



Maryland Swimming Annual Retreat

July 21, 2019

Mt Washington Conference Center

MINUTES

Welcome Introductions. Retreat was called to order at 8:03 a.m. by Anna Summerfield, General Chair. Introductions were done – Cherita Gentilucci from USA Swimming - will be facilitating the strategic planning session. Anna completed 'housekeeping instructions' – location of bathroom, break food, food, lunch etc. Everyone was asked to turn off electronics. Anna explained how to win prizes. The attendees introduced themselves – name, position, and whether they were new, out-going or returning. Please do not leave with any unanswered questions.

Each attendee was directed to the 'gold' sheet to begin. Attendees asked to write down – 'why am I here today' and 'goals for today'. At the end of the day, the group was told we would return to look at the 'take-away' section of the 'gold' sheet.

Board Orientation: Do's, Don'ts and Duties: The mission, Vision Core Values, Accountability, Integrity and Ethics, Respect were reviewed along with the History and the new Organizational Structure of MDSI (See attached). Integrity and Ethics was listed in blue on the core values slide – Anna would like to review the Core Values to reduce the Core Values to list three principles. Proactive Achievement was reviewed. Many programs at USA Swimming are based in Maryland Swimming Initiatives. We engage a lot of athletes in Maryland Swimming, this year we are taking ten swimmers to the USA Convention this year. At the HOD we have an athlete representative from every club in MD Swimming. Sarah explained to the board the importance of having athlete members on the board and giving those athletes a voice. Athletes are invited to attend conferences and board meetings.

FAST are the first Safe Sport team in MD – Anna congratulated them on their achievement.

The Changes to the MDSI Board were reviewed. The Board is now 20 voting member. We now have staggered elections. Officers will be elected in odd years. Committee and at Large in even years. Athletes are voted in annually. Other elected Board and Committees roles were explained the: Administrative board of Review, Operational Risk Committee, Governance Committee. Board members were asked to review the new By-Laws that are listed on the website.

In the packet was a Board Calendar and a Swim Team to Do List. Your Board Manual should be read alongside the by-laws. The Code of Conduct was discussed, Confidential items that are discussed in Board Meetings must remain confidential. The Legal Duties of the Board were reviewed. – Duty of Care, Duty of Loyalty, and Duty of Obedience. The Conflict of Interest for the Board was reviewed it is signed annually by Board Members and kept on file in the MDSI Office. Insurance Policy Coverage was reviewed.

The Consent Agenda is used for meetings and was explained. Committee reports are submitted and distributed prior to the Board Meeting. Those reports can be pulled to be discussed at the meeting if requested. Culture Splash was added this year – it is a two-minute leadership principal.

Finances were discussed. Every year we complete a LEAP assessment. This year we are completing an audit of the 2018 records. The 990, and Equipment Manager were discussed. The Budget approved at HOD was reviewed. Committee Chairs are asked to review their line item and provide a budget for next year.

Committee Reports – the Chairperson submits the Committee Report – they are submitted to the Secretary by the Friday prior to the Board Meetings.

The Evaluations Results were discussed at the HOD.

Initiatives 2019-2020

The Initiatives tracking document was presented and discussed. It is used to drive the agenda; it keeps committee members accountable for their roles.

- a. Women's Summit – Cheryl will present later in the meeting
- b. Check the Box – Wade reviewed
- c. MAAP – Sondra reviewed MAAP, anyone who is 18 and Older must complete their APT – those policies were reviewed. The MAAP policy will be presented at the next Board Meeting. Discussion on how to implement the new MAAP Policy. Discussion was tabled.
- d. Performance Award Program Review – to be reviewed by Tom Hines and Pat Kaplan

Announcements:

- a. Treasurer Appointment, Robert was introduced to the Board
- b. Meet Schedule 2019
- c. HOD – 2019: May 3, 2020 at McDonogh School. Coaches Meeting April 5, 2020
- d. USAS Convention Attendees – 21, 10 athletes – 3 on National Committees. Make sure that you complete the Convention report.
- e. LEAP Update
- f. First MDSI Board Meeting – Tuesday, October 8, 2019 – 7 p.m. – McDonogh School

Committees:

All committees must turn in reports even if you have nothing to report.

Strategic Planning:

- a. Anna introduced Cherita Gentilucci from USA Swimming who gave an overview of Strategic Planning
- b. Vision, Mission, and Core Values Review/Revision. A review of the Vision statement took place - the wording will remain the same.
 - i. To Make Swimming the sport of choice for Maryland.
- c. Review of the Mission Statement, a discussion took place around amending the current mission statement. Bill motioned that the wording below be accepted. Trevor seconded. The mission statement was reworded to state:
 - i. Maryland Swimming provides opportunities for all to participate in competitive swimming, reach their full potential, and develop skills for lifelong success.

A further discussion took place around the wording. Bill withdrew the motion. Jamie motioned the wording below be accepted. Nick seconded. 1 dissenting vote. Motion passed

Maryland Swimming provides opportunities for swimmers to participate in competitive swimming, reach their full potential, and develop skills for lifelong success.

Proposed changes to remove Integrity and Ethics from the Core values was discussed. Current wording is:

- i. Proactive Achievement
- ii. Accountability
- iii. Respect
- iv. Integrity and Ethics

A discussion took place, Jamie suggested that Accountability be replaced by Ownership. All agreed to the following changes in wording.

- I. Remove the word environment and move " bullet point to be moved under Proactive Achievement.
- II. Move Financial Intelligence to under Ownership.
- III. Change Do the right thing: act with honesty and integrity.
- IV. Move to Proactive achievement: 'Seek talented volunteers to sustain the work of Maryland Swimming'
- V. Move to Proactive Achievement: 'Provide Mentoring'

The order of core values will now be:

- I. Proactive Achievement
- II. Respect
- III. Ownership

Strategic Plan Workshop: Anna went over the objectives of the breakout sessions;

- a. Review of current 2016-2020 Strategic Plan
- b. Pillars – do they support the Vision, Mission and Core Values
- c. Group Assignments to develop Strategic Plan

Top three ideas were presented by each group. The four key areas being reviewed are:

- i. Meets
- ii. Community
- iii. Volunteers
- iv. Governance

Top Strategic ideas that came out of the workshop:

- i. Facilities
- ii. Outreach
- iii. College outreach
- iv. Communication

Name Badge Contest: Andrea, Satoshi and Robert won

Burning Issues: None

Anna went round the room to get attendees takeaways from the meeting. Cherita closed out the meeting by giving a final overview of the strategic planning process.

Adjourn: The day was adjourned at 3:40 p.m.