



## Minutes

### Board of Directors- Maryland Swimming Inc.

October 13, 2020 at 7PM

### Zoom Meeting

#### I. Call to Order at 7:04 by Anna Summerfield

##### Announcements from Anna

- Anna reviewed Community Guidelines
- Guest: Brendan Hensen Bhansen@usawswimming.org 719-440-0749
- Welcome to new board members
- Satoshi is working on the website along with Sandy Avery
- Records broken at the state and national level at the Eagle Virtual Meet
- ⅓ of the participants on the call this evening are athletes
- Jamie: US OPEN has gone to multiple sites. Running the meet with 18 officials.
- Thank you to Peter Lieb for his dedication to MD Swimming.

#### II. Approval of the Prior Board Meeting Minutes

- A. No changes noted
- B. Unanimous Consent
- C. These minutes will be filed

#### III. Treasurer's Report

##### A. Budget and Financials - Jamie Cahn

1. Proper Tax has been paid.
2. We should be good in all transaction through M & T
3. Clubs seeking reimbursement - only Robert or Jamie can approve after the proper paperwork has been submitted. Can be sent to the bank or through a check. Nothing will be approved without appropriate documentation.
4. Effective 10/1 this is the new process expecially for the audit for 2021.
5. Which Budget will we use moving forward
6. Wade said we need to see process in writing. Needs to be sent to the board.

##### B. Budget - Robert Fisher – Treasurer



## Minutes

### Board of Directors- Maryland Swimming Inc.

October 13, 2020 at 7PM

#### Zoom Meeting

1. Working with Katz and Cohen to get the numbers after July.
2. Balance sheet going back to July is essentially unchanged.
3. Which budget - 3 budgets presented at HOD?
4. Makes sense to give it a few months to determine which lane.
5. Foundation Donation: Annual \$500 donation to McDonogh School  
Motion by Robert Fisher to move forward with making a \$500 donation to McDonogh School's education foundation. Second by Nick Poulas.

**Motion passed unanimously.**

#### IV. Open Business

A. **Two positions** are open on Board. Peter Lieb's position and one on the governance committee.

##### B. **Maryland Swimming Hall of Fame**

1. Not having the Hall of Fame this year.
2. Hoping to put in double the people the following year.

##### C. **Peer Evaluation from House of Delegates**

1. Thank you for providing valuable feedback.
2. Score went from 2018 of 3.7 to 4.0 in 2020.

##### D. **Tech Suit Ban List - reminder**

1. Tech suit ban is in effect now.
2. Lots of information that was communicated.

##### E. **Virtual Meet Series**

1. Carron Dunker is virtual meet director
  - a. Meets are going well
  - b. Several teams have competed and several scheduled in the future.

##### F. **COVID Club Follow-Up/Next Steps**

1. Until we get a sense of what is coming in and what things will look like, we have to keep things on hold.
2. Looking at our fixed costs.
3. MD Swimming needs to stay viable through this time period, too.
4. MD Swimming will do what we can do.



## Minutes

Board of Directors- Maryland Swimming Inc.

October 13, 2020 at 7PM

### Zoom Meeting

#### G. Initiatives - Review by Anna

1. We use the list to follow our strategic plan.
2. Each person needs to look at the initiative list and update with current people serving on committees.

#### V. New Business

- A. Motion#1: Moved by Nick Poulos: to accept the addition of the Board of Director Transition document to the Board Manual to provide clear direction to oncoming Board members. Second by Sarah Nelson. **Motion Passes Unanimously.**

## ***Board of Director Transition***

***Elected members of the Board of Directors shall officially assume their responsibilities at the conclusion of the House of Delegates meeting at which they were elected. Athlete members of the Board of Directors who are elected outside of a House of Delegates meeting shall assume their responsibilities at the conclusion of the next House of Delegates meeting that succeeds their election.***

***Elected Board Members are expected to have read and understood their responsibilities delineated in their position descriptions before they assume their responsibilities; however, new members shall not be asked to begin their duty of care as Board Members in a voting capacity until they have been properly oriented in the manner prescribed by the Governance Committee. This orientation should be scheduled and held within thirty (30) days of a Board Member's election.***

***In the event that Board Members are appointed to fill vacancies or incapacities as defined in the MDSI Bylaws, they assume their responsibilities immediately upon appointment. Appointed Board Members must have been properly oriented in the manner prescribed by the Governance Committee before they assume their duty of care.***



## Minutes

Board of Directors- Maryland Swimming Inc.

October 13, 2020 at 7PM

Zoom Meeting

*This orientation should be scheduled and held within thirty (30) days after a Board Member's appointment.*

- B. Motion # 2: Meet Sanction Process Policy – Moved by Tom Himes, Technical Planning Chair: To add a statement to the sanction process policy that any **USA Registered Team** applying for a sanction number to run a meet must be Safe Sport Recognized. Second by Gabby Schmidt. **Effective September 1, 2021 to be approved at May HOD. Motion passes unanimously.**

- **Friendly Amendments in green**
- **Ask Sondra, Chris and Janise to promote it as this is what is the best interest of our athletes.**

- C. Motion 3: Moved by Carron Dunker, Virtual Meet Coordinator: I propose that MDSI consider renting our partial Colorado Timing System consoles, harnesses, and buttons to teams on a first-come, first-serve basis in coordination with the MDSI Equipment Chair for \$125 for sanctioned meets during the virtual meets series (with starter for an additional \$25). Second by Julia Milner. **Motion passes unanimously.**

### *Proposal:*

*On Wednesday, October 7, 2020 during the National Officials Call it was announced that the National Rules and Regulations Committee has determined that the Dolphin Timing System cannot be used as a semi-automatic timing system. This interpretation is effective immediately. As a result, many Maryland teams are no longer able to host sanctioned meets for their swimmers.*

*I propose that MDSI consider renting our Colorado Timing System consoles, secondary harnesses, and buttons to teams on a first-come, first-serve basis in coordination with the MDSI Equipment Chair. This would necessitate a temporary addendum to the Meet*



## Minutes

Board of Directors- Maryland Swimming Inc.

