



## MAINE SWIMMING, INC. | Board of Directors - Meeting Minutes

Date: December 14, 2020 at 8PM

Location: zoom

**MISSION** | Create opportunities and provide resources to promote excellence in Maine swimming.

**VISION** | Maine Swimming: You CAN get there from here!.

**CORE VALUES** | Sportsmanship. Excellence. Leadership. Fun.

<p>✓ Taylor Rogers <i>General Chair</i></p>	<p>Call to order at 8:04PM.</p>
<p>☐ Brian Savage <i>Administrative Vice-Chair</i></p>	<p><b>1. Reading of Mission, Vision &amp; Core Values</b>  a. MISSION: Create opportunities and provide resources to promote excellence in Maine swimming.  b. VISION: Maine Swimming - You CAN get there from here!  c. CORE VALUES: Sportsmanship. Excellence. Leadership. Fun.</p>
<p>✓ Mike Schmidt <i>Senior Vice-Chair</i></p>	<p><b>2. Roll Call:</b>  Guests: Karen Tonello</p>
<p>✓ vacant <i>Age Group Vice-Chair</i></p>	<p><b>3. Approve Minutes</b> - Motion to approve made by Jay Morissette, Second by Stacy Kennard  Housekeeping: Typo on third page- Purangot should be Puranjot - to correct  Motion passes unanimously.</p>
<p>✓ Holly Hatch <i>Finance Vice-Chair</i></p>	<p><b>4. Unfinished Business:</b></p>
<p>✓ Stacy Kennard <i>Treasurer</i></p>	<p>a. Update Community sports- not changed in past few days  Skills and drill in water  No competition until January</p>
<p>✓ Carrie Wood Peabody <i>Secretary</i></p>	<p>Androscoggin, Oxford, York in yellow  Kennebec and Cumberland green but being closely monitored  Athletes - live in yellow, clubs in green and going to school in green. Schools allowing to practice. Taylor has call in for clarification.</p>
<p>✓ Henry Clauson <i>Officials Chair</i></p>	<p>Mary Ellen asked if Taylor could ask about hockey and lack of county restrictions</p>
<p>✓ Puranjot Kaur <i>DE&amp;I Chair</i></p>	<p>b. Committee Appointments:  Matt Baxter has resigned from Age Group Chair  AJ from Seacoast has expressed interest and will also be posted for other interest.  Jay - asked reason for Matt's resignation Taylor reported Matt indicated now not time to be involved</p>
<p>✓ Marcel Da Ponte <i>Technical Planning Chair</i></p>	<p>DEI - Puranjot Kaur will email Mary ellen and Taylor and let teams get back in water then move forward</p>
<p>✓ Kyle Bauer <i>Operational Risk Chair</i></p>	<p>c. Policy Updates for LEAP:</p>
<p>✓ Jay Morissette <i>Coach Rep</i></p>	<p>i. Whistleblower policy - Mary Ellen Screen share and posted on website   Motion to accept Whistleblower Protection policy made by Holly Hatch</p>




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<p>✓ Matt Montgomery <i>Safe Sport Chair</i></p>	<p>Second - Jay Morissette</p>
<p>✓ Kristy Barry <i>Senior Athlete Representative</i></p>	<p>Jay Morissette - is a standard thing that businesses do? Taylor Rogers responded it is a USA Swimming requirement.</p> <p>Matt Montgomery - is this verbatim from USA Swimming? Mary Ellen explained it is a general document that is tailored to us.</p>
<p>✓ Ali Bragg <i>Junior Athlete Representative</i></p>	<p>Taylor Rogers- Governance worked hard on this</p> <p>Motion passes - unanimously</p>
<p>✓ Brim Peabody <i>Athlete At-Large</i></p>	<p>ii. 300 P&amp;P- Mary Ellen Screen share</p>
<p>✓ Emma Farnham <i>Athlete At-Large</i></p>	<p>Explanation: By-laws were made shorter. These items were either supposed to go into P &amp; P after being dropped from By-laws or they were missing altogether.</p> <p><u>Order of Business for HOD</u> - Holly makes motion to accept the HOD order of business presented. Second Jay Morissette</p>
<p>✓ Jim Willis (non-voting) <i>Ex-Officio</i></p>	<p>Jim Willis - No discussion</p>
<p>✓ Mary Ellen Tynan <i>Office Administrator</i></p>	<p>Motion passes unanimously and is effective immediately</p> <p><u>Order of Business for BOD</u> - Motion to accept order presented by Jay Morissette. Second by Holly Hatch. Motion passes unanimously and is effective immediately.</p> <p><u>Contracts</u> - in old bylaws - not in USA Swimming</p> <p>Motion made by Jay to accept below. Second by Holly.</p> <p>- The General Chair, Administrative Vice Chair, and Finance Vice Chair each may sign and execute in the name of MESI deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the MESI Policies and Procedures Manual, the Board of Directors or the House of Delegates, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to another officer or agent, expressly requires two or more signatures or is required by law to be otherwise executed. Additional signing authority may be provided by standing resolutions of the Board of Directors or the</p>



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House of Delegates.

-Additional POWERS and Duties - Each officer shall have other powers and perform other duties as may be prescribed in MESI's Policies and Procedures Manual or by the House of Delegates, the Board of Directors, the General Chair, the respective division Vice Chair, the delegating officer or these Bylaws. The division vice-chairs shall have the additional duties and powers as herein provided.

