

**MSI HOUSE OF DELEGATES
MINUTES
9/28/14**

Roll Call [name and voting status]

Taylor Rogers/Bangor YMCA;
Matt Baxter/ PPSC;
Jacob Griffin/Ath Rep;
Alex Mukai/ Ath Rep.;
Zach Gray/NYCY;
Lia Langveld /Portland Y;
John Brady/ NYCY non-voting, CBRY Proxy;
Dan St. Pierre/ Coach Rep;
Aaron Winslow/ WCY;
John Smith/Safety Chair;
Carrie Peabody/ CMA;
Mark Mawhinney/ CMA, non voting;
Nicole Viele/ WCCU;
Victoria Sever/BBA
Marie Weferling/UN, non-voting;
Linda Sherman/ YWTS;
Matt Montgomery/DEFY;
Sean McKenney/SMAC;
AJ Rog/SSC;
Jay Morissette/LRSC
Fritz Homans/ Admin VC;
Leanne Gravel/Senior VC;
Jim Willis/Finance VC;
Betsy Perron/SEAL;
Tom Manduca/Chair

Approval of May 2014 HOD Minutes

Motion by Taylor Rogers; Motion passed unanimously

Accept with amendment to remove Matt Cook from attendance list.

Reports of Officers

Jim Willis – Finance Chair

CLUB RECOGNITION STATUS:

Eight teams have reached Level 1 or 2 status; six teams are in the process; 11 teams need to get started.

MSI currently ranks 15th in the nation for teams achieving Club Recognition.

MSI goal = 80% of teams at Level 1 or above

MOTION by Jim Willis, Second by Matt Montgomery. Passed unanimously.

Amend the Club Recognition reward policy as proposed at LSC Planning session:

- 80% of current MSI teams to achieve CRP Level 1 by March 31, 2015. [Review at April meeting BOD].
- Assign a mentor at September 28 HOD Meeting to clubs that have not yet achieved CRP Level 1.
- MSI will provide incentives to clubs: \$400 for Level 1, \$300 for Level 2; \$200 for Level 3; \$100 for Level 4.
- The \$400 incentive will not be available after March 31, 2015.
- John Smith & Betsy Perron will serve as MSI Club Recognition liaisons/club mentors.
- Committee to administer Monetary Rewards; Jim Willis and Lia Langveld [CC General Chair and Admin Chair]
- New Teams have one year to achieve Level 1.

2015 BUDGET PROPOSAL:

2015 Budget proposed. Passed Unanimously

Discussion:

- MSI ended the year with a profit of over \$21,000, as compared to 2013 year-end profit of approximately \$13,000.
- 2015 Swimposium will be included in the 2016 budget.
- Per USAS recommendation, MSI should build reserve funds. There are assets that can be re-aligned for this purpose; at the discretion of the BOD.
- Marie will submit a proposal to the chair for BOD consideration to amend the bylaws to add officials to the list of MSI representatives sent to the USA Aquatics Convention

ASCA CONVENTION:

- Jim thanks MSI for sending him to ASCA Convention. He has shared his notes with the group via email. The focus of this year's meeting was on culture change in clubs with an emphasis on knowledge, learning and collaboration.

Leanne Gravel - Senior Vice Chair

- In the process of updating the Leap Level 1 designation. Will solicit information from teams in the next two weeks.

Jay Morissette -- Technical Planning Committee

- Goals identified in the LSC planning session include restructuring future meet schedules, updating qualifying times, re-instituting a Bronze-level meet, & creating a progression for the qualifier meets.

Matt Montgomery -- Age Group Vice Chair

- Swimmer of the month starts in October. He will share criteria and nomination forms and procedure with the coaches the week of Monday, September 29

Dan St. Pierre – Coaches' Rep

SUMMER INVITATIONAL:

- Tentative summer invitational date has been set for July 23-25 pending approval from the aquatic director in Canada.

