

MAINE SWIMMING
House of Delegates Meeting Minutes
Fall: October 13, 2007
(Pending)

Introductions: Chris Branch welcomed everyone for attending and gathered all authorizations to vote.

Call to Order: 1303 / 1:03 pm

Roll Call:

Present: Chris Branch, Jim Willis, Leanne Gravel, Brenda Oldfield, Jim Gravel, Jay Morissette, Pender Lazenby, John Moreshead, Steve Elwell, Laura Branch, Joe Moreshead, Butch Babin, Colleen LePage, David Turnage, Lia Langeveld, Marie Weferling, Mardie LaRiviere, Tom Manduca, Aaron Winslow, Jared Felker, James Violette, Jeff Easterling, Brian Savage

Absent: Steve Alcaide, Linda McCann, George O'Keefe, Anne Metcalf, Erin Thomas, John Williams, Eric Palmer, Regan Redd, Bob Girard, Dan St. Pierre, Matt Montgomery, Dee Saincross, Lisa Clark, Jennifer Delmonte, Patti Drew, Beth Streeter, Lori LaPointe

Minutes:

Minutes from last meeting were emailed and available for reading. Motion to accept minutes as written:

1st: Steve E. 2nd: John M. Motion Passed.

Motion to amend minutes; Date for Championships needs to be changed to March 13-16, 2007. 1st John M,

2nd: Steve E. Motion Passed

Any other corrections or additions: No comments

Treasures Report:

Jim Gravel became official Treasure September 1, 2007 as stated in the By-Laws.

Jim Gravel reported that MSI has received a box of information today and I do not know what is in it. Jim will go through it and see if there is anything that Mr. Brewer the auditor needs.

The audit is at a stand still right now. Mr. Brewer has not received all the information he needs to complete the audit for 05-06, and 06-07 swim seasons. MSI has not engagement letter as of today from Mr. Brewer. The following people have been removed from the MSI Banking accounts, Bonnie Alcaide, Steve Alcaide, and Dwight ?. Jim Gravel and Temporally Chris Branch is a signer on the account. Jim would like to see that there are two treasures; one to do accounts receivable and one to do accounts payable. Jim feels this would help cross check the account and add better protection for MSI in the future. Jim would also like to see a second statement go to someone else. Jim would like to see the Board make a recommendation to this at a later date. Jim has found some information on CD's but not enough complete information and few notes of 100,000 in CD as to what bank was used or statements there are none to be found at this time. Jim got this information from some old HOD notes from Bonnie. Does any one have any more information? Chris suggested that they look at old HOD treasures reports.

It looks like as of now that MSI broke even on 2006 Summer Championships and that there was about a 9-10,000 dollar surplus after that.

Question: Have all the bills been paid? Bonnie paid all outstanding bills before handing over the banking account.

Jim would like to see the Board or some committee come up with a By Law or Policy and Procedure that will better define the Treasures responsibilities, when audits will be done and review of accounts by a second person.

Jim said once Mr. Brewer is able to complete the audit suggestions on how to improve the record keeping and keep MSI in better standings financial accountability wise.

Question: Does the Board need to purchase :Bond Protection"? MSI is covered by insurance if we put a more detailed Policy & Procedure in place for the Treasure(s), this will then make MSI in compliance and eligible for the insurance.

Question: What is the budget at this time?

Jim has no idea of actual budget, just estimates and does not feel he can give a budget until all information is passed on to him from Bonnie. Jim will go through the box received today and then let the Board and HOD know his findings. Jim has had a very difficult time getting the information needed to complete this task.

Question: Have taxes been completed?

Jim said yes as far as he knows all the taxes have been completed. Jim will be rechecking after going through the box that he has received today. 2007 taxes are due Dec 15, 2007.

Question: What will be action if you cannot get all the information to complete the audit?

Jim said, at some point if we cannot get all information need to complete the audit from Bonnie MSI may have to get an Attorney to complete getting the information missing.

Question: Has Dwight given over any information?

Jim: No, I have not received any information from Dwight.

Chris will send out letters to involved parties after the box has been gone through and additional if information is needed.

