

METROPOLITAN SWIMMING, INC.

House of Delegates

May 17, 2017



1. CALL TO ORDER, WELCOME, and INTRODUCTIONS:

The House of Delegates meeting came to order at 6:47pm at Lehman College APEX in the Bronx. The list of Clubs in attendance is at the Metro office. John McIlhargy introduced Jeff Allen, as the new USA Swimming Eastern Zone Sports Director, and welcomed everyone in attendance at the meeting. It was determined that a quorum was present at the meeting.

2. ACCEPTANCE/CORRECTIONS OF MINUTES:

A motion to accept the minutes of the September 16, 2016 House of Delegates meeting was made, seconded and approved by all. **Motion carries.**

3. APPROVAL OF AGENDA:

After an addition to **New Business**, a motion to approve the corrected agenda of the May 17, 2017 House of Delegates meeting was made, seconded and approved by all. **Motion carries.**

4. GENERAL CHAIR : John McIlhargy

- a. **A moment of Silence was held in memory of Metropolitan and USA Swimming losses within the past 6 months:**
 - **Jackson Bleier** - former BGNW Swimmer
 - **Leslie Hutton** – Official
 - **Ted Strauss** – Official
 - **Chuck Wielgus** – USA Swimming Executive Director
 - **Adolf Kiefer** – Olympian – ISHOF 1965
- b. **Thank You and Acknowledgments** – Many thanks to all teams that hosted meets and/or Championship meets
Thanks to Andy Copley for running a great Eastern Zone Age Group Championship Meet! Everybody did a great job – coaches, chaperons, volunteers.
Winter Sectionals Meet at Ithaca was great (408 Metro swimmers out of 1,005!)
- c. **Elections** – The following positions are up for election at this meeting: Age Group Chairs, Treasurer, Safety Coordinator, Technical Planning, and Chair of Administrative Review Board. Nominations will be accepted from the floor.
- d. **Update on Strategy Plan** – We split our Committee into 4 divisions of planning:
 - Better support Athletes Development
 - Public Relations/ Marketing
 - Increase Club Development Services
 - Becoming a High Performance Organization.
- e. We will be going to our first big Audit soon
- f. **Phillips 66 Award** for Outstanding Service to Metropolitan Swimming: **Wendy Martinez** – **Meet Director/Administrator**. Wendy thanked Metropolitan Swimming Board of Directors for selecting her for this award.
- g. **Board Updates:**
 - Welcome to **Jocelyn Fisher** (SSC) – new Junior Athlete Rep.

- **Joseph Stetz Memorial Scholarship** – Presented by Mark Amodio
 - **Caroline Longo** (LBA) – University of Chicago
 - **Christopher Arena** (LIAC) - Johns Hopkins University
- **Len Galluzzi Memorial Scholarship** – First Award – Presented by Kevin Carollan
 - **Emily Sullivan** (RA) – The College of the Holy Cross
 - **Andrew Stange** (TVSC) – Georgetown University

Congratulations to all four swimmers!

- h. **Policy and Procedures** – Important issues will be voted on.
- i. **Eastern Zone Meeting in Atlantic City** – Metro hosted a great meeting – LSC Governance side – talks about transparency issues – Updating the P&P Manual must be done as soon as possible - How can we better mentor our athletes?

5. FINANCE VICE CHAIR: Julie Chen

- a. Goals Planned for the Term. There are 4 key things to achieve during this term:
 1. Encourage the Use of Best Practices to Enhance Compliance with Metro By-Laws.
Enhance Clarity regarding the roles and responsibilities of Treasurer, Metro Office, Finance Vice-Chair, and Audit, Budget, Finance Committees.
Enhance Financial Transparency – Monthly, Quarterly, Annually
Enhance Internal Financial Controls
Enhance Annual Audit
 2. Ensure Adequate Finance Governance – we never had an external audit! Proposal to the Board that by the end of June, we want to be able to issue a work project scope – Draft RFP – Many thanks to USA Swimming for giving us a template to achieve this – RFP has been given to the members of Audit Committee for review. We need three things: Budget – Timeline – Scope of work.
 3. Enhance Internal Controls – Control Activities including Independent Internal Verification – Cash Management – Minimize Risks
 4. Increase Finance transparency – this is a work in progress and the goal is to report Scope and Status at September 2017 HOD
- b. Timeline for the Audit is to award contract by June 30, 2017 and start the external Audit Process.

6. OFFICE MANAGER/REGISTRATION REPORT: Mary Fleckenstein

a. **Membership Statistics**

	<u>May 2014</u>	<u>May 2015</u>	<u>May 2016</u>	<u>May 12, 2017</u>
Coaches:	532	603	637	625
Officials:	250	265	346	410
Other:	170	163	127	103
Athletes:	10,039	10,800	10,916	11,224
Total Membership:	10,943	11,788	11,964	12,282

b. **Eastern Zone News - Zone Meet Short Course**

The Eastern Zone has changed the format for Short Course Zones. Entries will be based on qualifying times and entered by teams – not the LSC. This is a tremendous change. There is also a change in event order.

Proposal at Convention

There are proposals going forward about new membership categories – junior coach, flex membership.

- USA Swimming working on updated by-law template

- Safe Sport – new vendor - \$38 charge for 1st time renewal with vendor - \$18 after – backgrounds coming back faster
 - Recommending changes in chaperone guidelines
 - Code of Conduct violations will go directly to USOC. Each club will be required to have a safe sport contact.
- c. **Coaches Certifications**
 Coach's current certifications are listed in club portal and on deck pass 24/7. Coaches are emailed 30 prior to expiration – giving ample time to renew. **No excuse to not renew before expiration dates.** There is no grace period for uncertified coaches. Many LSC's fine or deny membership to coaches that let their certifications expire. Please be diligent. Reminder to send in updates as you do them – do not wait until the day before you need them.
 Coaches without full certifications are **NOT** allowed on the pool deck in any capacity – practice or meets.
 Safety Training for Swim Coaches – please attach your current lifeguard certification OR the skills sheet with your online course.
- d. **120 Day Rule**
 Please be aware that the 120 rule has been updated and clarified. Swimmers that transfer may **NOT** represent another club until after the 120 days has passed – whether it is an open or closed competition. The 120 rule is the burden of the club to be sure the swimmer is listed as unattached at the meet. 120 days is from open competition
 203.3 For a swimmer to represent a USA Swimming club in a competitive event, **one hundred twenty (120) consecutive days must have elapsed before the swimmer is permitted to represent any other USA Swimming club in USA Swimming open or closed competition.** The 120-day count shall begin on the day following the last date the athlete represented a USA Swimming club in open competition.
- e. **Club Portals**
 Club Portals should be your best friend! All of your club information is in it, and up-to-date to what is in the database. Please check your club portals frequently!
- f. **Sanctions**
 Please be prompt with submitting your sanction requests. Please review the information on the web and make sure your application is completely filled in and can be read clearly. You must have a registered Meet Director, Meet Referee and Administrative Official to receive your sanction. Please remember that you must have 4 registered officials with your team beginning with the 2017-2018 short course season – 1 referee, 1 starter, 2 stroke and turns. This rule is waived if you have registered 3 new stroke and turn officials in the last year.
- g. **Meet Recons**
 It is the responsibility of the club to only enter swimmers that have been registered with USA Swimming. As we know – meets fill up early – **swimmers should have been registered prior to you sending your meet entry.** There is no excuse for not knowing who is on your roster – i.e.: Club Portal is live 24/7. You should not send in an entry that has any unregistered swimmers into a meet – this is not allowed!!!
If a swimmer is not registered and swims in a meet – there is a \$100 fine to the team that entered the swimmer and a \$100 fine to the host club for allowing the swimmer in the meet. There will be no grace period to correct this issue. Times achieved at the meet will not be uploaded into the SWIMS database.