- Officers of MESI may delegate any portion of their powers or duties to another Individual Member or to a committee composed of Individual Members, except that neither the Finance Vice Chair nor the Treasurer may delegate duties to the other without the consent of the Board of Directors. In addition, the authority to sign checks, drafts, orders of withdrawal or wire transfers shall not be delegated other than by the Board of Directors. Except as otherwise provided in these Bylaws and with the consent of the Board of Directors, any officer may delegate any portion of that officer's powers or duties to the paid staff of MESI. A delegation of powers or duties shall not relieve the delegating officer of the ultimate responsibility to see that these duties and obligations are properly executed or fulfilled.

-Assistant and Deputy Officers - The House of Delegates or the Board of Directors may by resolution or MESI's Policies and Procedures Manual may create the office of deputy to one or more of the elected officers. The resolution or the Policies and Procedures Manual shall the method of election or appointment and define the duties and powers of the respective deputies, which may include the power to act for the officer when the officer is out of the Territory or temporarily incapacitated. The elected officers may appoint one or more assistant officers and define their respective duties.

Motion passes unanimously and is effective immediately.

Meeting Schedules - not in the old or new bylaws

Motion - "The MESI Board of Directors will meet once a month subject to modification by the BOD as necessary."

Motion passes to approve and accepted immediately - Holly Hatch  
Second Jay Morissette

Taylor - asked about wording

Jim Willis- if we say at least once a month, we can move this around.

Approved unanimously.



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Motion made by Holly and second by Jay - "Committees shall meet on a quarterly basis."

Taylor asked about "shall" and flexibility

Jim Willis- does not mean you have to. Jay says shall means must meet

Jay Morissette- coaches committee does not meet to meet 4-5 times a year.

Jim Willis- could be a quick 5 min Zoom

Jay Morissette - coaches committee does not have to meet this often

Taylor Rogers- good to meet so things are not missed

Mary Ellen - Tom Talks, once a year are one meeting. A second meeting is to approve times for champs, wouldn't you have at least two other meetings?

Taylor - does this tie us into only meeting quarterly.

Mike Schmidt says the committee should or may open the door to not meeting.

Could throw in at a minimum on a quarterly basis?

Holly Hatch makes an amendment:" committees shall meet no less than quarterly."

Jay Morissette - this means we need to meet four times.

Is there a second? No second, so can't discuss it.

Jim Willis- maybe comprise? Semi-annually

Mary Ellen and Taylor agreed, would like to meet more than twice a year.

Motion Passes - 10 for, 2 against

Y approval guidelines - motion to table as Mary Ellen and Henry need to work on

Mike Schmidt motion to table Y approval guidelines- Brim Second

Approved unanimously

### 5. New Business :

a. Age group chair - already discussed

b. Quad budget - Holly need to further review. Motion to table discussion on quad budget until next meeting - Holly Hatch

Second Brim Peabody

Approved unanimously

c. TPC and end of season meets. Mary Ellen reported for Marcel - A, B, C and D scenarios. Marcel to meet with his committee. A lot of creative ideas out there.

Marcel Da Ponte looking at April date



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- d. Club grants - discussed at finance committee, looking at options if need to restart Mary Ellen to send out a survey. Need to consider PPP and other opportunities available. Next finance meeting is January 3rd
- e. Maine History - Mary Ellen said how little current swimmers know, maybe Fun Fact Friday on Instagram.

Brim Peabody- Sounds like fun, I would be involved. Issues with Instagram but working to resolve. Brim Peabody will post it.

### 6. Other

- a. Mary Ellen shared three MESI Bod member elected to National committees:  
Taylor Rogers: National Rules and Reg  
Mary Ellen: National LSC Development,  
Marie - National Board of Review.  
Congratulations shared from MESI Board to Mary Ellen, Taylor and Marie.
- b. Holly Hatch- Bank accounts: \$137, 757.53 and \$15,000 on line of credit as credit card paid off. Mary Ellen states this is up \$4,000.
- c. Taylor Rogers- Kyle (Bauer), do you have any reports of occurrence? He has not received in past couple of weeks.
- d. Safe Sport: Matt Montgomery- Congratulations to Pen Bay, latest Safe Sport certified Taylor - Who else is working on this?  
Matt - Three other teams are about half way done. No updates on their progression however. Taylor - not all teams have things posted as do not have websites. Matt will look into this to see if a way to prove it has been done without posting. LEAPS - requirements to have teams Safe Sport certified. Within the next two years, initially in Chicago meeting, completion by date of Fall 2021 but delayed due to COVID. No financial incentives for completion.  
  
USA Swimming has made Safe Sport certification very easy. Parent/Student involvement is often issue  
  
Holly - Safe Sport has \$500 left in budget
- e. LEAP remaining: Mary Ellen - has two parts complete with one remaining. Will work in January



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**Next meeting - Taylor:** December 28th. Would like not to be at 8pm.

Is morning possible as vacation week?

Brim Peabody, Kristy Barry and Emma Farnham could do mornings. Others are working.

Taylor will send out options.

Motion to adjourn - Jay Morissette

Second - Brim Peabody

Approved unanimously