QUALIFIER MEETS:

- TPC is working on a progression of events and qualifying times and have established an event list for the first qualifier meets the weekend of November 1 and 2

Events:

- Session 1: <12 = 50's of each stroke, 100's free & IM, 200 mixed Free relay
Session 2: >11 = 100's each stroke, 200's free & IM, 200 mixed Free relay

Coaches' proposal to HOD; passed unanimously

Amend schedule for the qualifier meets on November 1-2

Each meet would be one day/2 sessions apiece; @ PBAY Saturday, November 1, @ CMA Sunday, November 2

Discussion:

- The officials resources are limited and the events have been adjusted to reflect the new progressive event format. A one-day format would be preferable.

OFFICIALS:

- See the website for information regarding the next officials training on 10/18. We need each team to provide more officials and also to encourage officials to work more than just their home meets.

Fritz Homans – Administrative Vice-Chair

USA AQUATIC SPORTS CONVENTION:

- Attended USA aquatics convention with Matt Montgomery and Jay Morissette. Please review notes from the meetings which have been shared via email.
- This was an impressive delegation size from Maine.
- Great information @ the "Parents into Partners" presentation.
- USA swimming has a number of resources & we should all be using them.
- Athletes and parents should be watching the Safe Sport videos.
- Beginning summer 2015 Legends Meets will fill the cut time gap between Sectionals and Junior Nationals. To be held at the same time as Junior Nationals.

- We are one of 19 LSC's in the Mighty 2500 Initiative. Fritz was presented in a report at the Convention that we have accomplished all of our initial goals. We are one of the few Mighty 2500 LSCs who have accomplished all of their initial goals.

- Matt Montgomery added that USA swimming Safe Sport Best Practices for Hiring are being updated; coming soon – new online information and tools for hiring.

John Smith -- Safety Chair

Nothing new to report.

Tom Manduca – General Chair

Short Report Card - A Recap of recent MSI Progress

As General Chair, it's worth a moment to take stock in where we are in Maine Swimming and what we've accomplished. I know that we're often too busy with our teams and other duties to sometimes notice that we're making real progress. After I sat down and looked at all the things that we've done over the past few years, it's apparent that we're moving in the right direction and most of you have helped in big ways. Here's a few things I jotted down that I'd like to share with you...

Meets- Number of meets has increased in the past 3 years

Finances are in great shape due to increased meet revenue and responsible budgeting

USA teams - Have increased in number from 22-25 in 2014

LSC Strength - 4.5% ratio of officials to swimmers; swimmer numbers steady with slow to steady growth

USA Swimming Visits:

May 2, 2014 "Strategic Planning Session #1" with Arlene McDonald, USA Swimming's LSC Governance Consultant

July 7th "Shared Services" Meeting with Jeff Gudman, USA Swimming Program Development Vice President, Tom Avischious, USA Swimming's Field Services Director, Arlene MacDonald, and New England Swimming LSC Leaders on and opened a dialogue with NES for shared services and many other collaborative initiatives.

Sept 26 "Club Leadership School 201" with Tom Avischious

Sept 27 "Strategic Planning Session #2" with Arlene McDonald

Sept 26-27 Multiple MSI Club visits/mentoring by Tom Avischious

MSI supporting coaches to attend training sessions by paying for hotel rooms and hosting dinners that foster conversation, ideas, and strengthen communication among members.

Sept 5 BOD Meeting resulting in BOD now meeting in person the first Thursday of each month rather than once or twice a year via teleconference

3 Delegates attended USAS Convention in Jacksonville, Fla Sept 2014

2 Delegates attended the Eastern Zone Meetings in Ft. Lauderdale, Fla May 2014

1 Delegate attended the Western Zone Safe Sport Workshop in Denver, CO, April, 2014

2 Delegates attended the Mighty 2500 Workshop in Colorado Springs, CO November 2013

Shared Swimposiums with NES in Boston, MA October, 2014 and in Maine 2015

Mutual of Omaha Clinics with Olympians 2011, 2013

Funding to teams to achieve USA Club Recognition Levels 1-4. 8 teams have Level 1,

2 have Level 2, and others are close behind

Renamed Winter Combined Champs to Maine Junior Olympics

Reformatted Summer LC Champs to Maine Summer International Invitational and opened competition to other LSCs which resulted in a successful first year for the meet

There is great energy and enthusiasm in Maine Swimming among coaches and board members, and the future is bright with so many people engaged in helping to move our LSC forward. Let's keep the momentum going!