Please pay attention to emails with meet recon information in it. Fix what needs to be fixed! You need to fix housekeeping issues too – and let any meet directors of any meets the swimmer is already in know of all changes.

h. **Registration**

Everyone can print a temporary card from their home computer using deck pass. If your certifications are up-to-date – it will show on your deck pass. Reminder that printed cards will no longer be sent from the Metro office.

Registration materials will be available in August for 2017-2018. **Just a reminder that USA Swimming has raised the dues by \$2, so registration fees for 2017-2018 will be \$70.** Club applications – please read all directions and please fill out completely and neatly.

On the Metro form – you will need to list who the contact person will be for your club. This will be the person who is contacted if there is a problem on registration, payments etc.

Reminder – the SWIMS database does not know if you move, change your name, etc. Please let the office know of any changes.

Transfers – Any swimmer that **has ever** been registered to any club must fill out a transfer form – even if they have not participated in several years. They remain in a holding tank until the form is completed.

USA Swimming is still in discussion about online registration. This discussion is still in the works – will hopefully know more after convention. We will be sure to keep you post

i. **Athlete Travel Reimbursements**

NCSA – 74 swimmers received \$29,600

Sectionals – 141 swimmers received \$28,200

7: ELECTIONS: Mary Fleckenstein

The Nominating Committee presented the **slate of officers** for election:

Age Group Chair: **John Yearwood** (YMID) and **Dom Boccio** (LIAC)

Lamar DeCasseres (WEST) – was not in attendance

Peter O'Donnell (NYSA) – withdrawn from slate

Treasurer: **Elaine Ang** (LGAC)

George Rhein – withdrawn from slate

Safety Coordinator: **Brian Hansbury** – nominated from the floor

Technical Planning: **David Ellinghaus** (BGNW)

Lamar DeCasseres (WEST) – was not in attendance

Administrative Review Board: **Jeff Chu**

Laurie Lawson (COND) – nominated from the floor

Seeing that there were no additional nominations for the above 5 positions, the nominations were closed. Each candidate introduced themselves to the House. A motion was made to accept the following members for a two-year term. The above motion was seconded. **Slate of officers was accepted as voted on by ballots.**

Age Group Chairs: **John Yearwood and Dom Boccio**

Treasurer: **Elaine Ang**

Safety Coordinator: **Brian Hansbury**

Technical Planning: **David Ellinghaus**

Administrative Review Board: **Laurie Lawson, Jeff Chu**

6. TREASURER: George Rhein

a. George presented his report:

o First two pages are Balance Sheet Comparison – 4/26/2017 vs. 4/26/2016

- Next 4 pages are the Profit and Loss Comparison – 9/1/2016 to 4/26/2017 vs. 9/1/2015 to 4/26/2016
- Last 2 pages are the Budget to Actual as of 4/26/2017
- b. No questions were asked – reports were accepted as presented.

8: ADMINISTRATIVE VICE CHAIR: Eric Fisher and Scott Draper

a. **Eric Fisher:**

- Thanks to all for sending meets reports, mostly complete and on time. All SCY meets have been paid at this time.
- We do have a couple of Policy & Procedures Recommendations – those were published and were in the team packets.
 - **P & P - Article 307.6** – Proposed by Allen Wone (SSC) – A motion was made that teams may elect to require timers from visiting teams to time at meets – Board recommend this but with the amendment “Must declare in the meet announcement whether or not the host team will require timers” – Item was pulled – Motion was seconded – Long discussion followed –Vote was called – **motion fails**
 - **P & P – Article 404.1 and By-Laws Article 602.2** – Proposed by Eric Fisher and Jeff Chu – A motion was made to stagger the election of the General Chair and Administrative Vice-Chair so these 2 positions do not expire at the same time – Board recommends approval – First part is to extend the term of the present General Chair for one year (to the 2019) and leave elections of Vice-Chairs in Even Years. Article 404.1 would then read: The General Chairman is elected in odd numbered years by the House of Delegates for a two-year term. The Administrative Vice-Chair is elected in even numbered years. Item was pulled. Long discussion follows – Purpose of this change is to maintain continuity on the board putting the two positions with the most daily responsibilities on opposite years so we maintain the “memory” and continuousness of current work. Motion was seconded - Vote by ballots followed - 62 **YES** (in favor of the motion) and **16 No** (against the motion) - **Motion carries**. Motion to destroy the ballots was made, seconded and accepted.
 - **By-Laws – Article 604.1** – Proposed by Jeff Chu – A motion was made that the House of Delegates of Metro shall consist of the Group Member Representatives, the Athlete Representatives, the Coach Representative, the Officials Committee Chair, the Board Members designated in Section 5.1 and the At-Large House Members. Motion was seconded - Discussion followed – Mark Amodio (current Officials Committee Chair) spoke against the motion - Vote was called – **motion fails**.

b. **Scott Draper**

- Len Galluzzi Memorial Award – Thanks for the help received to set up this scholarship.
- Club Development link - <https://www.usaswimming.org/resources-home>

9: SENIOR CHAIR: John Collins and Dave Ferris

○ **Dave Ferris:**

- Change for Senior Mets – we will be seeding 2 heats of 400 IM and 400 Free; this is a USA Swimming Rule and is effective immediately.
- The US Open (August 2-6, 2017) and the Speedo Junior National LCM Championship (August 8-12, 2017) will be held in East Meadow this summer – many swimmers will participate including Ryan Lochte whose suspension will be over by then.

10: AGE GROUPS: Andy Copley

- a. **Winter Eastern Age Group Zone Meet** - the meet is no longer on the schedule and will be replaced by a team meet.
- b. **2017 Eastern Zone Short Course Age group Championships** – Great meet! Thanks to all the coaches that were there and to the athletes who achieved so many great swims!
- c. Good luck to Dom and John!

11: COACHES REPRESENTATIVE: John Yearwood

a. Coach of the Year Awards:

- Senior Coach of the Year: **Jim Wargo** (Condors)
- Age Group Coach of the Year: **Andy Copley** (AGUA)
- Major Player Senior Coach of the Year: **John Alaimo** (NYSA)
- Must Watch Age Group Coach of the Year: **Nikolay Schevchenko** (FREE)

b. New Eastern Zone Short Course Age Group Meet

- Thanks to Andy for the great job he did as Age Group Chairs the last few years!
- Creation of a new meet – Age Group Team entered meet with time standards – the Zone is still working on this but it will not be an LSC funded meet! Teams may choose to attend or not! The weekend is still set for the end of March/early April as set for the original Eastern Zone meet. This would not be a “stipend” meet at this time.

10-Under timed finals

11-12 – prelims and 2 heats of finals

13-14 – prelims and 2 heats of finals

15-18 – prelims and 2 heats of finals

12: ATHLETES' REPRESENTATIVES: Emily Sullivan and Matt Keane

- a. Matt Keane introduced Jocelyn Fisher (SSC) as the newly elected Junior Rep.
- b. Emily congratulated all swimmers and coaches for a great EZ Age Group Meet! This is Emily last HOD as Senior Athletes Rep.
- c. An Athlete Committee Meeting was held via Conference Call on May 3rd. The report is available on the web site. Topics of the meeting were:
 - Role of Committee
 - Review of Robert's Rules
 - Athlete Introductions
 - Banning of Fastkins suits.
- d. Mac thanked Emily who has been an awesome Athlete Rep. – Applause and good luck at The College of the Holy Cross! We will miss Emily!

13: OFFICIALS CHAIR: Mark Amodio

- a. Mark announced that we have about 320 officials on the wet side officials and apprentices. We still need more officials!!
- b. We are moving our training of officials online. Training is going to be centralized. There will be 3 trainers. Each will run a clinic in September, October, and November. Dates will be posted on the web site in August. Clinics will be for new officials and re-certified officials for S&T.
- c. There is a processing in place for advancing officials. This is based on assessing of the officials, not about the number of meets attended as officials. There will be a mandatory Starter Clinic online. There is still a problem with paid officials.
- d. We must still recruit officials and make sure the apprentices keep volunteering as officials.
- e. This year we had about 21 officials attending and officiating at National Level meets!!!