Question: What kind of a time line are we looking at?

Jim: I will know more when I look at what is in the box and report back to the Board.

Report of Officers:

General Chair: Chris Branch – No Report at this time

Administrative Vice Chair: Steve Alcaide - Absent/ No Report

Senior Chair: Jim Willis – There are 3 senior meets this year, Jared Felker – sent out to all coaches information to create MSI training program, Senior Recognition needs to be written out and posted at Winter Champs maybe in the program or posted where all who attend can read it. Suggested the Coaches have a form to fill out with standard questions to answer. Jim asked MSI about having a scholarship for a deserving senior swimmer. Motion will be brought up during new business.

Age Group Chair: Leanne Gravel – Will help Jim come up with criteria for the scholarship if voted in under new business.

Registration / Membership Chair: Linda McCann – Absent/ Submitted report and copy available for review. Report read by Chris Branch.

Official Chair: John Moreshead – Clinics are list on the website. John gave out the survey results for 2005 Officials Committee. Copy on had with Secretary and filed with these minutes.

Question: Butch Babin asked about the consistency of the stroke and turn at summer championships?

Where do I direct my concerns about this during a meet? Contact the Meet Referee about any concerns on officiating and it should be by the head coach not some parent or other assistant.

Question: Could you clarify false starts? False starts are the forward movement before the buzz/gun. It does not matter if they shrug the shoulders or twitch their back muscles it is the forward movement.

Board of Review: Pender Lazenby- They have had two meetings and the minutes of this meeting are on file with the MSI Secretary. It has been approved by the Board of Review and following the example sent by USA-S that a Board of Review is not part of MSI Board of Directors. MSI will look over our By-Laws and review this information to be in compliance of USA-S. For now, Board of Review will be excused from all Board of Director Meetings and Telephone conferences until our By-Laws are reviewed and approved for changes.

Coaches Rep & Technical Planning: Jay Morissette - Jay gave a report of his trip to ASCA Clinic. Copy of report on file with these minutes.

Safety Chair: George O'Keefe – Absent/No Report

Report of Committees:

Zones Chair/Camp Coordinator/All Star Meet: Laura Branch –

Zones 08: The application is on the website and need to be filled out and turned in by the due date if a swimmer wants to be on the 2008 Winter Zone team. 08 Zone meet in Buffalo, NY. Any suggestions to make this system better let Laura know. Also, if some one wants to be the next Zone/Camp Coordinator Chair let Laura know so they can do some shadowing and learn what they need to do before next election. Coaches that want to be considered for this meet need to complete their packets by January 15, 2008.

All Star Meet November 11 Canada : Meet information is on the website. Swimmers, coaches and parents that are going need to check there for updates. Have filled a few empty spots on the All Star Team. Still need an 11-12 year old boy. Have asked Brenda Oldfield to be another Female coach to attend. October 27th at KVV pool is a practice for the All Star team for those who can attend at 4pm. Jim has been very helpful in giving Laura a better way of how to track who has paid and who has not. Thank You Jim.

Records Chair: Tom Manduca - Will need copies of last Summer Championship held at UMO. Then will be updating the records with assistance of meet results from MSI. Head coaches need to send Tom the meet result of where their swimmer broke a record.

Disabled Swimming Chair: Jared Felker – No report at this time.

Athlete's Representative - Joe Moreshead – No report.

Sanction Chair: Steve Elwell - Checks some have not been cashed or do we know where they are? Jim will be able to give you a better answer after he goes through the box of items given to MSI today.

National Times: Lou Ryan - Absent/No Report

Club Development: Luanne Beauchamp - Absent/ No Report

Unfinished Business:

07-08 Budget: Report given above

Status of Audit: Report given above

Election of Nominating Committee: (2 Board Members , 2 Non Board Members)

Lisa Clark, John Moreshead, Chris Branch, Ilene Williams

Motion to accept this individuals to the Nominating Committee. 1st : Jim W. 2nd: Tom M. Motion passed

New Business:

