

Montana Swimming Executive Committee Draft Meeting Minutes

Teams Virtual Meeting

September 19, 2021

Present: Matt Yovich, Stephanie Boysen, Caty Flikkema, Tracy Flikkema, Susan Huckleby, Jessica Marshall, Ada Qunell, Addy Lewis, and Connor Mizner.

General Chair Matt Yovich opened the meeting at 7:30 pm. The agenda was reviewed and approved. It is included at the end of the minutes in the appendix.

2021 USA Swimming Business Meeting/HOD:

The Montana Swimming voting delegates to the 2021 USA Swimming Annual Business meeting /HOD on September 24-25 will be Matt Yovich, Jay Friend, Stephanie Boysen, Susan Huckleby, and athlete Addy Lewis. Registration must be completed by September 20.

Among the legislation to be considered will be a proposal to change the makeup of the USA Swimming board of directors and committees. Due to Congressional action all National Governing Bodies (NGB) must comply with the mandate to have at least one third of the voting delegates be 10 year and 10 year plus athletes. The USA Swimming HOD meet in May but failed to pass proposal R-9. The proposal has been changed and will be voted upon during the special HOD meeting on September 25. This will change the number of voting delegates for each LSC if passed. Montana Swimming currently has six votes and that would change to four votes. The make up of the USA Swimming HOD would be approximately 41% athletes (10 year, 10 year plus, and 2 year athletes), 41% coaches, and 18% other non-athletes. The legislation is posted on the USA Swimming and Montana Swimming websites.

Montana Swimming Fall HOD Meeting Items:

Virtual Meeting: The 2021 Montana Swimming fall House of Delegates (HOD) meeting will be held virtually from 1:00 – 4:00 pm on Sunday October 3. The meeting notice and meeting link was sent as required to the officers and clubs as well as posted on the website.

Agenda: 2021 MT Swim HOD agenda was reviewed by the group and approved. It will be posted on the website and Susan will send it to the officers and clubs.

2022 SC State Bids: There were no bids received as of the May 2021 HOD meeting to host the 2022 MT Swimming Short Course State Championships. Technical Planning Chair Sean Marshall received a bid recently from Polson/LAKE to host the SC State meet. BAC also submitted a proposal during the meeting to host SC State. Neither bid was reviewed. BOZ may also submit a proposal to host SC State.

Nominations and elections: Jay Friend is working on a nominating committee. Matt was unaware of who else was assisting Jay on the committee. Connor Mizner is interested in serving. Matt will contact Jay.

Susan compiled a list of the positions to be elected and appointed this fall and will post the information on the website and send it to the clubs.

Positions to be elected include:

- Finance Vice Chair (held by Tracy Flikkema and he is eligible for two terms)

- Program Operations/Age Group Chair/Zones Coordinator (Stephanie Boysen and she is eligible for one more term)
- Secretary (Susan Huckleby, there are no term limits, and she will run for office)
- Coach Representative (held by Jessica Marshall and Caty Flikkema and both are eligible for one more term)
- Diversity, Disability, Equity, and Inclusion Chair (This is the first time this position is a voting member of the board for the annual meeting. Susan Huckleby is the current chair and will run for election.)

In addition, the Safe Sport Chair according to the by-laws is elected by the Board of Directors. The position is held by Brenda Huckert.

Other appointments to be made by the General Chair with approval by the Board of Directors include the Membership/Registration Chair (currently Stephanie Boysen), Operational Risk Chair (currently Caty Flikkema), and Technical Planning (currently Sean Marshall). A new Records Chair will need to be appointed to replace Kyle Kallin.

For the HOD meeting, six at-large non-athlete members may be appointed. For the 2021 spring HOD meeting, the officials chair, technical planning chair, and records chair were appointed as at large non-athlete voting delegates.

The at-large athlete delegates for the 2021 spring HOD meeting were the six athletes present voting for each team.

Did Kyle Kallin leave a Team Manager back-up of the MT Swimming records files as well as export files for each set of records and printed reports listing all the records before he moved to Washington? No one knew if Kyle had left the records information.