There is a whole process in place to achieve National Level Certification.

14. NATIONAL TIMES VERIFICATION / TOP 10/SWIMS: Monique Grayson

USA Swimming held a Eastern Zone Workshop in Atlantic City, May 5-6, 2017 for General Chairs, Registrations, Times and Safe Sport from all 12 Eastern Zone LSC's. The workshop was held in addition to the Eastern Zone Spring Meeting, May 6-7, 2017.

- Exploring the New USA Swimming Website – not easy to find what we are looking for!
- Member Data Validation Service (MDVS) – introduction to integration of SWIMS and Club Database (still under work at USA-S at this time).
- Website – here are the steps to access your **Club or LSC Portal**:
 - Click on Resources then Click on Browse More Categories
 - Scroll down to Tools & Resources then Click See All
 - Scroll down to the bottom where you will find Club and LSC Portal Search
- OME and Open Times Topics:
 - OME – Click on Events to find OME
 - Sanctioned Meets – be aware that splits do not upload into the SWIMS database (except for relay lead-off splits) – If you plan on using a split for a championship meet, make sure to email me as soon as possible to request the split to be added in SWIMS – (include meet name, dates, swimmer's name, event and the split (legal splits are 50, 100, 200, 500, 1000 (or 400 and 800 for LCM). Email – monique.grayson@metroswimming.org
 - Out of LSC Meet results must be emailed to Monique for Top 25 and records!
 - Meets databases must include each team's LSC – add LSC for team UNATT
 - Observed Meets – Remember to email me the forms as soon as possible and at least 2 weeks before High School or College Meets. Form A for Non-Season Culminating Championships – Form B for Season-Culminating Championship Meet.
 - Approved Meets – Use form E – Non-USAS Teams must not have an LSC (like MR) in their team letters and Non-USAS swimmers must not have a registration number attached to their info.
- Times – Best Practices & Networking
 - Review of the many options and reports available to Times Officers
 - Scholastic All America – Application Process will open June 1 to August 15, 2017
 - <https://www.usaswimming.org/utility/landing-pages/times/scholastic-all-america>
- EZ Technical Planning Meeting
- Eastern Zone Business Meeting
 - Membership Proposals
 - Age-Group Anti-Doping Task Force
 - LSC Bylaws Template
 - Safe Sport (new company for background checks)
 - Age Group Zone Championship – Winter Meet – new format and qualifications

15: WEB PAGE COORDINATOR: Mary Fleckenstein

Our web page maintains pretty consistent info.

16: SAFETY: Edgar Perez

Edgar has been getting incidents reports on a regular basis. Thanks all for not taking too long to submit those.

17. SAFE SPORT: Brian Hansbury

- a. More parents and athletes should take the online Safe Sport Course!
- b. Club Safe Sport Self-Assessment was in the packet:
 - o Section One: Policies and Guidelines
 - o Section Two: Screening and Selection
 - o Section Three: Training and Education
 - o Section Four: Monitoring and Supervision
 - o Section Five: Recognizing, Responding, and Reporting
 - o Section Six: Grassroots Engagement and Feedback

18: DISABILITY: Lorraine Diehl

Lorraine was not in attendance at the meeting

19: SWIM-A-THON: Rich Finkelstein

Rich mentioned that all information about Swim-A-Thon is on the USA Swimming Website. All the applications etc. are done online. Contact Rich if you have any question.

20: OPEN WATER: Colleen Driscoll and Rob Ripp

Neither Colleen nor Rob was in attendance at the meeting.

21: DIVERSITY: John Yearwood

- a. **2017 National Diversity Select Camp** – was held May 4-7 at the U.S. Olympic Training Center in Colorado Springs, CO – Charlotte Krevitt (AGUA), Dylan Porges (AGUA), Jalen Ramjohn (BAD), Kabir Randhawa (TS) and Yugo Tsukikawa (WEST) attended the camp.
- b. **The Eastern Zone Diversity Camp** –June 15-18, 2017 in Buffalo. Many applications came in and this will be one of the biggest class the zone ever had – 4 athletes from Metro: Kiana Guarino (AGUA), Atsedemariam Harris (UN), Evan Morales (NYSA) and Edward Park (NYSA).
- c. **New Project** – Have a table or a bin set up at Championship meets to collect gear and equipment for outreach programs. Anyone that would like to help John collect items should contact him.
- d. **Proposal that will be on the agenda at the September HOD (was supposed to be included in this agenda)** - Metro will not allow technical suits to be worn by any athlete age 12 and younger in any Metropolitan LSC sanctioned meet, including Approved and Observed meets. The only exception being during the finals of a prelim/finals meet, or if the meet is Sectional level or higher. This proposal and reasoning for this proposal was available at the meeting and in coaches' packets. Tabled until September HOD.

22: TECHNICAL PLANNING: David Ellinghaus

- a. The proposed meet calendar for 2017-18 was posted on the web site. 89 meet bids. Mary Fleckenstein contacted clubs that had issues with their bids (Admin Official, Meet Director, etc).
- b. The proposed Championship meets calendar for 2018 was posted on the Web site.
 - o Senior Mets Winter (**Board**) February 16-17-18-19, 2018
 - o Silvers North (~~NYSA~~ or **PAC**) February 23-24-25, 2018
 - o Silvers South (**TVSC**) February 23-24-25, 2018
 - o Silvers Central (**BAD**) February 23-24-25, 2018

- 8-Under Meet (**COND**) March 3-4, 2018
 - Junior Olympics (**LIAC**) March 9-10-11, 2018
 - 15-18 Team Classic (**LIAC**) March 9-10-11, 2018
 - Bronze Classic North (**NBS**) March 23-24-25, 2018
 - Bronze Classic Central (**NCAC**) March 23-24-25, 2018
 - Bronze Classic South (**SSC**) March 23-24-25, 2018
- c. Results of the vote by ballots for site of Silvers North: PAC at Felix Festa. A motion was made, seconded and approved by all to have the secretary destroy the ballots. **Motion carries.**

23: OLD BUSINESS: John McIlhargy
Nothing at this time

24: NEW BUSINESS: John McIlhargy

- a. Amine Boubsis is proposing to include the ASCA meet as a stipend meet. This must go to the Senior Committee and will be brought back in September
- b. Bob Vializ brought up the new rule about 4 officials registered to each team. This is hard for many teams due to many circumstances. Long discussion followed. Mark Amodio explained the original motion and believes that clubs running meets should have a referee and a starter affiliated with their clubs! There is a waiver process in place because some officials leave a team or retire or drop out!
A **motion** was made to **amend** the rule as to **not** require the referee and/or starter to be registered to the team hosting a meet, but to have at least 4 (four) **S&T** officials affiliated with the club. Motion was seconded. Vote by show of hands. **Motion carries**
- c. Jonah Montgomery made a motion to add an amendment to the above motion to go back to the rule before 2015 – just have 1 referee and team can host a meet. Dave Ferris answered that clubs need only 3 (three) new officials to comply with the May 2015 HOD rule. We need to get away from paid officials, and advance our officials to meet the rule from 2015. No one seconded this new motion – **motion fails**
- d. **Metro is hosting a “Build A Pool conference on June 16 & 17, 2017 –**
 - Friday, June 16, 2017 – 7:30am to 5:30pm at Long Island University
 - Saturday, June 17, 2017 – 8:00am to 4:30pm
 - www.usaswimming.org/BuildAPool Questions: Sue Nelson snelson@usaswimming.org or LSC Questions: john.mcilhargy@metroswimming.org

NEXT HOD: Mandatory HOD on Saturday, September TBA (probably 23rd) 2017 at 9:00am.

As a reminder, the September meeting of the House of Delegates is a **mandatory meeting**. Each club shall have both a representative to the House of Delegates and an **athlete representative** to the Athletes Committee present. There is a \$100 fine for each person not in attendance – P&P Manual 103.3

A motion to adjourn the meeting was made, seconded and approved by all. Meeting adjourned at 9:38pm.

