

# METROPOLITAN SWIMMING, INC.



## BOARD OF DIRECTORS MEETING

Wednesday, June 27, 2018

**PRESENT:** John McIlhargy, Mary Fleckenstein, Monique Grayson, Eric Fisher, Dom Boccio, Allen Wone, Elaine Ang, Stanley Wong and Robert Frawley.

**EXCUSED PRIOR:** David Ellinghaus, Jim Wargo, Jocelyn Fisher and Mark Owens

**ABSENT:** John Yearwood, Edgar Perez, Brian Hansbury, John Alaimo, Carly Schwab

1. **WELCOME/ROLL CALL:** John "Mac" McIlhargy welcomed everyone present at this meeting! Mac called the meeting to order at 6:41pm at Nassau County Aquatic Center, Eisenhower Park, East Meadow, NY
2. **ACCEPTANCE/CORRECTIONS OF MINUTES:**  
A motion to approve the minutes of April 12, 2018 was made, seconded and approved by all. **Motion carries**
3. **GENERAL CHAIR:** John McIlhargy
  - a. **Welcome New Board Members** – Mac welcomed **Allen Wone**, new Finance Vice Chair. Mac mentioned that all new members must sign the Conflict of Interest Form. Mac also announced the resignation of Junior Athlete Rep, Carly Schwab who is moving to Florida to attend school.
  - b. **Senior Mets LC** – July 19-22, 2018 at NCAC – Eisenhower Park. Please be available to help.
  - c. **Storage for Metro Documents** – Elaine Ang had boxes of documents for a while, then they were given to Julie Chen (Metro's former Finance Vice Chair). Mac requested to get the boxes back to the Metro office but instead they were left at Hobie Swim without our knowledge so we have no idea on when this happened. The documents are now at Allen Wone's house. It is absolutely necessary to rent a safe/fire-proofed place so Board members can retrieve the documents as needed. Mary will investigate how much a small storage place would cost Metro.
  - d. **Metro Office Address** – We are investigating the cost to do some renovations at 97 Sheep Pasture Rd to make the approximately 25 x 25 unit an acceptable office for the Metro Permanent Office Manager. The unit of about 500 square feet already has a bathroom. This would be cheaper for Metro even after renovations. This would be a separate space, not a room in Mary's house!!! We are also going to hire a part time employee.
  - e. **At-Large Technical Appointments** – USA Swimming appointed 25 coach members to the 2018 House of Delegates at Convention in September. Two of the coaches are from Metro: Carle Fierro (WEST) and Mike Murray (IA). After long discussion, it was decided to make a policy amendment to our P&P Manual, as a courtesy to the Technical At-Large Coaches, since we do not have anything in our P&P or in our budget for this. *A motion was made to allocate a stipend of up to \$500 for this year only, pending reception of receipts, made on an expense form, after the Convention. The board will also revisit our P&P Manual to deal with this in the future. The motion was seconded and accepted by all* – **Motion carries.**
  - f. **Schedules** – BOD and HOD Schedule for 2018-19 is posted on the website. There is one correction for August 29<sup>th</sup> - the meeting will now be held at the College of New Rochelle. We are still looking to finalize a site for the September 15<sup>th</sup> HOD.

4. **TREASURER REPORT:** Elaine Ang
  - a. Hard ***copies are attached*** to these minutes
  - b. Budget vs Actuals: FYE 2018 Budget – FYE 18 P&L
  - c. Statement of Cash Flows – September 1, 2017 to June 27, 2018
  - d. We all agreed that the updated format of the reports (re-organizing the numbers) is much better, makes more sense and should then be more accurate.
  
5. **ADMINISTRATIVE VICE CHAIRS:** Eric Fisher
  - a. Mary Fleckenstein was excused from the meeting for a while as we discussed the Office Manager Employment Review – Eric explained that the administrative manager annual review was past due. An employee review sheet based off USA swimming was sent to the personnel committee and the office manager for self-evaluation. The past Finance chair and Senior Athlete did not respond after being contact several times regarding their tardiness we have decided to move on with the answers that were received. After some discussion it was decided to have Robert Frawley provide a review outside of the initial ones received. A raise was proposed, and the amount will be approved or adjusted based on the Finance Committee budget review.
  - b. Eric has been working on updating the P&P Manual – will email it to the Board soon. Track changes will be available for review.
  
6. **AGE GROUP CO-CHAIRS:** John Yearwood and Dom Boccio
  - a. As of June 27<sup>th</sup>, we had already received 2 applications for the LCM Eastern Zone Championships.
  