Motion to have Maine Swimming INC. have a scholarship for 1,000.00 be given out annually to a senior swimmer of Maine Swimming. Criteria for the scholar ship will be completed by Jim Wills and Leanne Gravel Senior and Age Group Chairs and given to Board and HOD by Spring HOD Meeting 2008. 1st : Tom M, 2nd : Steve E. Motion Passed

Proposed Amendments to he Policy & Procedures:

#1:

The following P&P were voted on in one motion to accept as written and voted on. Vote: Motion Passed

2.1

...Championship Meets and Age Group Jr/Sr Trials and Finals Format Meets

Individual Events: \$3.00 per event for all 10 & under/11-12 events and Bronze Meet events and \$4.00 per event for all 13-14/Senior & over events

Relays: ~~\$8.00 per entry~~ \$12.00 per entry

Any deviation from these fees must be approved by the MSI Board.

1st Jay/ 2nd John M. - Motion passed

Board recommends this to HOD for vote at October 13, 2007 meeting.

9.1

Non-Championships Meets shall be organized to comply with the 4-hour rule. After 4 hours, a fine of \$50.00 may be...

1st Brain/2nd Jay - Motion Passed

Board recommends this to HOD for vote at October 13, 2007 meeting.

10.2

MSI Championship meet hosts shall award high point team trophies to the first and second place men's, women's, and combined teams. [Where is Age group awards?](#) Note: Boys and Girls Better copy of these awards is in winter Championships Meet information.

1st Jay/2nd Brian - Motion Passed

Board recommends this to HOD for vote at October 13, 2007 meeting.

10.3

...and female swimmers in each age group. All other meet awards are at the discretion of the sponsoring organization.

1st Steve E. /2nd Jay - Motion Passed

Board recommends this to HOD for vote at October 13, 2007 meeting.

21.2

B. The qualifying times for the MSI Championships should have participation limits based on: 32nd place, the previous year's time standard, or the coach's recommendations via the Technical Planning Chair, ~~whichever is fastest for all age groups for age group and combined championships~~. This process shall be reviewed in odd numbered years.

1st Jay/2nd Laura B - Motion Passed

Board recommends this to HOD for vote at October 13, 2007 meeting.

21.16 (Changed to 21.17)

MSI will reimburse hotel expenses up to \$100 per day (not to exceed \$400) to the Meet Director and/or the Meet Referee if the meet is held at a facility more than 50 miles from their home.

1st Steve E. /2nd Jay. - Motion Passed

Board recommends this to HOD for vote at October 13, 2007 meeting.

24.1

The MSI Winter Short Course Zone Team will be selected solely on the basis of the results of the MSI Winter Championship. The swimmers who achieve the top two times in each of the finals of events from the Winter Championship will be selected to the Zone Team **as long as they have an 'A' time in that event. Swimmers who age up before the zone meet and after winter champs will be selected in only their age group at the Zone meet. If one or both of the top two swimmers opt out or are not allowed to attend (according to the Eastern Zone Policy), then the swimmers who place 3rd and so forth will be selected to the team provided that they have a 'AA' time in that event. Swimmers must decide by 9:00pm of the day that they are selected to the Zone team. The selection of the relay swimmers will be the sole responsibility of the Zone Team Head Coach...**

25.1

The staff who accompanies the MSI Zone Team(s) shall consist of **a team manager, an assistant team manager**, a head coach and 4 assistants.

25.1 B

All the **chaperones, team manger, assistant team manager, head coach** and assistant coaches must travel with the team, **unless prior arrangements have been made and approved by the Zone Selection Committee. Add Chaperones.**

25.1 C

It shall be the responsibility of the Zone Chair, Senior Chair, Age Group Chair, and Technical Planning Chair, who make up the Zone Coach Selection Committee, to determine the criteria and selection of the **Team Manager, Assistant Team Manager, Head Coach** and Assistant Coaches for Zone Meets.

25.3

Chaperones shall be selected by the Zone Team Coordinator. All chaperones must travel with the team, as space permits. **Chaperones will pay for room and board and MSI will pay the travel expense and one t-shirt. Remove All Chaperones must travel with the team, as space permits.**

25.4

MSI will pay the winter Zone Team head coach \$400 and the four assistant coaches \$175. The coaches must ~~travel with the team and~~ perform the specified duties. This shall be automatic, and

no special application will be necessary. MSI will pay travel, room, board, and attire for the Zone Meet staff.