Respectfully submitted
Monique Grayson, Secretary
June 8, 2017

Metropolitan Swimming Inc.

BALANCE SHEET COMPARISON

As of April 26, 2017

	TOTAL	
	AS OF APR 26, 2017	AS OF APR 26, 2016 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 Checking	435,476.65	435,253.90
1002 Huntington - Astoria Savings	0.00	0.00
1002.1 CD #1	1,085.21	1,079.27
1002.2 CD #2	5,461.64	5,420.98
1002.3 Astoria CD #3	6,641.79	6,537.84
Total 1002 Huntington - Astoria Savings	13,188.64	13,038.09
1003 HSBC Huntington	0.00	0.00
1003.1 CD #47026-2	0.00	0.00
1003.2 CD 47047-5	0.00	0.00
1003.3 CD #61227-0	0.00	0.00
Total 1003 HSBC Huntington	0.00	0.00
1004 Mutual Fund Investment	0.00	0.00
1005 Savings - Chase	52,441.27	52,432.21
1006 Exchange	0.00	0.00
Total Bank Accounts	\$501,106.56	\$500,724.20
Accounts Receivable		
1100 Accounts Receivable	11,456.19	53,481.96
Total Accounts Receivable	\$11,456.19	\$53,481.96
Other Current Assets		
1007 Fidelity & Guaranty	220,079.54	209,574.13
1008 National Integrity	214,475.00	207,568.80
1200 Prepaid Expenses	0.00	0.00
1210 Credit Card Receivables	0.00	0.00
Undeposited Funds	743.00	0.00
Total Other Current Assets	\$435,297.54	\$417,142.93
Total Current Assets	\$947,860.29	\$971,349.09
Fixed Assets		
1300 Furniture & Fixtures	3,125.89	3,125.89
Depreciation	-156.30	-156.30
Original Cost	0.00	0.00
Total 1300 Furniture & Fixtures	2,969.59	2,969.59
1301 Hall of Fame - Lehman	24,751.97	24,751.97
Depreciation	-1,389.28	-347.32
Total 1301 Hall of Fame - Lehman	23,362.69	24,404.65
Total Fixed Assets	\$26,332.28	\$27,374.24
TOTAL ASSETS	\$974,192.57	\$998,723.33

LIABILITIES AND EQUITY

Liabilities

	TOTAL	
	AS OF APR 26, 2017	AS OF APR 26, 2016 (PY)
Current Liabilities		
Accounts Payable		
Accounts Payable	0.00	0.00
Total Accounts Payable	\$0.00	\$0.00
Credit Cards		
2200 American Express	0.00	0.00
Total Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2001 Accrued Expense	0.00	0.00
2005 Deferred Revenue	0.00	0.00
Total Other Current Liabilities	\$0.00	\$0.00
Total Current Liabilities	\$0.00	\$0.00
Total Liabilities	\$0.00	\$0.00
Equity		
3900 Retained Earnings	848,910.39	924,240.91
Opening Balance Equity	0.00	0.00
Net Income	125,282.18	74,482.42
Total Equity	\$974,192.57	\$998,723.33
TOTAL LIABILITIES AND EQUITY	\$974,192.57	\$998,723.33

Metropolitan Swimming Inc.

PROFIT AND LOSS COMPARISON

September 1, 2016 - April 26, 2017

	TOTAL	
	SEP 1, 2016 - APR 26, 2017	SEP 1, 2015 - APR 26, 2016 (PY)
INCOME		
5000 General Income Accounts		
5000.16 Sanctions	2,650.00	8,857.40
5004.18 Miscellaneous Revenue		20.00
5005.16 Fines		
5005.17 Administrative Fines	1,747.80	4,400.00
5005.19 Senior Fines	100.00	200.00
Total 5005.16 Fines	1,847.80	4,600.00
5100.16 Surcharge		
5100.18 Junior Surcharge		5,105.00
5100.19 Junior Olympic Surcharge		9,560.00
5102.16 Meet Surcharge	185,126.40	158,129.40
Total 5100.16 Surcharge	185,126.40	172,794.40
Total 5000 General Income Accounts	189,624.20	186,271.80
5001 Investment Income	17,187.61	
5001.1 Interest Income	159.61	
Total 5001 Investment Income	17,347.22	
5006 Registrations		
5006.06 Club Registration Received	17,000.00	17,395.00
7037.08 Club Registrations paid	-6,160.00	-6,370.00
Total 5006.06 Club Registration Received	10,840.00	11,025.00
5007.06 Athlete Registration Received	701,302.00	665,584.00
7037.17 Athlete Registration Paid	-575,698.00	-549,677.00
Total 5007.06 Athlete Registration Received	125,604.00	115,907.00
5007.07 Registration Transfers	3,660.00	3,755.00
5011.06 Non Athlete Registration Received	70,124.00	64,658.00
7037.09 Non-Athlete Registration	-58,068.00	-58,010.00
Total 5011.06 Non Athlete Registration Received	12,056.00	6,648.00
Total 5006 Registrations	152,160.00	137,335.00
Sales	13,162.23	9,997.70
Total Income	\$372,293.65	\$333,604.50
GROSS PROFIT	\$372,293.65	\$333,604.50
EXPENSES		
5008.10 Metro Run Meets		
5008.15 Zone Qual Meet		
5008.45 Zone Qual Admissions & Programs	-6,010.01	-9,504.75
5009.2 Zone Qualifier Meet Entries	-13,310.52	-13,390.65
7013.16 Zone Qual Expenses		1,068.35
7013.17 Zone Qual - Awards	779.54	779.57
7013.18 Zone Qual - Meals & Travel	3,434.61	2,194.23
7013.19 Zone Qual Officials's expense	617.23	278.21

	TOTAL	
	SEP 1, 2016 - APR 26, 2017	SEP 1, 2015 - APR 26, 2016 (PY)
7013.20 Zone Qual Personnel	4,252.35	2,025.00
7013.21 Zone Qual Pool Rental	18,000.00	18,000.00
Total 5008.15 Zone Qual Meet	7,763.20	1,449.96
5008.16 Senior Mets Meets		
5008.3 Senior Mets SC Entries	-17,346.46	-22,381.20
5008.31 Sr. Mets SC Income -Admissions	-9,863.00	-12,187.00
7009.17 Sr Mets Personnel	6,403.06	2,732.00
7009.18 Sr. Mets. Pool rental	15,720.00	18,548.40
7009.19 Sr. Mets - Officials' Exp		428.20
7009.20 Sr. Mets - Refreshments & Supplies	3,212.35	3,312.85
7009.21 Sr. Mets Awards	830.27	815.45
7009.22 Senior Meets - Misc Expense		3,473.38
Total 5008.16 Senior Mets Meets	-1,043.78	-5,257.92
Total 5008.10 Metro Run Meets	6,719.42	-3,807.96
6000 Zone Meets		258.74
6001 Short Course Zone Meet		
5016.03 Zone Short Course fees collected	-39,397.00	-39,427.00
7038.01 Zone Short Course Uniforms		29,487.00
7038.13 Zone SC Petty cash & supplies	900.00	3,332.60
7038.27 Zone Short Course Bus	12,236.50	10,916.00
7038.28 Board Member travel	387.33	1,207.42
7038.29 Zone Short Course Entries paid	1,686.00	1,701.00
7038.30 Zone Short Course Hotel	31,824.28	35,676.23
Total 6001 Short Course Zone Meet	7,637.11	42,893.25
6002 Long Course Zone Meet		500.00
5017.08 Zone Long Course fees collected		-69.00
7038.05 Zone LC Uniform		30,546.80
7038.07 Zone Long Course Bus		500.00
7038.08 Zone LC Hotel & meals		11,343.75
Total 6002 Long Course Zone Meet		42,821.55
7038.11 Other Miscellaneous Service Cost	152.50	394.00
Total 6000 Zone Meets	7,789.61	86,367.54
6003 Zone Meet Host	52,826.22	
6100 Program Expenses		
6105 Travel Reimbursement		9,200.00
6005.18 Jr. National (USA Jr.s) Travel	3,500.00	9,600.00
6005.19 Jr. National (NCSA) travel	29,600.00	32,000.00
6005.2 Sr. National travel reimbursement	2,356.78	7,200.00
7030 Distance Stipends	7,200.00	6,000.00
Total 6105 Travel Reimbursement	42,656.78	64,000.00
6108 Hall of Fame Dinner		
7008.18 HOF - Display	5,000.00	5,000.00
Total 6108 Hall of Fame Dinner	5,000.00	5,000.00
6109 Joseph Stetz Scholarship - Registration Income	-2,175.00	-2,225.00
6111 Club Excellence Program	31,200.00	
6117 Diversity Program	990.45	2,326.99
Total 6100 Program Expenses	77,672.23	69,101.99