7. **ATHLETES REPRESENTATIVES:** Jocelyn Fisher and Mark Owens – Robert Frawley & Stanley Wong (A-L)
  - a. Neither Jocelyn nor Mark were able to attend the meeting.
  - b. ***Stanley Wong*** – Last season the Athletes’ Reps had prepared a form for the athletes who wanted to figure out the steps needed to be recruited for college. Stanley and Robert would like to set up something for the HOD in September, and possibly have a speaker talk to the athletes about this and other topics. Metro wants to make this mandatory meeting better for the athletes. USA Swimming has resources to help with this (unfortunately, many adult Metro athletes have a conflict on September 15<sup>th</sup>)
  - c. ***Robert Frawley*** - Proposal by Robert Re. Policies and Procedures for HOD Meetings (***see attached***). The feedback from many coaches is that our meetings are too long. This proposal is like a template on how to better manage the time at HOD Meetings. The board would be able to adjust this schedule if needed. The big problem is that some business is not presented to the General Chair ahead of time. If everyone gives their reports to Mac on-time, then we can put together a Consent Agenda to be voted- on. We need to have a **“time enforcer”** at all HOD meetings to manage this. Long discussion followed on this subject! As a reminder, all new business must be submitted to the Board prior to the meetings so that it can be included in the agenda! In addition, all proposals must go to their ad-hoc committees before being sent to the general Chair prior to any meeting. This is an administrative function. A motion to accept the proposal from Robert Frawley, pending confirmation from USA -S that the BOD can make this decision, was made, seconded and approved by all. **Motion carries.**
  
8. **SENIOR CO-CHAIRS:** Jim Wargo and John Alaimo
  - a. Neither Jim nor John were able to attend the meeting.
  - b. Jim sent a report to Mac –
    1. Thank you to everyone that helped get Senior Mets out early, especially Eric, Brian and Mary! Looking forward to a successful meet.

2. Indianapolis Pro Swim Series Meet - Metro Teams that attended:
    - Asphalt Green Unified Aquatics (6 swimmers attended)
      - Finalists - Isabel Gormley, Dylan Porges, Dylan Rhee, Adell Sabovic
    - Condors Swim Club (5 swimmers attended)
      - Finalists - Christiana Regenauer, Emily Escobedo
  3. Santa Clara Pro Swim Series Meet - Metro Teams that attended:
    - Badger Swim Club (4 swimmers attended + 1 UN)
      - Finalists - Jack Collins (distance), Noelle Kaufmann, Nick Torres, Yugo Tsukikawa, Hunter Kim (UN)
    - Condors Swim Club (1 swimmer attended)
      - Finalists - Emily Escobedo
  4. Next Pro Swim Series Meet - July 5 – Columbus, OH
  5. Metro Swimmer at the National Diversity Select Camp at Colorado Springs:
    - Ian Liu and Coach Jim Wargo attended from Condors
  6. Metro Swimmers at the Eastern Zone Select Camp
    - Edward Park (NYSA)
    - Kristin Cornish (WEST)
    - Sophia Karras (LIAC), Bridget Ye (LIAC), Ryan Davidoff (LIAC)
    - Jake Ang (LIE)
    - Adell Sabovic (AGUA), Emma Feld (AGUA)
  - c. At Senior Mets, John Alaimo and Jim will reach out to different coaches to establish a Senior Committee that is inclusive, diverse and represents coaches geographically throughout Metro. We will also have this opportunity posted on the Metro Website.
  - d. John A. and Jim W. are proposing to develop a Senior Mentorship Program for Metro Coaches. We can use USA Swimming's Mentoring Grant Program for 2019 to help fund this program. Here is a link to last year's program: <https://www.usaswimming.org/docs/default-source/governance/lsc-coach-mentorship-programdocuments/coach-mentoring-program-description-2018.pdf>
  - e. Jim proposes that we apply for the 2019 program. LSC's who matched the grant amount were given priority. In 2018 the grant amount was \$4,000 to the LSC.
    1. Please advise the best way to move forward and the process to see if this can be budgeted for the 2019 program.
    2. We would like to use the Senior Committee to steer and develop guidelines for our Metro Mentorship Program
9. **SECRETARY/NTV:** Monique Grayson
    - a. Monique had no report at this time
  10. **FINANCE CHAIR REPORT:** Allen Wone
    - a. Auditors have not asked for many things lately. There will be a Finance Committee Meeting July 11<sup>th</sup> at 6:30pm at Plainview.
    - b. Metropolitan Swimming must have an Accounting Firm based in Metro.
    - c. The 990 form is due on July 15<sup>th</sup>
    - d. Long discussion followed.
  11. **OFFICE MANAGER:** Mary Fleckenstein
    - a. September HOD meeting – September 15<sup>th</sup> – still working on location. NYAC had an activity going on – could not host again. Contacted Citi Field – wanted 10K for room. LI Marriott wanted \$1100

or \$450 and food min. NCAC is available. ~~Waiting on YWCA in White Plains.~~ Metro has been working diligently to find a place to hold the September HOD.