October 13, 2020 at 7PM

### Zoom Meeting

*Director's Handbook to adjust the fee and equipment available, as well as the reinstatement of the Equipment Chair's stipend.*

#### *Current Language:*

##### *Equipment Rental Fee*

*Teams are charged \$300 for the 1st session of a meet and \$25 for each additional session when renting the MDSI Meet Equipment (Colorado Timing System, electronic starters, impact printer, cables, buttons, harnesses, touch pads and brackets, scoreboard, orange safety vests, 15 meter markers, officials' radios and DQ Slips). Fees are not reduced if certain equipment is not used.*

*There is no charge for the finals sessions of prelims/finals meets. Items not included in the rental of MDSI equipment include: serial cables that connect individual computers to the Colorado Timing System (CTS), electrical extension cords, paper goods and administrative supplies. Rental fees are waived for High school conference championships if the meet is a Certified MDSI Observed Meet and listed on the USA Swimming list of Observed Meets.*

*Fees for renting Radios and no additional meet equipment for sanctioned meets is \$25 for the first session and \$12.50 for each session up to a maximum charge of \$50. Fees for renting Radios for non-sanctioned meets is \$30 per session with no maximum charge.*

*Within 5 days following the last day of the meet, the LSC Equipment Chair notifies the host team and the MDSI office of the equipment rental fees due to MDSI. Equipment rental fees shall be paid after completion of the meet with the other fees as listed on the MDSI Post Meet Financial Report Form.*

#### *Proposed Addendum Language:*

##### *Virtual Meet Equipment Rental Addendum*



## Minutes

Board of Directors- Maryland Swimming Inc.

October 13, 2020 at 7PM

### Zoom Meeting

*Teams will be allowed to rent only a Colorado Timing Systems Console, secondary harness, and buttons during the Virtual Meet Series. The fee for renting a Virtual Meet Series timing package will be \$150 for sanction period, payable to MDSI after the completion of the meet.*

#### **Reasoning:**

*As an LSC we want to provide the opportunity for sanctioned times to as many swimmers as possible. Renting this equipment provides that opportunity without excessive wear and tear on our touchpad systems. Rationale for the fee is that \$150 is 50% of the current first session complete package charge for a weekend. We should not make this opportunity cost prohibitive, but should also not account for the replacement and maintenance fees associated with use.*

#### **D. Zoom Licenses – Team and LSC (12/1)**

1. USA swimming offering at a great rate. Look what we are paying now.
2. \$120 per license per year.

#### **E. Healthcare Insurance for Coaches**

1. Cheryl can provide more information.
2. If Coaches need it, please look into it.
3. Registration period is open and closes tomorrow.
4. Next one opens up in January.

#### **F. Livestream for meets**

1. EST has tried several ways
2. Fascinating setup this past weekend.
3. Suggestions:

#### **Platform**

- Critical piece is good software
  - ECAMM best option



## Minutes

### Board of Directors- Maryland Swimming Inc.

October 13, 2020 at 7PM

#### Zoom Meeting

- ECAMM account
- Mac specifi
- Customer branded (EST)
- Other options like BeLive are available but less value and less powerful
- YouTube account

#### **Platform needs:**

- Apple laptop
- Extra screen (for convenience and flexibility of controls)
- One tablet (min 8MP pixelage)
  - Skype account
- Minimum 15 GB WIFI speeds at visual equipment locations
- Three (3) USB connected cameras
- Omnidirectional microphone (USB)
- Traditional USB or USBc hub
- Extension cords as necessary

4. Stimson, Eric [estimson@buffalo.edu](mailto:estimson@buffalo.edu) is contact through USA Swimming

#### **G. 18 and Under meet series**

1. December 1- December 15 you can run a sanctioned meet and USA swimming with filter out 18 and under. Give kids an opportunity to race.
2. Tech planning will look at this.

#### **H. Photography Policy for team**

1. USA swimming working on template
2. Mike is stepping in Sondra's shoes with photography and will know soon what kind of guidelines we will go by.

#### **I. Board Manual Documents/Governance Home**

1. Committee meets every Thursday.
2. Where do governance documents live?



## Minutes

### Board of Directors- Maryland Swimming Inc.

October 13, 2020 at 7PM

### Zoom Meeting

3. Looking at all of the policies and procedures and making sure they are documented, clearly written and can be accessed.

J. **Convention Report-** report shared with everyone.

K. **Committee Reports- Pulled Safe Sport**

1. Day in the Life of a Maryland Swimmer- goal is to get teams more involved.
2. Wrapping it up in mid- November
3. Tom Schmidt will be taking over for Sondra who is moving to Texas.

Next meeting will be on November 10th

Motion by Danny Russell to adjourn meeting.

Seconded by Nick Poulas.

Meeting adjourned at 9:11.