	TOTAL	
	SEP 1, 2016 - APR 26, 2017	SEP 1, 2015 - APR 26, 2016 (PY)
6200 Committee Expenses		
7035 Officials Committee		
7035.10 Background Check	647.00	894.50
7035.12 Officials travel Assistance	6,450.50	5,300.00
7035.18 Officials Supplies & Training Expense	2,499.77	990.03
7035.20 Officials Incentive	2,758.65	2,616.00
Total 7035 Officials Committee	12,355.92	9,800.53
Total 6200 Committee Expenses	12,355.92	9,800.53
7500 Office/General Administrative Expenses		
7050 Depreciation	694.64	260.49
7501 Salary Expense	37,187.55	37,987.55
7502 Payroll Tax	3,143.67	7,588.12
7503 Internet Expense	1,221.32	1,119.51
7504 Web Site Charges	3,500.00	4,000.00
7515 Office & Supplies	1,341.82	1,244.73
7520 Bank & Credit card expenses		13,216.50
7542 Supplies Management	312.62	844.56
7543 Printing		51.96
Total 7515 Office & Supplies	1,654.44	15,357.75
7517 Conferences & Convention	5,207.78	16,777.95
7521 SWIMS Stipends	2,500.00	2,500.00
7528 Telephone	507.71	508.25
7529 Postage	360.24	755.00
7531 Travel - BOD	2,715.45	4,484.59
7539 Refreshment - BOD/ LSC	1,082.88	1,308.65
7539.11 Board of Directors' Expense		811.47
7539.25 LSC Meetings	941.31	180.90
7540.11 Fees	450.00	444.60
7540.16 Zone Dues	2,783.25	
7541.00 Professional Fees		100.00
7541.1 Accounting Fees		
7048 Bookkeeping		202.13
Total 7541.1 Accounting Fees		202.13
Total 7541.00 Professional Fees		302.13
7547 Equipment Expense	859.96	480.44
7556 Miscellaneous	600.79	2,622.60
Total 7500 Office/General Administrative Expenses	65,410.99	97,470.00
7567 Other Miscellaneous Service Cost	62.36	
Conferences & Conventionen	13,674.72	
Golden Goggles Dinnerde	10,000.00	
QuickBooks Payments Fees		137.88
Web Site ChargesB	500.00	
Total Expenses	\$247,011.47	\$259,069.98
NET OPERATING INCOME	\$125,282.18	\$74,534.52
OTHER EXPENSES		
Depreciation		52.10
Total Other Expenses	\$0.00	\$52.10

	TOTAL	
	SEP 1, 2016 - APR 26, 2017	SEP 1, 2015 - APR 26, 2016 (PY)
NET OTHER INCOME	\$0.00	\$ -52.10
NET INCOME	\$125,282.18	\$74,482.42

BUDGET TO ACTUAL 4/26/17

	Budget 2017	Actual YTD 2017	Variance
Income			
5000 General Income Accounts			
5000.16 Sanctions	20,000	2,650	(17,350)
5005.16 Fines			
5005.17 Administrative Fines	8,000	1,748	(6,252)
5005.18,19 Junior & Senior Fines	200	100	(100)
Total 5005.16 Fines	8,200	1,848	(3,352)
5100.16 Surcharga			
5100.17 Senior Surcharga	0	0	0
5100.18 Junior Surcharga	3,000	0	(3,000)
5102.16 Meet Surcharga	250,000	185,128	(64,874)
5102.17 Junior Olympic Surcharga	18,000	0	(18,000)
Total 5100.16 Surcharga	274,000	185,128	(88,874)
Total 5000 General Income Accounts	298,200	189,624	(108,576)
5006 Registrations			
5006.06 Club Registration Received	18,000	17,000	(1,000)
7037.08 Club Registrations paid	(8,000)	(6,180)	(1,820)
Total 5006.06 Club Registration Received	10,000	10,840	(910)
5007.06 Athlete Registration Received	730,000	701,302	(28,698)
7037.17 Athlete Registration Paid	(575,000)	(575,000)	0
Total 5007.06 Athlete Registration Received	155,000	126,302	(28,698)
5007.07 Registration Transfers	3,000	3,860	860
5011.06 Non Athlete Registration Received	70,000	70,124	124
7037.09 Non-Athlete Registration	(55,000)	(58,068)	(3,068)
Total 5011.06 Non Athlete Registration Received	15,000	12,056	(2,944)
Total 5006 Registrations	188,000	152,160	(35,840)
5008 Meets			
5008.16 Senior Meets			
5008.2 Open Water 5K & 10K	3,000	0	(3,000)
7014.22 Open water 5K & 10 K Expenses	(2,000)	0	2,000
Total 5008.2 Open Water 5K & 10K	1,000	0	(1,000)
5008.3 Senior Meets SC Entries	24,000	27,209	3,209
5008.49 Senior Meets LC Entries	22,000	0	(22,000)
5008.45 Admissions & Programs	23,000	0	(23,000)
Total 5008.40 Senior Meets LC Entries	71,000	27,209	(43,791)
7006.17 Sr Meets Personnel	(7,500)	(6,403)	1,097
7006.18 Sr. Meets. Pool rental	(35,000)	(15,720)	19,280
7009.19 Sr. Meets - Officials' Exp	(2,500)	0	2,500
7009.22 Sr Meets Misc	(3,000)	0	3,000
7009.20 Sr. Meets - Refreshments & Supplies	(6,500)	(3,212)	3,288
7009.21 Sr. Meets Awards	(1,750)	(830)	820
Total 5008.16 Senior Meets	14,750	1,844	(12,906)
5009.2 Zone Qualifier Meet	24,000	19,321	(4,679)
7013.17 Zone Qual - Awards, meet exp	(4,000)	(4,215)	(215)
7013.19 Zone Qual Officials's expense	(800)	(817)	(17)
7013.20 Zone Qual Personnel	(3,000)	(4,282)	(1,282)
7013.21 Zone Qual Pool Rental	(18,000)	(18,000)	0
Total 5009.2 Zone Qualifier Meet	(1,800)	(7,783)	(5,983)
Total 5008 Meets	13,150	(6,719)	(19,869)
Investment Income	0	17,347	17,347
Other, zone hosting, LEAP incentive	0	(39,864)	(39,864)
Total Income	497,350	312,748	(184,602)
Gross Profit	497,350	312,748	(184,602)
Expenses			
6000 Zone Meets	0	0	0
6001 Short Course Zone Meet	0	0	0
6016.03 Zone Short Course fees collected	(40,000)	(39,397)	603
7038.01 Zone Short Course Uniforms	30,000	0	(30,000)
7038.13 Zone SC Petty cash & supplies	2,350	1,053	(1,297)
7038.27 Zone Short Course Bus	11,000	12,237	1,237
7038.28 Board Member Travel	1,200	367	(833)
7038.29 Zone Short Course Entries paid	2,000	1,686	(314)
7038.31 Officials Travel Assistance	400	0	(400)
7038.30 Zone Short Course Hotel	36,000	31,624	(4,376)
Total 6001 Short Course Zone Meet	42,950	7,790	(35,160)
6002 Long Course Zone Meet	0	0	0
6017.05 Zone Long Course fees collected	(105,000)	0	105,000
7038.03 Zone LC Petty Cash & supplies	2,900	0	(2,900)
7038.05 Zone LC Uniform	40,000	0	(40,000)
7038.06 Zone LC entries Paid	7,000	0	(7,000)
7038.07 Zone Long Course Bus	25,000	0	(25,000)
7038.08 Zone LC Hotel & meals	77,000	0	(77,000)
7038.10 Officials Travel	400	0	(400)
7038.09 Board Member Travel LC	1,500	0	(1,500)
Total 6002 Long Course Zone Meet	47,900	0	(47,900)
Total 6000 Zone Meets	90,850	7,790	(83,060)
8100 Program Expenses	0	0	0
8105 Stipends	0	0	0
8004.19 Sectional Stipends	40,000	0	(40,000)
8005.19 Jr. National Stipend	68,000	33,100	(34,900)
8005.19 Sr National Travel Reimbursement	10,000	2,587	(7,413)
8005.2 Sr. National Stipends, Adura-us open	15,000	0	(15,000)
8005.29 Olympic Trial Stipend	0	0	0
8005.3 Open water	3,000	0	(3,000)
7030 Distance Stipends	6,000	7,200	1,200
Total 8105 Stipends	142,000	42,887	(99,113)
8107 Supplies - Program	0	0	0