- b. Convention registration and room booking has been done. Waiting on a few for flight info.
- c. 1 new club for September – Mid Hudson Heatwaves (MHH) – Poughkeepsie Middle School – Galen Franchek. This is an outreach team. USA Swimming has already approved – just waiting until September so we don't charge them 2 club registrations – unless Metro will waive their registration fee for outreach.

A motion was made, seconded and approved by all to waive the Club registration fee for MHH for this summer only. We have money in the budget for Diversity - All their athletes are already registered with USA Swimming. **Motion Carries.**

- d. Possibility of another new club – Town of Brookhaven on Long Island. Working with them now to complete the paperwork.
- e. Registrations are still coming in for summer swimmers and athletes returning from college.
- f. Last call for any supplies etc. before Sr Mets

12. **DIVERSITY:** John Yearwood

- a. Mac read a letter from John Yearwood about Diversity.
- b. Mac is asking for John to select a Chair Person for the Diversity Program.

13. **OLD/UNFINISHED BUSINESS:**

- a. None currently

14. **NEW BUSINESS:**

**Next BOD Meeting – July 25, 2018 at White Plains YWCA**

A motion to adjourn the meeting was made, seconded and approved by all. Motion carries. Meeting adjourned at 8:42pm.

Respectfully submitted by Monique Grayson  
July 15, 2018



99 Sheep Pasture Road, Port Jefferson, NY 11777  
(631) 736-6422 - FAX (631) 938-7418  
Email address: metro.office@metroswimming.org

**BOARD OF DIRECTORS MEETING**  
**Wednesday, June 27, 2018**  
**Nassau County Aquatic Center**

1: CALL TO ORDER, WELCOME, and INTRODUCTIONS:

Excused prior to meeting: Dave E., Jim W.

Roll Call:

NOT PRESENT

2: ACCEPTANCE/CORRECTIONS OF MINUTES:

Reports of officers

3: GENERAL CHAIR: John McIlhargy: Welcome –General Updates-

1. Welcome New Board Members
2. Metro Office Address
3. At-Large Technical Appointments
4. Office Manager Employment Review
5. Senior Mets
6. Storage for Documents etc.

4: OFFICERS REPORS: (\*\*additional information or officer request for specific time)

- |  |  |
|--|--|
| • TREASURER'S REPORT: Elaine Ang                       | FINANCE CHAIR: Allen Wone              |
| • ADMINISTRATIVE VICE CHAIR: Eric Fisher               | SENIOR CHAIR: Jim Wargo/John Alaimo    |
| • AGE GROUP CHAIR: John Yearwood/Dom Boccio            | COACHES REPRESENTATIVE: John Yearwood  |
| • ATHLETES' REPRESENTATIVES: Jocelyn Fisher/Mark Owens | TECHNICAL PLANNING: David Ellinghaus   |
| • SAFETY COORDINATOR: Edgar Perez                      | SAFE SPORT COORDINATOR: Brian Hansbury |
- At Large Athletes: Stanley Wong/ Robert Frawley

5. OFFICE MANAGER: Mary Fleckenstein
6. UNFINISHED/OLD BUSINESS:
7. NEW BUSINESS:
8. NEXT MEETING: HOD lets be prepared

Adjournment

Metropolitan Swimming  
Report to Board  
June 27, 2018  
Administrative Office

- September HOD meeting – September 15<sup>th</sup> – still working on location. NYAC had an activity going on – could not host again. Contacted Citi Field – wanted 10K for room. LI Marriott wanted \$1100 or \$450 and food min. NCAC is available. ~~Waiting on YWCA in White Plains~~
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- Registrations are still coming in for summer swimmers and athletes returning from college.
- Last call for any supplies etc. before Sr Mets