POLICY AND PROCEDURE CHANGES:

Per BOD meeting on September 5th

Policy and procedure changes to propose to HOD.

Proposal 1; passed , 2 opposed

Delete section 21.11, regarding scoring at JO's. At future JO's, follow scoring guidelines established by USAS.

Proposal 2; passed unanimously

Delete section 21.18 regarding qualifying for JO s

Proposal 3; passed unanimously

Change 24.7 to read: “MSI **may** provide a coach for Summer Zones....The MSI may, at the discretion of the MSI Board of Directors or **Executive Committee**, provide **up to \$400** to offset the costs...”

SHARED SERVICES WITH NES:

MSI/NES Combined Services Meeting July 7, 2014 :

MSI reps [Tom, Fritz, Matt & Leanne], NES reps [Ray Grant, Carol Healey, Joe Frazier] and USAS reps [Arlene McDonald and Tom Avischious]

- In past few years, NES has grown exponentially. Not enough pools or meet opportunities. MSI could offer NES entry into our meets. Would benefit both leagues.
- NES is interested in partnering with Maine to utilize our open water resources for competition. USAS recognizes our potential to develop open water ventures, too.
- NES identifies the decision to hire administrators as contributing factor to the growth and success of their LSC.

NES employs Carol Healey as their Administrator. She is in charge of Zone coordination, entries, registration, SWIMS, meet verification, website, sanctions, etc. She works 40-60 hours/week and has an assistant, Mary Ellen Tynan. In her first year of employment, Carol was able to cover her salary through meet verification [collecting outstanding meet fees]. Salary is \$20/hour.

SHOULD MSI HIRE AN ADMINISTRATOR?

- The major majority of LSC's have a paid staff person; this is a growing trend because volunteers are maxed out and coaches need to coach.
- Following NES example, doing so could really help to take our LSC “to the next level”. As we are in a period of transition, now would be a good time to make that move.
- NES Assistant Administrator, Mary Ellen Tynan [mother of 2 college-aged swimmers, holds a PHD, lives in MA, husband works in Portland] has the time and expertise to fill this role for us. She is also a “neutral” party – has no ties to any MSI teams.

MOTION by John Smith, second by Aaron Winslow, passed unanimously via ballot overseen by Bety Perron, Lia Langveld, Jim Willis

Hire a part-time LSC office manager, as proposed. [See Below]

Maine Swimming, Inc. Part Time LSC Office Manager

Responsibilities & Duties include but are not limited to:

Registration - Help to process and maintain all registration records including but not limited to team registrations (prepare and forward yearly registration materials and instructions to teams), coach certifications and registrations (send twice a year reminders about expiration dates of coaches/officials), athlete transfer forms, athlete registrations, (proof of athlete age if and when needed) official registrations, and non-athlete certifications and registrations.

Sanctioning - Process and handle meet sanctioning functions

SWIMS - Pulling reports and posting every two weeks per USA Swimming guidelines; all meet results uploaded

Website - Initial Setup and review of current Team Unify website: update top times, organize and update website with more efficient layout needed to identify important information and eliminate redundancy; ongoing maintenance

Zone Coordinator - Arrange hotels/meals, transportation & apparel, coordinate team, coaches, & chaperone selection

Social Media Management - Facebook, Twitter, etc.

Banquet Coordinator - Work in conjunction with General Chair/Admin Vice Chair with Reservations, registration, refreshments, and awards

Required Equipment & Supplies-

Office Computer

Hy-tek/Meet Manager Office Copy

Storage – filing cabinet or storage boxes/office supplies/printer

Travel to Maine to attend meetings on occasion - mileage and hours

Position reports to MSI BOD and is reviewed annually

Pay Rate-\$20 per hour.