**METROPOLITAN SWIMMING
BUDGET TO ACTUAL 4/26/17**

	Budget	Actual YTD	
6100 Hall of Fame Dinner			0
7000.14 Hall of Fame dinner payments	(4,000)	0	4,000
7005.16 Hall of Fame Dinner - caterer	3,500	0	(3,500)
7005.18 HOF Printing & Awards & Other	5,000	5,500	0
Total 6100 Hall of Fame Dinner	4,500	5,500	-1,000
6109 Joseph Stetz Scholarship - Registration Income			
7025.10 Joseph Stetz	(2,075)	(2,175)	(100)
7025.16 Joe Stetz Scholarship Awards	2,000	0	(2,000)
Total 6109 Joseph Stetz Scholarship - Registration Income	(75)	(2,175)	(2,100)
6111 Club Excellence Program	30,000	31,200	1,200
6118 Senior Training Trip	0	0	0
6117 Diversity Program	3,500	990	(2,010)
6118.1 Camps - coach clinic	0	0	0
Total 6100 Program Expenses	178,825	77,672	(101,253)
6200 Committee Expenses			0
7007 Review Committee	500	0	(500)
7035 Officials Incentive	5,000	2,768	(2,232)
7035.12 Officials Travel Assistance	9,500	6,450	(3,050)
7035.16 Background Check	2,000	647	(1,353)
7035.18 Officials Supplies & Training Expense	5,000	2,500	(2,500)
Total 7035 Officials Committee	19,900	12,355	(7,545)
Total 6200 Committee Expenses	20,900	12,355	(7,545)
7500 Office/General Administrative Expenses			0
7501 Salary Expense	91,800	37,188	(54,612)
7502 Payroll Tax	7,800	3,144	(4,656)
7503 Internet Expense	2,000	1,221	(779)
7504 Web Site Charges	6,500	4,000	(2,500)
7516 Office & Supplies	2,000	3,012	1,012
7520 Bank & Credit Card expenses	20,000	0	(20,000)
7517 Conferences & Convention	20,000	18,883	(9,117)
7520 Bank & Am Exp Charges	0	0	0
7521 SWIMS Stipends	5,000	2,500	(2,500)
7529 Telephone	1,000	508	(492)
7529 Postage	1,000	360	(640)
7531 Travel - BOD	5,000	2,716	(2,284)
7539 Refreshment - BOD/ LSC	2,750	1,082	(1,668)
7539.25 LSC Meetings	200	941	741
7540.11 Fees	400	450	50
7540.16 Zone Duets	2,800	2,783	(17)
7540.20 State Filing Fees	100	0	(100)
7541 Professional Fees			0
7548 Bookkeeping	1,400	0	(1,400)
Total 7541 Total Prof Fees	1,400	0	(1,400)
7542 Warrior Games	0	0	0
7546 Golden Goggles	10,000	10,000	0
7547 Meet Equipment Expense	1,000	860	(140)
7556 Donation - Lehman College	0	0	0
Total 7500 Office/General Administrative Expenses	186,750	89,647	(97,103)
Total Expenses	478,528	187,464	(291,064)
Net Income	18,822	125,284	106,462

Metropolitan Swimming LSC Finance Vice Chair Report

Julie Chen
House of Delegate Meeting
May 17, 2017

Goals Planned for the Term

- Encourage Use of Best Practices to Enhance Compliance with Metro By-Laws
Initiated: See Recommendations published via January 2017 Board Minutes
- Ensure Adequate Finance Governance
Initiated: External Audit approved by Board and RFP currently in review
- Enhance Internal Controls
- Increase Finance Transparency

5/17/2017

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Goals of Best Practices

- Enhance Clarity Regarding the Roles and Responsibilities of
 - Treasurer
 - Metro Office
 - Finance Vice Chair
 - Audit, Budget, Finance Committee(s)
- Enhance Financial Transparency - Monthly, Quarterly, Annually
 - Provide updated Metro Financial Instruments Balances – Assets and Liabilities
 - Report on available Cash Balances in addition to Bank Statements
 - Report on Investment Portfolio Balance, Position(s) and Maturity Date(s)
 - Report on Budget Variances (Estimates vs Actual)
- Enhance Internal Financial Controls
 - Install Check and Balances to Identify Discrepancy and Exceptions and to Minimize Potential Errors
 - Improve Cash Management and Reporting
- Enhance Annual Audit
 - Internal and External Audit(s)

1/11/2017

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Recommended Best Practices

- Treasurer Monthly Report
- Finance, Audit and Budget Committees
 - Jumpstart Audit Committee Activates
 - Additional Representation(s) at the Budget and Finance Committees
 - Encourage Periodic Audit, Budget, Finance Committee Meetings
 - Encourage the use of communications equipment (audio/video) for committee meetings
 - Per By-Law Section 608.4
- PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of the Board of Directors or the Executive Committee may participate in meetings of the Board of Directors or the Executive Committee through conference telephone or similar equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.
- Internal Financial Controls

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Summary of Recommended Best Practices (cont.)

- Annual Audit
- Signatures Requirement Enforcement
- Finance and Treasury Function Transparency
 - Leverage Metropolitan Swimming website
 - Per By-Law Section 608.4
- PUBLIC AVAILABILITY OF CERTAIN INFORMATION - Metro shall cause to be made available at a reasonable location and time determined by Metro to anyone requesting to see a copy of Metro's federal income tax and information returns for each of the last three years, and a copy of the materials submitted by USA Swimming to include Metro in USA Swimming's group exemption ruling as required pursuant to IRS Code section 6104 and any similar requirements of applicable state or local laws

1/11/2017

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Ensure Adequate Finance Governance

Finance Governance Recommendations

- Recommended Corrective Actions to Meet Compliance with Finance and Treasury Functions Defined by the Metro LSC By-Laws
 - Suggested Considering Re-Align Roles and Responsibilities of Finance Vice Chair and Treasurer for Improved Clarity
 - Improve Verbiage in By-Laws to Strengthen Internal Controls
- Improve Budget, Finance and Treasury Functions
 - Install Best Practices
- Ensure Completion of External Audit as Required by USA Swimming

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External Audit Process Status

- Leveraged External Audit Request for Proposal (RFP) template from USA Swimming. Metropolitan Swimming has never conducted an External Audit (and Internal Audit) since its inception.
- 'DRAFT' RFP emailed to Audit Committee members for review and comment on May 8, 2017 Per By-Law Section 607.3.2, audit members are Admin Vice Chair, Finance Vice Chair, Senior Coach Rep(s) and sufficient number of athletes (to represent 20% of Metro Athlete members).
- Still need a list of athlete reps (and their contact information) to meet the 20% athlete representation requirement defined in By-Law.
As of May 12, 2017, have not receive a list to meet the 20% representation requirement.
Note: This is one area in the By-Laws Metro may need to revisit. Metro has over 10,000 athletes, does it mean we need 2,000 athletes to review the RFP.