# Metropolitan Swimming Inc.

## BUDGET VS. ACTUALS: FYE 2018 BUDGET - FY18 P&L

September 2017 - August 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
5000.00 General Income Accts				
5001.00 Investment Income	0.45		0.45	
5001.10 Interest Income	5,743.35		5,743.35	
<b>Total 5001.00 Investment Income</b>	<b>5,743.80</b>		<b>5,743.80</b>	
5002.00 Fee & Surcharge				
5002.10 Sanctions Fee	6,000.00	21,000.00	-15,000.00	28.57 %
5002.15 Post Meet Fee (20%)	256,800.54	217,500.00	39,300.54	118.07 %
5002.17 Senior Surcharge		10,000.00	-10,000.00	
5002.18 JO Surcharge		16,000.00	-16,000.00	
5002.19 Silver/Bronze Surcharge	13,077.00	6,000.00	7,077.00	217.95 %
<b>Total 5002.00 Fee &amp; Surcharge</b>	<b>275,877.54</b>	<b>270,500.00</b>	<b>5,377.54</b>	<b>101.99 %</b>
5005.10 Fines				
5005.17 Admins Fines	1,066.00	4,500.00	-3,434.00	23.69 %
5005.18 Junior fines		100.00	-100.00	
5005.19 Senior Fines		100.00	-100.00	
<b>Total 5005.10 Fines</b>	<b>1,066.00</b>	<b>4,700.00</b>	<b>-3,634.00</b>	<b>22.68 %</b>
5006.00 Registrations				
5006.10 Club-Received	16,225.00	18,000.00	-1,775.00	90.14 %
7006.10 Club-Paid	-6,160.00	-6,000.00	-160.00	102.67 %
<b>Total 5006.10 Club-Received</b>	<b>10,065.00</b>	<b>12,000.00</b>	<b>-1,935.00</b>	<b>83.88 %</b>
5006.20 Athlete-Received	736,414.00	700,000.00	36,414.00	105.20 %
7006.20 Athlete-Paid	-607,617.00	-545,000.00	-62,617.00	111.49 %
<b>Total 5006.20 Athlete-Received</b>	<b>128,797.00</b>	<b>155,000.00</b>	<b>-26,203.00</b>	<b>83.09 %</b>
5006.30 Non Athlete-Received	72,100.00	65,000.00	7,100.00	110.92 %
7006.30 Non Athlete-Paid	-61,360.00	-55,000.00	-6,360.00	111.56 %
<b>Total 5006.30 Non Athlete-Received</b>	<b>10,740.00</b>	<b>10,000.00</b>	<b>740.00</b>	<b>107.40 %</b>
5006.40 Transfers-Received	4,020.00	3,000.00	1,020.00	134.00 %
<b>Total 5006.00 Registrations</b>	<b>153,622.00</b>	<b>180,000.00</b>	<b>-26,378.00</b>	<b>85.35 %</b>
5010.00 Bounced Check Fee				
5010.10 Bounced Check Fee	50.00		50.00	
<b>Total 5010.00 Bounced Check Fee</b>	<b>50.00</b>		<b>50.00</b>	
5011.00 Misc - Office	-72.00		-72.00	
5014.00 Sales	3,975.00		3,975.00	
<b>Total 5000.00 General Income Accts</b>	<b>440,262.34</b>	<b>455,200.00</b>	<b>-14,937.66</b>	<b>96.72 %</b>
<b>Total Income</b>	<b>\$440,262.34</b>	<b>\$455,200.00</b>	<b>\$ -14,937.66</b>	<b>96.72 %</b>
<b>GROSS PROFIT</b>	<b>\$440,262.34</b>	<b>\$455,200.00</b>	<b>\$ -14,937.66</b>	<b>96.72 %</b>
<b>Expenses</b>				
6100.00 Athletics Service Program				
6110 Travel Program	-5,923.92		-5,923.92	
6110.00 Travel Reimbursement	5,923.92		5,923.92	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6110.11 SC Sectional	18,800.00	12,500.00	6,300.00	150.40 %
6110.12 LC Senior Zone/Sectional		12,500.00	-12,500.00	
6110.14 SC NCSA Junior	30,800.00	5,000.00	25,800.00	616.00 %
6110.15 LC NCSA Junior		5,000.00	-5,000.00	
6110.16 LC Futures		5,000.00	-5,000.00	
6110.18 USA JR National SC	10,262.58	15,000.00	-4,737.42	68.42 %
6110.19 USA JR National LC		15,000.00	-15,000.00	
6110.21 USA Pro Series		5,000.00	-5,000.00	
6110.22 USA National/Open SC	3,600.00	10,000.00	-6,400.00	36.00 %
6110.23 USA National/Open/Phillip66 LC		10,000.00	-10,000.00	
6110.30 USA Open Water Champ	600.00	3,000.00	-2,400.00	20.00 %
<b>Total 6110.00 Travel Reimbursement</b>	<b>69,986.50</b>	<b>98,000.00</b>	<b>-28,013.50</b>	<b>71.41 %</b>
6120.00 Scholarships	-2,100.00		-2,100.00	
6120.10 Joseph Stetz Registration Income		-2,075.00	2,075.00	
6120.20 Galuzzi Scholarship In	-1,000.00		-1,000.00	
7120.10 Joe Stetz Scholarship Awards	2,000.00	2,000.00	0.00	100.00 %
<b>Total 6120.00 Scholarships</b>	<b>-1,100.00</b>	<b>-75.00</b>	<b>-1,025.00</b>	<b>1,466.67 %</b>
6130.00 Programs				
6131.00 Age Group Zone Meet				
6131.10 LC Zone				
6131.11 LC Zone fees collected	0.00	-95,000.00	95,000.00	0.00 %
6131.12 LC Zone Entry fees	0.00		0.00	
7131.10 LC Zone Entries Fees Paid		7,000.00	-7,000.00	
7131.11 LC Zone Uniforms	0.00	35,000.00	-35,000.00	0.00 %
7131.12 LC Zone Petty Cash & supplies	320.44	2,000.00	-1,679.56	16.02 %
7131.13 LC Zone Bus		25,000.00	-25,000.00	
7131.14 LC Zone Hotel & meals	0.00	77,000.00	-77,000.00	0.00 %
7131.15 LC Zone Board Member Travel		1,500.00	-1,500.00	
7131.16 LC Zone Official' Expenses		400.00	-400.00	
<b>Total 6131.10 LC Zone</b>	<b>320.44</b>	<b>52,900.00</b>	<b>-52,579.56</b>	<b>0.61 %</b>
6131.20 SC Zone				
6131.21 SC Zone Entries fees collected		-34,000.00	34,000.00	
7131.20 SC Zone Entries Fee Paid		2,000.00	-2,000.00	
7131.21 SC Zone Uniforms		27,000.00	-27,000.00	
7131.22 SC Zone Petty cash & supplies		2,000.00	-2,000.00	
7131.23 SC Zone Bus		11,000.00	-11,000.00	
7131.24 SC Zone Hotel		34,000.00	-34,000.00	
7131.25 SC Zone Board Member travel		1,000.00	-1,000.00	
7131.26 SC Zone Officials Expenses		400.00	-400.00	
<b>Total 6131.20 SC Zone</b>		<b>43,400.00</b>	<b>-43,400.00</b>	
<b>Total 6131.00 Age Group Zone Meet</b>	<b>320.44</b>	<b>96,300.00</b>	<b>-95,979.56</b>	<b>0.33 %</b>
6132.00 Senior Training Trip		20,000.00	-20,000.00	
6133.00 Diversity Program	-731.52	8,000.00	-8,731.52	-9.14 %
<b>Total 6130.00 Programs</b>	<b>-411.08</b>	<b>124,300.00</b>	<b>-124,711.08</b>	<b>-0.33 %</b>
<b>Total 6100.00 Athletics Service Program</b>	<b>62,551.50</b>	<b>222,225.00</b>	<b>-159,673.50</b>	<b>28.15 %</b>
6200.00 Officials				
6200.10 Travel Reimbursement	5,400.00	7,500.00	-2,100.00	72.00 %
6200.11 Clinic & Training Expenses	1,351.94	3,000.00	-1,648.06	45.06 %