Time Standards: The new 2021-2024 qualifying times for 8 and under events and 13 and over 50's of the strokes should be posted sometime in October. MT Swimming will be using the 2021-2024 USA Swimming time standards this year.

Proposals:

The group discussed the submitted proposals and made recommendations for possible amendments on some. Susan will contact the authors of the proposals about amendments. She will send out the proposals with the recommendations and post them on the website. The proposals and recommendations are listed in the appendix at end of the minutes.

All proposals were recommended to pass, some with amendments.

Other Items:

2022 WZ Senior SCY Championships: The committee discussed the upcoming new 2022 Western Zone SCY Senior Zone Championships meet to be held March 30-April 2 in St. George, Utah. No meet information is available currently.

Costs and the number of possible athletes who would qualify for and attend the meet are unknown at this time. It was felt the expenses for a team could be in the \$20,000-\$25,000 range surpassing the zone

team budget. Both the senior zones and age group zones teams expenses from this past summer were much higher than anticipated due to extra costs. The hotel reservations made one and a half years in advance for senior zones were canceled and Stephanie had to rebook a new hotel at a higher cost. Meals cost more as they could not be pre-ordered as they had been in the past. Plus, additional costs related to covid pushed the team expenses higher.

The committee decided to fund part of the costs for a Montana team to compete. Montana Swimming will provide swim caps and t-shirts for the team only. Clubs will send and pay for their coaches to attend the event. Families will provide and pay for transportation, lodging, meals, entry fees, and any other expenses incurred. The athletes may compete as Team Montana but will travel as a club or individuals to the meet. Competing as part of Team Montana will allow for more relays at the meet.

Coach representatives Jessica and Caty will reach out to the coaches and ask for their input.

Stephanie is completing a survey asking for feedback from both age group and senior zones meets. She hopes to have it ready to send out later this week. The survey will be used to improve the Team Montana zones experience.

MT Swim Credit/Debit Cards: Stephanie requested that Montana Swimming authorize a minimum of two credit or debit cards to be used at the zones meets. The chaperones usually have a cash card for zones but this summer the amount on the card was insufficient. She felt it was unfair to ask the coaches and chaperones to pay for team expenses using their personal credit/debit cards and wait to be reimbursed after the meet. At senior zones this summer meals could not be pre-ordered and paid in advance by Montana Swimming so the cash card amount was insufficient to cover the full cost. Treasurer Craig Smith was on vacation and had to drive 90 miles one way to the nearest 1st Interstate Bank to add more funds to the card. Finance Vice Chair echoed what Stephanie said.

The group discussed possible concerns should someone misuse the card. Auditors may have concerns about who has access to the cards if the persons are not Montana Swimming board members. There must be a better way to pay for the expenses incurred during the zone meets.

M/S/P: Recommend that the Finance Vice Chair and Treasurer investigate options and determine the criteria on how to implement using credit/debit card (or other methods) to pay for expenses particularly at the zone meets and come back to the committee with a recommendation.

With no further business to discuss the meeting adjourned at 9:20 pm.

Respectfully submitted,
Susan Huckleby
Montana Swimming Secretary

Appendix

- Agenda
- Proposals as Reviewed

Agenda MT Swimming Executive Committee Meeting September 19, 2021

2021 USA Swimming Business Meeting/HOD

Delegates

2021 USA Swimming Business Meeting/HOD

MTSI HOD Meeting/Agenda

Virtual Meeting

Agenda Items

SC State Meet bids

Nominating Committee Update

2021 Fall HOD Proposals

Other

March 2022 SCY Sr Zone Meet

MTSI Credit Cards

Proposals as reviewed by the Executive Board

Proposal 1: 8 & Under bonus events at state. **Recommend pass as amended below.**

Proposal: 8 and under (8&U) athletes may enter bonus events as specified below at Montana Swimming Championships meets:

- If the athlete enters one (1) event with qualifying time, the athlete may enter up to a maximum of 5 bonus events.
- All bonus events must be entered with a provable time achieved during the qualifying time period. (See the no time entry exception for the Montana Swimming Junior BC Championships)
- No time (NT) entries will not be accepted for entry purposes at the Montana Swimming Short Course Championships and Montana Swimming Long Course Championships.
- No time (NT) entries are accepted at the Montana Swimming Junior BC Championships.