25.5 (New Rule to be added)

Swimmers, coaches & chaperones must sign a code of conduct. Participants may be sent home at their expense if violations of the code of conduct occur and future participation on zone teams or all star teams could be in jeopardy. If a violation occurs, it may be reviewed by the MSI Board of Review to determine if future participation will be allowed.

25.6 (New Rule to be added)

Swimmers, ages 11 and over, and chaperones must travel with the team. Swimmers, ages 10 & under, who have qualified for the Zone meet may ride on the bus to and from the Zone meet, but their parents have sole responsibility for their swimmers during the duration of the trip, except on the pool deck.

(New Article to be added)

Article M28: All-Star Coaches and Chaperones

28.1 The Head Coach will be paid \$100 and the three assistant coaches will be paid \$75 for the All Star Meet.

28.2 MSI will pay for travel, room, board, and attire for the coaching staff and the team manager for the All Star meet.

28.3 MSI will pay for the travel expense for the chaperones, while the chaperones will pay for the room and board for the All-Star meet.

**1st Steve E./2nd Jay . - The following 24.1, 25.1, 25.1B, 25.1C,25.3, 25.4, 25.5, 25.6 Article M28, 28.1, 28.2, 28.3 Motion Passed
Board recommends this to HOD for vote at October 13, 2007 meeting.**

Item 1: (submitted by C. Branch)

- 4.1 A. ~~SixTwo~~ athlete representatives to the MSI House are to be selected by the athlete members, ~~threeone~~ each annually for a two-year term, ~~which begins on September 1st following their election.~~ ~~The senior athlete representative should attend the USA annual meeting as a representative of MSI. Three One~~ of those so selected shall reside within the State of Maine throughout the term. At the time of selection, the nominated junior athlete must be in high school and eligible to serve at least two (2) years, be engaged in amateur swimming, and be a member of MSI within the three (3) years immediately preceding selection. Selection shall be made at the Summer Age Group Championships. See also Article 21.10 (A)&(B) of the Policy and Procedures for specific election procedures. One of the senior athlete representative may attend the USA annual meeting as a representative of MSI.

Formatted: Left

Formatted: Superscript

**Motion to accept this as written 1st Jay/2nd John M- Motion Passed
Board recommends this to HOD for vote at October 13, 2007 meeting.**

21.10 As previously specified (Article 4.1 (1) (a) of the Maine Swimming Bylaws) the junior athlete representatives to the House shall be elected annually at the MSI Summer Championship by a majority of swimmers present.

- A. Notice shall be given to all swimmers at least 24 hours prior to the election. The notice shall include the time, date, and purpose of the election. It shall also include a list of no more than ~~sixfour~~ candidates. Nominations by the swimmers shall be made to their respected coach who shall, in turn, present said nominee to the ~~Ce~~oaches Representative. at least two weeks prior to the first day of Summer Championships. If more than six nominations are received then the MSI coaches will determine the

~~final six candidates at a meeting or by e-mail correspondence. The coaches shall determine the final four candidates.~~

- B. The election shall be conducted by the coaches' ~~representative~~, and senior athlete ~~representatives~~. ~~During the Summer Championships~~, Nonathlete members may only act in an advisory capacity and only at the specific request of the athletes.

***Motion to accept this as written 1st Jay/2nd John M- Motion Passed
Board recommends this to HOD for vote at October 13, 2007 meeting.***

#2:

21.3 (Changed to 21.D)

...All times must be swum in USA-S, Interscholastic, YMCA, or Masters certified competition. ~~The swimmer must be currently registered with USA-S when the entry time was swum.~~ The swimmer or coach must be prepared to verify the entry times...

1st Jay/2nd Steve E. - Motion Passed

Board recommends this to HOD for vote at October 13, 2007 meeting.