	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6200.12 BGC Reimbursement	1,456.50	4,000.00	-2,543.50	36.41 %
6200.13 Incentives	2,145.04	4,000.00	-1,854.96	53.63 %
<b>Total 6200.00 Officials</b>	<b>10,353.48</b>	<b>18,500.00</b>	<b>-8,146.52</b>	<b>55.96 %</b>
6400.00 BOD				
6410.00 USAS Conferences/Convention Fee	13,633.21	24,000.00	-10,366.79	56.81 %
6411.00 EZ Conferences & Conventions	761.46		761.46	
6411.11 Eastern Zone Meeting Host - OUT	4,049.71		4,049.71	
6411.20 Lodging/Transportation	4,051.76		4,051.76	
6411.30 Par Diem/Meals	118.00		118.00	
<b>Total 6411.00 EZ Conferences &amp; Conventions</b>	<b>8,980.93</b>		<b>8,980.93</b>	
6420.00 BOD Travel Reimbursement	1,297.18	2,500.00	-1,202.82	51.89 %
6440.00 Committees				
6441.00 Review Committee		500.00	-500.00	
<b>Total 6440.00 Committees</b>		<b>500.00</b>	<b>-500.00</b>	
6450.00 BOD Misc Expenses	495.79		495.79	
<b>Total 6400.00 BOD</b>	<b>24,407.11</b>	<b>27,000.00</b>	<b>-2,592.89</b>	<b>90.40 %</b>
6500.00 Clubs Recognition				
6510.00 Club Excellence Program	39,000.00	20,000.00	19,000.00	195.00 %
<b>Total 6500.00 Clubs Recognition</b>	<b>39,000.00</b>	<b>20,000.00</b>	<b>19,000.00</b>	<b>195.00 %</b>
6600.00 Administration & Operations Support	9.95		9.95	
6601.00 Salary & Wages	48,052.37	57,356.00	-9,303.63	83.78 %
6601.10 Payroll Tax	3,372.24	4,875.00	-1,502.76	69.17 %
6601.20 Workers Comp Insurance	6,097.57		6,097.57	
6601.30 ADP Payroll Service Fee	497.07		497.07	
<b>Total 6601.00 Salary &amp; Wages</b>	<b>58,019.25</b>	<b>62,231.00</b>	<b>-4,211.75</b>	<b>93.23 %</b>
6605.00 IT Service Fee	5,000.00		5,000.00	
6605.10 Web Site ChargesB		6,000.00	-6,000.00	
<b>Total 6605.00 IT Service Fee</b>	<b>5,000.00</b>	<b>6,000.00</b>	<b>-1,000.00</b>	<b>83.33 %</b>
6606.00 SWIMS Stipends	2,500.00	5,000.00	-2,500.00	50.00 %
6607.00 All Office Essential Supplies	922.20	4,000.00	-3,077.80	23.06 %
6607.10 Annual Membership/Program Dues	329.11		329.11	
6607.20 Printing/Ink/Paper	583.28		583.28	
6607.30 Postage/Mailing	651.26	2,000.00	-1,348.74	32.56 %
6607.40 Misc Expenses	1,077.36		1,077.36	
<b>Total 6607.00 All Office Essential Supplies</b>	<b>3,563.21</b>	<b>6,000.00</b>	<b>-2,436.79</b>	<b>59.39 %</b>
6608.00 Operation Expenses				
6608.10 Internet Expense	1,825.15	1,000.00	825.15	182.52 %
6608.20 Telephone	647.35	1,600.00	-952.65	40.46 %
<b>Total 6608.00 Operation Expenses</b>	<b>2,472.50</b>	<b>2,600.00</b>	<b>-127.50</b>	<b>95.10 %</b>
6609.00 Office Equipment/Hardware	572.53	1,000.00	-427.47	57.25 %
6610.00 Bank & Credit card expenses	22,893.68	18,000.00	4,893.68	127.19 %
6610.10 Bank Service Charge/Fee	245.90		245.90	
<b>Total 6610.00 Bank &amp; Credit card expenses</b>	<b>23,139.58</b>	<b>18,000.00</b>	<b>5,139.58</b>	<b>128.55 %</b>
6611.00 HOD/BOD Meetings	525.64		525.64	