Proposal 2: Change Friday Event Order at SC and LC State Meets. Recommend pass.

Proposal: Montana State Championship Friday Event Order Change. Move the 50 Freestyle Events for 11-21 Age Groups to after the 200 IM events in that same session.

Discussion: There was some discussion about moving the 50 free between the 100 breaststroke and 200 IM.

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(3) Allow Meet Referee to Adjust Sunday Finals Start Time at MT State Championship Meets

**Recommend pass.**

**Proposal: Montana State Championship Sunday Start Time of Finals adjustment. The Meet Referee of the Montana State Championships shall have the ability to change the Sunday Finals Start Time as long as it does not Start the Sunday Finals Session before 3:30 pm.**

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(4) Timers for MT Swim Championship Meets

Recommend pass.

Proposal: For all LSC Championship level meets the Host team shall assign timing responsibilities for Prelims to all teams participating based on the number of athletes that team has competing in each session.

For Finals, the Host team shall be required to provide all timers.

There was some discussion if this proposal could be implemented immediately as bids have been accepted for upcoming meets.

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Proposal (5A) Disability/Para Time Standards for SC and LC State Meets

Proposal (5B) Exception for Disability/Para Time Standards for SC and LC State Meets

**Recommend pass.**

Updated the P1, P2, and P3 descriptions.

**5 (A). Montana Swimming will formally adopt and use the USA Swimming LSC Disability/Para time standards as qualifying para time standards for Short Course State and Long Course State.**

**5 (B). In addition, an exception may be granted by the appropriate state meet referee to include a disability athlete who may not qualify using these time standards but has shown significant improvement over the course of the season and has the approval of the swimmer's coach and the MT Swimming DDEI Chair.**

Rationale:

While Montana Swimming has included the LSC disability/para time standards in our state meet contracts as qualifying times for P1, P2, and P3 disability athletes, we had not formally voted to adopt the use of these standards.

These standards set the qualifying times for:

- P1 athletes -- Non-ambulatory (wheelchair-bound), limited use of all four extremities.
- P2 athletes -- Ambulatory with assistance: includes dwarfism, multiple limb deficiency, wheelchair-bound with high functioning upper body.
- P3 athletes – Ambulatory without significant assistance: includes single-limb deficiencies, blind/vision impaired; deaf/hearing impaired; intellectual, cognitive, and developmental impairments (including autism spectrum disorder and Down Syndrome); and other.

The exception allows for a disability athlete to compete who may not have achieved the qualifying time standard but has shown significant improvement. The competition at state may be a necessary steppingstone to allow the disability athlete an opportunity to progress on the disability meet ladder.

Effective immediately.

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(6) Expand Outreach Membership to Include Disability Athletes

Recommend pass as amended to requiring a letter be submitted annually verifying the disability. No medical paperwork would be required to be submitted. Also included the P1, P2, and P3 descriptions in the rationale.

Discussion included comments regarding families of disabled children who may have income restrictions on earning capacity to qualify for care programs.

Proposal: Expand the outreach membership registration to athletes who have a disability as recognized under the USA Swimming rules, Article 105. Any athlete with a disability applying for outreach membership must also be registered as a disability athlete.

Clubs/Teams/Unattached individuals must include each year a letter to the Montana Swimming Membership/Registration Chair verifying the athlete is disabled as recognized under USA Swimming rules Article 105. Medical paperwork does not have to be submitted.

Disability is defined as a permanent physical or cognitive disability that substantially limits one or more major life activities.

Disability athlete registration categories include:

- Legally blind or visually impaired,
- Deaf or hard of hearing,
- Physical disabilities (such as amputation, dwarfism, cerebral palsy, spinal injury, mobility impairment, limb deficiency, wheelchair bound with high functioning upper body, non-ambulatory (wheelchair bound), limited use of all four extremities), and
- Intellectual/Cognitive disability (such as severe learning disorders, Down Syndrome, autism spectrum disorder).