*Estimated annual cost for above responsibilities to Maine Swimming -
400 Hours x \$20.00 = \$8000.00. Future years should be less.*

Discussion:

- Will this position replace the Registration Chair?

Yes, this would be an administrative function position, not a voting member.

- She would be a contract worker and her priority would be Maine Swimming, even if New England Swimming grows.
- She works from home and she is available to meet here in Maine.
- She will come to JO's.
- Proposed Budget of 8K has built in cushion, just in case the job takes more time than anticipated.
- Lots of goals have been set in the LSC planning session. Hiring an administrator will enable us to focus better on the new goals.
- Position would start immediately.

- After the vote, Matt Baxter pointed out that, with a new administrator in place, we need to write a clear policy for high school swimmer observation.

STRATEGIC PLANNING SESSION 9/27/14:

- Three main focus areas include meets, growth & retention and governance. Tasks have been identified and assigned and a monthly BOD calendar of tasks has been created.
- A unified documents will be shared soon with the LSC, including initiatives, action steps, people assigned and deadlines.
- Arlene McDonald from USA swimming extends kudos to the leadership team. They have accomplished a great deal and we are on the threshold of great things!

Other Business

BYLAW CHANGE PROPOSALS:

Motion by Nicole Vele, second by Carrie Peabody. Passed unanimously.
Make the Diversity Chair a voting member of the Board of Directors per United States swimming.

Motion by Jim Willis , second by John Smith. Passed unanimously.
Remove Registration and Membership Chair from the Board of Directors and change to a non-voting officer position.

ATHLETE REPS:

Welcome to Jacob Griffin and Alex Mukai, our newly elected Jr. Athlete Reps!

Motion by Jim Willis, second by Lia Langveld. Passed with 1 opposed.
Proposed Matthew Charest should fill the open third athlete rep position.

ZONES:

Motion by Dan St.Pierre, second by AJ Rog . Passed with two opposed, 1 abstention.

To qualify for Zones, 12 and unders will need to meet an "A" time standard; 13 and overs will need to meet an "AA" time standard.

Discussion :

Athlete Reps like the idea of having to earn a spot on the team.

Motion by Taylor Rogers, second by Leah Langveld. Passed with 1 abstention.

For athletes to participate in additional Zone events once they have qualified, all swimmers, regardless of age, must meet an "A" cut.

Discussion:

Athlete Reps : Even though a swimmer might not perform among the top finishers, it is still a valuable experience to have the opportunity to swim at Zones.

Next Board of Directors meeting October 2 at 7:30 AM via teleconference

Agenda and phone information to be emailed to board members

Next HOD meeting at DEFY on May 2. Matt Montgomery will confirm and the details are to be determined.

Motion to adjourn by John Smith, Taylor Rogers second.

TO DO:

Update on Website: JO cut times, Zone Qualifying info, Policies and Procedures, By-Laws.

Change MSI Calendar to reflect changes in the meet schedule November 1-2

Initiate transition to Paid LSC Administrator.

Reserve pool for Summer Invitational.

Share report on LSC Planning meeting when it arrives from Arlene McDonald.

Matt Montgomery: Confirm facility for MAY HOD @ DEFY

John Smith/Betsy Perron: Assign mentors for CRP Level 1 application

Marie Weferling: Submit proposal to BOD for consideration to amend the Bylaws to add officials to the list of MSI representatives sent to the USA Aquatics Convention.

Tom Manduca: • Phone # and agenda to BOD for 10/2/14 meeting.

- Add to BOD Agenda: Examine assets & create a reserve fund, per USAS recommendations.

Leanne Gravel: Welcome Matthew Charest to Athlete Rep position.

Coaches: Nominate and Vote for the Swimmer of the Month!

Lia Langveld: Remind HOD members not represented at last two meetings about Membership Responsibilities as stated in Policy 1.4