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Proposed vs Actual External Audit Process Timeline

Proposed	Actual
April 30, 2017	May 9, 2017
May 15, 2017	May 17, 2017
May 22, 2017	May 22, 2017
May 31, 2017	May 31, 2017
June 2017	June 2017
June 30, 2017	June 30, 2017

5/17/2017

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Enhance Internal Controls

- Control Activities Including Independent Internal Verification
- Establish Clear Responsibilities for Finance, Treasury, Audit and Tax
- Define Clear Segregation of Responsibilities for Finance, Treasury, Audit and Tax
- Enforce Documentation of Procedures
- Adhere to Physical Controls and Monitoring
- Leverage Independent Internal Verification to Identify Discrepancies and Exceptions
- Cash Management
- Improve Control over Cash Receipts
- Enforce Bank Reconciliation
- Enhance Cash Reporting Cash and Cash Budgets
- Minimize Risks

Why Internal Controls?

5/17/2017

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Recommendations – Improve Internal Controls

- Recommended Treasury Function Controls
- In compliance with Metro By-Law section 606.10, the Treasurer is still responsible for all the treasury functions that have been delegated, including bookkeeping services.
- The Finance Committee should request, in writing, a list of all treasury functions that have been delegated.
- The Finance Committee should conduct periodic internal audit of these delegated treasury functions to ensure that these treasury functions have been properly monitored, observed, guided and followed.
- In compliance with Metro By-Law section 606.11, no future indeloteness, including bank checks, should be signed by one officer or an agent of Metro.
- Recommended Budget Committee Controls
- The Budget Committee shall meet at least once per quarter or on a as needed basis.
- At each board meeting, the Budget Committee should present the latest meeting findings and minutes to the board.
- Unless requested by the board, each Budget Committee report, after presented to the board, should be made available on the Metropolitan Swimming website
- No later than 3 business days after approval by the House of Delegates, the approved budget should be posted on the Metropolitan Swimming website.

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Recommendation to Improve Internal Controls – Cont.

- Recommended Finance Committee Controls
- The Finance Committee shall meet at least once per quarter or on a as needed basis.
- The Finance Committee should review the existing and recommend future execution of policy regarding the investment of Metro's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates.
- At each board meeting, the Finance Committee should present latest meeting findings and minutes to the board.
- Unless requested by the board, each Finance Committee report, after presented to the board, should be made available on the Metropolitan Swimming website
- Recommended General Transparency Controls
- At each board meeting, the Personnel Committee should present personnel activities to the board.
- Unless requested by the board, each Personnel Committee report after presented to the board should be available on the Metropolitan Swimming website
- Unless requested by the board, all submissions to USA Swimming national headquarter should be available on the Metropolitan Swimming website

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Recommendation to Improve Internal Controls

- Recommended Audit Committee Controls
- The Audit Committee shall meet at least once per quarter or on a as needed basis.
- At each board meeting, the Audit Committee should present latest meeting findings and minutes to the board.
- The Audit Committee shall recommend to the board whether to use an outside auditor, conduct internal audit(s) or a combination of both.
- The Audit Committee should recommend to the board the scope of the internal audits.
- For external audit, the Audit Committee should be responsible for the selection of the external auditor and the scope of work involved.
- Prior to the selection, the Audit Committee shall present to the Board the selection process, provide detailed rationale with the selection and the cost range involved.
- After completion of any audit, the Audit Committee, after review and approval by the Board, shall make all audit recommendation(s) and result(s) available on the Metropolitan Swimming website.
- Unless requested by the board, each Audit Committee report, after presented to the board, should be made available on the Metropolitan Swimming website.

5/17/2017

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Enhance Controls for Treasury Reporting

- At the end of each month, the Treasurer shall
1. Review all bank, investment and credit card statements for errors
 2. With the Finance Vice Chair, conduct a second layer review all financial reports for correctness (including Quickbook entries)
 3. Generate
 - a) Cash Reconciliation Report(s)
 - b) Variance Reports - Budget vs Actual Report(s)
 4. Provide Budget Variance and/or shortfall report (by Category) to each Chair
- After review with the Finance Vice Chair, the Treasurer shall submit the following reports to the Board.
- Monthly Financial Reports as noted above including the balance of all financial instruments
 - Up-to-Date Profit and Loss Statements
 - Up-to-Date Balance Sheet
 - Update on Tax Reporting Status (including issues, implications and potential resolutions)

5/17/2017

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Recommendation to Improve Transparency

- Work In Progress
- Goal: Report Scope and Status In September 2017 HOD

Improve
Transparency

5/17/2017

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Future Work Planned

- Work with Incoming Treasurer to implement recommended financial controls, internal controls and financial reporting functions
- Work with incoming Treasurer to improve transparency within Metro LSC
- Provide Budget, Finance, Treasury and Investment Function Transparency

5/17/2017

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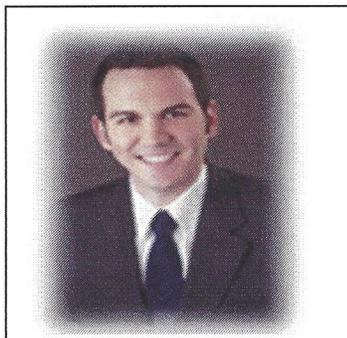
BUILD & PROGRAM A POOL CONFERENCE

June 16, 17, 2017 Friday and Saturday

ASCA COACHES WILL RECEIVE 10 UNITS OF EDUCATION FOR ATTENDING THE BUILD A POOL & PROGRAM A POOL CONFERENCE



Sue Nelson USA Swimming



Kevin Post Counsilman Hunsaker



Mick Nelson USA Swimming

TAKE A-WAYS

The right people involved with the best plan for programming and design gives the project the best chance for success. Some topics that will be covered: (1) Developing your committee and professional team (2) Understanding programming for your community and the 4 pillars of aquatics (3) New technologies and build options (4) Facility design from Learn to Swim and therapy pools to large competition pools. (5) How the USA Swimming Professional Providers can help make your project real.

Long Island Marriott
101 James Doolittle Boulevard
Uniondale, NY

Fees: \$89.00 (includes Meals)

Online Registration:

www.usaswimming.org/BuildAPool

BAP Registration questions

Sue Nelson

snelson@usaswimming.org

LSC questions

John Mcilhargy

john.mcilhargy@metroswimming.org

Friday June 16, 2017 - 7:30am to 5:30pm

SIGN IN - 7:30 AM (ET)

Room Location: Long Island University

PROGRAM STARTS - 8:00 AM (ET)

LUNCH (included in fee) 12:30 PM - 1:30 PM (ET)

AFTERNOON PROGRAM STARTS - 1:30 PM (ET)

BAP Gathering & Networking at Hotel Lounge 5:45pm – sign up during registration

Saturday June 17, 2017

BREAKFAST & COMMENTS – 8:00AM – 8:30AM (ET)

BAP PROGRAM – 8:30 AM TO 12:30PM

LUNCH and a TOUR (included in fee) 12:30PM – 1:30-PM (ET)

Kevin Post, Counsilman Hunsaker - 1:30PM – 4:30PM

This portion is a small group's activity where each group will be given "puzzle pieces" that must be used to develop a successful aquatic facility. Participants will have to balance community expectations, construction budgets, and operational concerns while working in a constantly changing environment. New challenges will be presented throughout that will make the groups re-think and re-develop their solution.



Proposal

Metro will not allow technical suits to be worn by any athletes age 12 and younger in any Metropolitan LSC sanctioned meets, this includes Approved and Observed meets. The only exception being during the finals of a prelim/finals meet, or if the meet is Sectional level or higher.