6611.10 Refreshment - BOD/ LSC	770.73	2,750.00	-1,979.27	28.03 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 6611.00 HOD/BOD Meetings</b>	<b>1,296.37</b>	<b>2,750.00</b>	<b>-1,453.63</b>	<b>47.14 %</b>
6612.00 Distance Stipends	6,000.00	6,000.00	0.00	100.00 %
6613.00 Zone Dues	2,888.25	2,600.00	288.25	111.09 %
6614.00 State Filing Fees		100.00	-100.00	
6615.00 Hall of Fame				
6615.10 Hall of Fame dinner payments		-4,000.00	4,000.00	
6615.20 Hall of Fame Dinner - caterer		3,000.00	-3,000.00	
6615.30 HOF - Display	5,000.00	5,000.00	0.00	100.00 %
<b>Total 6615.00 Hall of Fame</b>	<b>5,000.00</b>	<b>4,000.00</b>	<b>1,000.00</b>	<b>125.00 %</b>
6620.00 Professional Service Fee	13,450.00		13,450.00	
6625.00 Monthly Service Fee				
6625.10 QuickBook Monthly Fee(current)	49.75	600.00	-550.25	8.29 %
6625.11 QB Fee (old)	19.90		19.90	
<b>Total 6625.10 QuickBook Monthly Fee(current)</b>	<b>69.65</b>	<b>600.00</b>	<b>-530.35</b>	<b>11.61 %</b>
<b>Total 6625.00 Monthly Service Fee</b>	<b>69.65</b>	<b>600.00</b>	<b>-530.35</b>	<b>11.61 %</b>
6630.00 Golden Goggles Dinners				
6630.10 Golden Goggles Dinner		10,000.00	-10,000.00	
<b>Total 6630.00 Golden Goggles Dinners</b>		<b>10,000.00</b>	<b>-10,000.00</b>	
6635.00 Donation -		5,000.00	-5,000.00	
6640.00 Other Misc Expenses	0.00		0.00	
6650.00 Metro Run Meets				
6650.10 Sr. Mets SC				
6650.12 SrM - SC Meet Entries	-20,094.82	-15,000.00	-5,094.82	133.97 %
6650.13 SrM - SC Admissions & Programs	-12,721.00	-9,000.00	-3,721.00	141.34 %
6690.11 SrM - SC Personnel/Admin/AO	4,408.00	2,500.00	1,908.00	176.32 %
6690.12 SrM - SC Pool rental	17,720.00	14,000.00	3,720.00	126.57 %
6690.13 SrM - SC Officials (Evaluator/MR/TLCJ)	954.00	1,250.00	-296.00	76.32 %
6690.14 SrM - SC Refreshments	2,562.16	3,000.00	-437.84	85.41 %
6690.15 SrM - SC Awards	851.18	875.00	-23.82	97.28 %
6690.16 SrM - SC Misc Supplies Expenses	1,000.00	1,000.00	0.00	100.00 %
<b>Total 6650.10 Sr. Mets SC</b>	<b>-5,320.48</b>	<b>-1,375.00</b>	<b>-3,945.48</b>	<b>386.94 %</b>
6650.20 Sr Mets - LC				
6650.22 SrM - LC Meet Entries		-23,000.00	23,000.00	
6650.23 SrM - LC Admission & Programs		-10,000.00	10,000.00	
6690.21 SrM - LC Personnel/Admin/Ao		2,500.00	-2,500.00	
6690.22 SrM - LC Pool Rental		14,000.00	-14,000.00	
6690.23 SrM - LC Officials(Evaluator/MR/TLCJ)		1,250.00	-1,250.00	
6690.24 SrM - LC Refreshments		3,000.00	-3,000.00	
6690.25 SrM - LC Awards	965.31	865.00	100.31	111.60 %
6690.26 SrM - LC Misc Supplies Expenses		1,000.00	-1,000.00	
<b>Total 6650.20 Sr Mets - LC</b>	<b>965.31</b>	<b>-10,385.00</b>	<b>11,350.31</b>	<b>-9.30 %</b>
6650.40 Open Water		-3,000.00	3,000.00	
6690.41 Open water 5K & 10 K Expenses		2,000.00	-2,000.00	
<b>Total 6650.40 Open Water</b>		<b>-1,000.00</b>	<b>1,000.00</b>	

