annual review of the LSC Policies and Procedures before the end of March.** See if the LSC is in compliance. If not, make a plan to become so.
4. **Facilitate the transition of Governing Document maintenance** to one of the contractors and Governing Document oversight and management to another member of the Governance Committee by the end of 2023.