***NO SUITS WITH BONDED SEAMS, KINETIC TAPE, MESHED SEAMS**

*if a Suit has these items, it is not allowed, even if Not on Restricted List

Meet Referees will include this In the Coaches meeting, give out copies, and DQ violators.

Coaches should meet, explain and educate their swimmers and parents.

Senior meets are not restricted.

A "Restricted List" will be compiled and submitted to all coaches, clubs, and officials before the start of the 2017-2018 competitive season.

Reasoning: relieves the burden on families who feel obligated to spend money on high dollar suits to be competitive.

Here are some thoughts about why you should wait to buy your child a tech suit, especially in the 12 and under age group:

One - It's about technique.

A tech suit isn't going to make or break a young swimmer. Tighter streamlines and not lifting their heads going into turns will get them faster than a suit—as well as growing and getting stronger.

Two - Enjoy the process.

If there's too much focus on results by parents, then the enjoyment and satisfaction children experience is minimized. Buying a tech suit for a young child places an emphasis on times.

Three - It's not the suit.

Kids should be having fun with their friends at the pool. We want them to love the sport and stay with it through college and masters. We don't want them to believe that it's a magic suit that earned them a time, rather than their own hard work and effort.

Appendix 7A

Policy and Procedures Proposed Amendment Form

Proposal to Amend Policy and Procedures Manual

Proposed Change is to Article(s) 307.6

Submitted by Allen Wone from Sachem Swim Club

Check one:

- Non-Athlete Member
- Member of the House of Delegates
- Member of the Board of Directors
- Member of Board of Review

Check one:

- Change Article
- Delete Article (and renumber if appropriate)
- Add Article (and renumber if appropriate)

Write out the Article to be changed. Underline new text. Draw a line through deleted text.

307.6 The Host Club is responsible for supplying at its discretion, may request, in the meet announcement, that visiting clubs must supply backup timers for each lane as required by USA Rule 102.12.3 or 102.12.4 proportionally based on their number of entries in the meet. Timers should be available 15 minutes prior to the start of the meet to receive instructions by a designated meet official and the lane timing sheets. Participating clubs will be notified of work assignments by the Monday before the meet.

Location: Metropolitan Bylaws Articles 6 - OFFICERS

Proposed by: Jeff Chu

Purpose: To stagger the election of the General Chair and Administrative Vice Chair.

Effective Date: January 1st, 2019

Article 6 - OFFICERS

6.2 ELECTIONS - The House of Delegates, at its annual meeting, shall elect ~~the General Chair,~~ the Administrative Vice-Chair, the Safe Sport Chair, the Secretary, the Finance Vice-Chair, and the Senior Vice-Chair in even-numbered years; and the General Chair, the Age Group Vice-Chair, the Treasurer, the Technical Planning Committee Chair, the Safety Coordinator and the regular and alternate members of the Administrative Review Board in odd-numbered years. The House shall also elect annually the individual members of the Nominating Committee.

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Appendix 7A – By-Laws and Policy and Procedures Proposed Amendment Form

Proposal to Amend Metro By-Laws

Proposed Change is to Article(s) [By-Laws 602] P&P 404

Submitted by Eric Fisher from Admin Chair

Check one: Non-Athlete Member Member of the House of Delegates

Member of the Board of Directors Member of Board of Review

Check one: Change Article Delete Article (and renumber if appropriate)
 Add Article (and renumber if appropriate)

Strike out the Article to be changed. Underline new text. Draw a line through deleted text.

By Laws Section:

606.2 ELECTIONS - The House of Delegates, at its annual meeting, shall elect the ~~General Chair~~, the Administrative Vice-Chair, the Safe Sport Chair, the Secretary, the Finance Vice-Chair, and the Senior Vice-Chair in even-numbered years; General Chair, the Age Group Vice-Chair, the Treasurer, the Technical Planning Committee Chair, the Safety Coordinator and the regular and alternate members of the Administrative Review Board in odd-numbered years. The House shall also elect annually the individual members of the Nominating Committee.

Corresponding Policy and Procedure Section...

Article 404 - General Chairman [Bylaws 6.7.1] 838- 839

404.1 The General Chairman is elected in ~~even~~ odd numbered years by the House of Delegates for a two year term. The General Chairman may not serve more than two consecutive terms. The General Chairman is a member of the Board of Directors and the Executive Committee.

Purpose of this change is to maintain continuity on the board putting the two positions with the most daily responsibilities on opposite years so we maintain the "memory" and continuousness of current work. . . . This will also serve these positions better for more seamless transition. . . .

Location: Metropolitan Bylaws Articles 4,5,6

Proposed by: Jeff Chu

Purpose: To promote basic principles of democracy and parity between membership types within Metro. Athletes, coaches, and officials all pay the same fees to be members of USA Swimming and Metro. While coaches and athletes each have a representative with voice and vote in the House of Delegates and Board of Directors, Officials have no direct representation in either. The Administrative Vice Chair is responsible for overseeing the officials, but is not accountable to the officials. Officials currently do not even determine their own committee chair. This proposal establishes representation for officials in each of the same areas as for coaches and athletes.

Effective Date: August 1st, 2017

Article 4 - HOUSE OF DELEGATES

4.1 MEMBERS - The House of Delegates of Metro shall consist of the Group Member Representatives, the Athlete Representatives, the Coach Representative, the Officials Committee Chair, the Board Members designated in Section 5.1, and the At-Large House Members.

.1-.5 [no changes]

.6 OFFICIALS COMMITTEE CHAIR – An Officials Committee Chair shall be elected, in odd numbered years for a two-year term, or until a successor is elected. The election of the Officials Committee Chair shall be conducted during Metro's Fall Officials meeting/clinic and determined by a majority of the certified Official Members in good standing present and voting or, failing that, at a time and place and in a manner designated by the Board of Directors. Area Chairs shall be elected in odd numbered years for a two-year term, or until a successor is elected. The election of the Area Chairs shall be conducted during Metro's Fall Officials meeting/clinic and determined by a majority of the certified Official Members in good standing present and voting from each respective area or, failing that, at a time and place and in a manner designated by the Board of Directors.

4.2 [no changes]

4.3 VOICE AND VOTING RIGHTS OF MEMBERS - The voice and voting rights of members of the House of Delegates and of Individual Members shall be as follows:

.1 GROUP MEMBER REPRESENTATIVES, BOARD MEMBERS, THE ATHLETE REPRESENTATIVES, COACH REPRESENTATIVE, THE OFFICIALS COMMITTEE CHAIR, AND AT-LARGE HOUSE MEMBERS - Each of the Group Member Representatives, the Board Members, the Athlete Representatives, the Coach Representative and the At-Large House Members shall have both voice and one vote each in meetings of the House of Delegates.

Article 5 – BOARD OF DIRECTORS

5.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chairs, coordinators and representatives of Metro, together with those additional members designated in Sections 5.2 and 5.3:

.1-.8 [no changes]

.9 Officials Committee Chair

.10-15 [renumber]

5.2-6 [no changes]

Article 6 - OFFICERS

6.7 [no changes]

.1-3 [no changes]

.4 ADMINISTRATIVE VICE-CHAIR: [...] The Administrative Vice-Chair shall be responsible to see that the Coach Representatives and Officials Committee Chair elections are held in accordance with these Bylaws.

.5-.14 [no changes]

6.8 [no changes]

6.9.2 OFFICES OF ATHLETE OR COACH REPRESENTATIVES OR OFFICIALS

COMMITTEE CHAIR - In the event of a vacancy in the office of Athlete Representative, Coach Representative, or Officials Committee Chair, or of the permanent incapacity of a person holding the office of Athlete Representative, Coach Representative, or Officials Committee Chair, the General Chair may appoint, with the advice and consent of the Board of Directors and the Athletes Committee, Coaches Committee, or Officials Committee, respectively, an Athlete Member ~~or a~~, Coach Member, or Official Member, as the case may be, to serve the remainder of the term of office or until the Athletes members, ~~or the~~ Coach members, or Official members, as the case may be, shall elect a successor.