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6650.50 ZQ Meet - SC				
6650.51 ZQ Meet Entries		-24,000.00	24,000.00	
6690.51 ZQ Personnel		3,100.00	-3,100.00	
6690.52 ZQ Pool Rental		15,000.00	-15,000.00	
6690.53 ZQ Officials (Evaluator/MR/TLCJ)		600.00	-600.00	
6690.55 ZQ Awards		1,500.00	-1,500.00	
6690.56 ZQ Misc Expenses		1,500.00	-1,500.00	
<b>Total 6650.50 ZQ Meet - SC</b>		<b>-2,300.00</b>	<b>2,300.00</b>	
<b>Total 6650.00 Metro Run Meets</b>	<b>-4,355.17</b>	<b>-15,060.00</b>	<b>10,704.83</b>	<b>28.92 %</b>
<b>Total 6600.00 Administration &amp; Operations Support</b>	<b>119,626.12</b>	<b>116,821.00</b>	<b>2,805.12</b>	<b>102.40 %</b>
<b>Total Expenses</b>	<b>\$255,938.21</b>	<b>\$404,546.00</b>	<b>\$ -148,607.79</b>	<b>63.27 %</b>
NET OPERATING INCOME	<b>\$184,324.13</b>	<b>\$50,654.00</b>	<b>\$133,670.13</b>	<b>363.89 %</b>
Other Expenses				
6700.00 Depreciation	868.30		868.30	
<b>Total Other Expenses</b>	<b>\$868.30</b>	<b>\$0.00</b>	<b>\$868.30</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$ -868.30</b>	<b>\$0.00</b>	<b>\$ -868.30</b>	<b>0.00%</b>
NET INCOME	<b>\$183,455.83</b>	<b>\$50,654.00</b>	<b>\$132,801.83</b>	<b>362.17 %</b>