Motion was accepted as written. 1st Jay M 2nd Steve E Vote: Motion Passed

#3:

23.6

The Board will review all swimmers requesting subsidies for eligibility. The amount of subsidy will be based on the availability of funds. Travel may be reimbursed up to 100% of costs based on round trip airfare. In addition for Nationally sanctioned USA-S meets and camps, including, but not limited to: **Sectionals**, Junior **National** Championship, National Championships, ~~World Cups~~, ~~US Open and Grand Prix~~ meets, Zone Distant camps, and National Select camps – reimbursement for travel to meets, including airfare, plus additional allowable expenses, such as accommodations, meals, and transportation expenses. Up to ~~\$250~~ **\$300** for **Sectionals**, **Junior National Championships**, Zone Distance camps, and National Select Camps. Up to ~~\$500~~ **\$600** for **Junior National Championships**, **Short Course Nationals**, **Long Course Nationals**, & **Olympic Trials** ~~US Open, Grand Prix and World Cup meets.~~

1st Steve E./2nd Jay . - Motion Passed

Board recommends this to HOD for vote at October 13, 2007 meeting.

Amend 23.6 to remove Junior National Championships after \$300 for Sectionals and move it to just after \$600 for ...

1st Steve E./2nd Jay . - Motion Passed

Board recommends this to HOD for vote at October 13, 2007 meeting.

Amended to add Gran Prix under \$300 amount and add U.S OPEN, USA-S Disabilities Meet to the \$600 amount. 1st Jared F 2nd Leanne G Vote: Motion Passed with amendments.

Item 2: (submitted by S. Elwell)

Article F: Swim Meet Fees

2.1 Entry Fees

Age Group, Jr. /Sr. Meets

Individual Events: ~~\$32~~.00 per event

Relays: ~~\$86~~.00 per entry

Championship Meets and Age Group Jr. /Sr. Trials and Finals Format Meets

Individual Events: \$~~43~~.00 per event

Relays: \$~~108~~.00 per event

Motion to accept as read 1st John M 2nd Jay – Motion Failed

Will not be recommend to HOD October 13

Amended to remove Championship meets and Age Group Jr/Sr Trials and Finals Format Meets

Individual Events: \$4.00 per event

Relays 10.00 per event

Motion to accept amendment. 1st Jared F, 2nd Leanne G Voted: Motion passed

Motion to accept as amended. 1st John M, 2nd Jay M Voted: Motion Failed

#4

Item 3: (submitted by C. Branch)

21.1 Add at the end of the paragraph “The Bronze Meet shall be considered a Championship Meet.”

Formatted: Font: 12 pt

Formatted: Indent: Left: 0", Hanging: 0.25",
Tab stops: 0.25", Left + Not at 0.75"

Formatted: Font: 12 pt

Motion to accept as read 1st Steve E 2nd Jay – Motion Failed

Will not be recommend to HOD October 13

Coaches vote : F-7, A-6, O-4

Motion to accept as written. Vote: Motion Passed

Motion to adjust the relay scoring for summer and winter championships in 13&14 older relays versus 12 & under relays. 1st Jay/2nd Laura B (Jim Willis will adjust the points if this passes.)

Motion failed, Will not recommend to HOD October 13

Jay was asked to bring it up at Coaches Meeting

Motion to accept as written. Vote: Motion Passed Jim will forward the scoring to Secretary for these minutes.

Proposed Amendments to the By-Laws: (Need 15 votes out of 20 to pass these changes)

- 4.1.1. A. Two athlete representatives to the MSI House are to be selected by the athlete members, one each annually for a two-year term. The senior athlete representative should attend the USA annual meeting as a representative of MSI. One of those so selected shall reside within the State of Maine throughout the term. At the time of selection, the nominated junior athlete must be in high school and eligible to serve at least two (2) years, be engaged in amateur swimming, and be a member of MSI within the three (3) years immediately preceding selection. Selection shall be made at the Summer Age Group Championships. See also Article 21.10 (A)(B) for specific election procedures.