# Metropolitan Swimming Inc.

## STATEMENT OF CASH FLOWS

September 1, 2017 - June 27, 2018

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Income	183,455.83
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1100 Accounts Receivable	427.20
Furniture & Fixtures:Depreciation	0.00
Hall of Fame - Lehman:Depreciation	868.30
2001 Accrued Expense	-126,441.11
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-125,145.61</b>
<b>Net cash provided by operating activities</b>	<b>\$58,310.22</b>
<b>INVESTING ACTIVITIES</b>	
1007 Fidelity & Guaranty	-2,200.80
1008 National Integrity	-3,431.64
<b>Net cash provided by investing activities</b>	<b>\$ -5,632.44</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$52,677.78</b>
Cash at beginning of period	504,884.44
<b>CASH AT END OF PERIOD</b>	<b>\$557,562.22</b>

Proposal by Robert Frawley Re Policies and Procedures HOD Meetings

Proposed Changes to P&P for HoD Timing:

Prior to the HoD (30 days, etc.) everyone is given the opportunity to request time for their updates and business. If no time is specifically requested the default time for board-member updates is 2 minutes, and other business is 5 minutes. If the time requested is unreasonable the General Chair may revise the time. If no new business is proposed before the meeting, there must still be 5 minutes allocated for New Business.

The total timeline on paper of a HoD meeting should not exceed 2 hours and 30 minutes.

Despite extenuating conditions, HoD meetings must not begin later than 15 minutes after the posted start time. A quorum will NOT be required to begin a meeting but must be reached before voting. It is more likely that voting members will leave extremely prolonged meetings early and thus starting late will equally, if not more so jeopardize the quorum.

Time of any agenda item shall be strictly enforced by a sitting member of the Board of Delegates. Once the allotted time has expired, discussion must promptly end. If there is a proposal, a vote will be taken by all present to:

A - Move to voting on the proposal

B - request either a 2 or 5-minute extension to more clearly understand the topic

C - table the issue if more information is required but will not be addressed in any number of 5-minute extensions. One minute will be taken to clarify what is required before the topic can be fully discussed at a pursuant HoD meeting.

If a presentation / proposal discussion ends before the allotted time it will end, or a move to vote on a proposal may be initiated and the clock will be cleared.

No more than 7-minutes of extensions may be added to any allotted time.

STATEMENT OF PRINCIPLES  
ETHICAL BEHAVIOR AND CONFLICT OF INTEREST  
METROPOLITAN SWIMMING, INC

Those who choose to serve Metropolitan Swimming, Inc (Metro), whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve Metropolitan Swimming, Inc. must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest.

While no set of guidelines can guarantee acceptable behavior, the principles that guide behavior in this area, is disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Metropolitan Swimming, Inc. must accept the burden of public disclosure and public scrutiny.

In our complex society, the mix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of potential conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following seven items reflect specific expectations by Metropolitan Swimming, Inc. of people signing this agreement. These items cannot and do not however completely define what is acceptable. They are intended rather as guidelines and not a precise road map to what is acceptable conduct. Each individual must find his or her own way within this guidance.

1. A good faith effort must be exercised by those signing this statement to conduct the business of Metropolitan Swimming, Inc. in observance of both the spirit and letter of applicable federal and state laws.
2. Metropolitan Swimming, Inc. properties, services, opportunities, authority and influence are not to be used for private benefits.
3. All individuals who participate with Metropolitan Swimming, Inc. will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Metropolitan Swimming, Inc. resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Metropolitan Swimming, Inc.

5. Expenses incurred in the furtherance of Metropolitan Swimming, Inc. business are to be reasonable, necessary and substantiated.
6. All are expected to exhibit honesty, loyalty, candor, and professional competence in their relationships with Metropolitan Swimming, Inc. and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization this includes both proprietary and sensitive information.

#### ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of Metropolitan Swimming's Statement of Principles on Ethical Behavior and Conflict of Interest and I pledge my full support of the spirit and the letter of the requirements contained therein.

Print Name

Position/Committee

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Signature

Date

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Please Return to:

Metropolitan Swimming, Inc.  
Metropolitan Office  
99 Sheep Pasture Rd  
Port Jefferson, NY 11777  
Metro.office@metroswimming.org