Proposed Language

Formatted: Left

- 4.1.1. A. ~~Six~~^{Two} athlete representatives to the MSI House are to be selected by the athlete members, ~~three~~^{one} each annually for a two-year term, which begins on September 1st following their election. ~~The senior athlete representative should attend the USA annual meeting as a representative of MSI.~~ Three ~~One~~ of those so selected shall reside within the State of Maine throughout the term. At the time of selection, the nominated junior athlete must be in high school and eligible to serve at least two (2) years, be engaged in amateur swimming, and be a member of MSI within the three (3) years immediately preceding selection. Selection shall be made at the Summer Age Group Championships. See also Article 21.10 (A) &(B) of the Policy and Procedures for specific election procedures. One of the senior athlete representatives may attend the USA annual meeting as a representative of MSI.

Formatted: Font: 10 pt, Superscript

This change is being submitted by Chris Branch to bring the make up of the Board into compliance with USA-S requirements for athlete representation.

Motion to accept as written. 1st : Steve E, 2nd : Jared F Vote: Passes – 18 votes in favor

New Language (This is an addition to the By Laws)

Article 3: Dues and Fees

- 3.6 Maine Swimming will pay the membership fee for any non-athlete board member who is not currently affiliated with a swim team or an unattached swimmer in a capacity which requires him/her to be a member of Maine Swimming to perform his/her duties.

Rationale: At any time, there may be volunteers on our board who are not affiliated with a swim team and have no other reason to be a member of USA-S other than to do their volunteer work with the board. Just as most swim teams would not expect volunteers who perform duties for the team (officiating, coaching, sitting on a board of directors) to pay a membership fee in order to volunteer their time for the team, MSI should not expect volunteers whose sole affiliation with USA-S is as a member of the MSI board to pay to volunteer with this organization. I have included the language "or an unattached swimmer" to exclude board members who may need coach memberships in order to coach unattached swimmers and not solely to do their duties as board members of MSI.

Submitted by Linda McCann

Motion to accept as written 1st: Jim G, 2nd: Steve E Vote: Motion Passes – 15 votes

Motion to accept all By Law and Policy and Procedures changes made today to go into effect immediately, October 13, 2007. 1st: Jared F. 2nd Steve E. Vote: Motion Passes 17 votes

07-08 Meet Schedule: Up on the website

Championship Meets:

Chris – Cannot get Bowdoin for Winter Championships have contacted UMO, can not have the time of the week we wanted this is the date available as of today. There are other sports events going on and it creates a parking issue with UMO. March 20-23 is the new dates.

Discussion: Can we use two pools somewhere else? What about doing it Wednesday to Saturday? What about having enough officials if we divide and do the two pools?

Motion to table the changing of Winter Championship dates until Chris can talk to Skip Nitardy or someone else at UMO and let them know the dates we really need are earlier in the month and we would

like to use the bulkhead after YMCA States. Chris will email all coaches and Board of any changes he can get.

1st: Tom M, 2nd: Jared F Vote: Passed to table until more information can be obtained.

Motion to change summer Championships from Wednesday to Saturday back to Thursday to Sunday.

1st: Jim W, 2nd Jay M Vote: For-3, Oposed-7, Abstentions-8, Motion failed

Motion to remove Bonnie Alcaide, Steve Alcaide, and Dwight form the banking account as we know have new treasure. 1st Tom M 2nd Steve E Vote: Motion Passed

Other Information:

Bowdoin Open - Limited entries to 1650 race, meet information coming out and Bid information for concessions is going too emailed out soon.

Website: Looking to changes server. Tom and Chris will research different web services, see what the better deal is for MSI, and get back to the Board before next meeting.

Resolutions & Orders:

There has bee a petition sent to USA-S to have Chris Branch removed from General Chair of MSI. Chris has hired an attorney to help him through this process. Chris has all the information here if anyone would like to read it and answer any of your questions. There is to be a hearing on this matter as soon as the dates can be agreed on as to when all parties involved can meet. Chris will keep the Board and HOD informed of all actions that occur regarding this matter as his attorney advises him.

Next Meeting: HOD Spring Meeting May 17, 2008 at Waterville

Motion to accept date and place for the next HOD meeting. 1st Jeff, 2nd Marie W. Motion Passed

Adjournment: 1714 hrs /5:14 pm 1st John M, 2nd Marie W

Vote: Passed to adjourn