Effective September 1, 2021.

Rationale: Montana Swimming combined the positions of disability and diversity chairs last year. Allowing disability athletes to qualify for an outreach membership enhances opportunities for disabled athletes in our LSC. Some families of disability athletes have increased financial needs. Not all families may choose to apply for an outreach membership. For the registration period September 1, 2020 - March 30, 2021, there were 15 disability athletes registered in Montana Swimming thirteen of whom registered previously. During the same time, there were 45 athletes registered as outreach members. A year-round outreach membership is \$7.00.

- P1 athletes -- Non-ambulatory (wheelchair-bound), limited use of all four extremities.
- P2 athletes -- Ambulatory with assistance: includes dwarfism, multiple limb deficiency, wheelchair-bound with high functioning upper body.
- P3 athletes – Ambulatory without significant assistance: includes single-limb deficiencies, blind/vision impaired; deaf/hearing impaired; intellectual, cognitive, and developmental impairments (including autism spectrum disorder and Down Syndrome); and other.

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(7) Officials Reimbursement for Higher Level Meets

**Recommend pass as amended.**

**Proposal: Official's reimbursement and support from Montana Swimming to be the same level and amount as the athlete and coaches support structure for higher level competitions.**

**Officials are expected to work all sessions as assigned at the meet. To qualify for the reimbursement officials must work all sessions as assigned but may miss one (1) session maximum due to travel, illness, or other circumstances. Officials must submit a printout from the Officials Tracking System (OTS) showing the number of sessions worked with the reimbursement request. The treasurer may request verification of the number of sessions worked from the MT Swimming Officials Chair, if needed.**

**If officials are reimbursed any of their meet expenses from other meet sources, then that amount shall be deducted from any reimbursement requested from Montana Swimming.**

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(8) Purchase Meet Manager and Team Manager Software for LSC Use

Recommend pass.

Proposal: Montana Swimming shall purchase the current Meet Manager and Team Manager software for use by the LSC including, but not limited to, times, records, registration, and zone team entries. The software shall be updated as new versions are released.

Discussion – Montana Swimming already owns a license for Meet Manager. Passing this proposal for Meet Manager is a housekeeping item so it would be included in the policy and procedure manual in the future. Team Manager is also needed for LSC use and to purchase the software the expenditure must be approved per the new accounting procedures in proposal 9.

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(9) MT Swimming Accounting Procedures

**Recommend pass.** **Discussion** -- These procedures are required by USA Swimming.

**Proposal: Adopt and document basic accounting procedures – See below**

ACCOUNTING PROCEDURES

i. **BASIS OF ACCOUNTING**

The organization uses the cash basis of accounting.

1. **Bank Reconciliations**

All bank statements will be opened and reviewed in a timely manner. Bank reconciliation and approval will occur within 30 days of the close of the month.

ii. **INTERNAL CONTROLS**

1. Montana Swimming will employ safeguards to ensure that financial transactions are properly authorized, appropriated, executed and recorded.

2. **Lines of Authority**

The Montana Swimming House of Delegates has the authority to approve annual budget and fiscal policies. The General Chair, Treasurer and/or Finance Chair has the authority to approve expenses in accordance with the approved budget. The Executive Committee has authority to approve expenses that fall outside annual budget.

3. **Segregation of Duties**

Montana Swimming's financial duties are distributed among multiple people to help ensure protection from fraud and error. The distribution of duties aims for maximum protection of the organization's assets while also considering efficiency of operations.

Procedures:

- i. Unless decided otherwise by the Montana Swimming Board of Directors, the Treasurer and the General Chair, shall be authorized to sign checks and initiate transfers for Montana Swimming, except that they are not permitted to sign check that are made out to themselves or transfer funds to their own personal accounts.
- ii. All Deposits are made by either the Registration Chair or Finance Chair and must be made into Montana Swimming Checking or Savings accounts.
- iii. Books are maintained in Quickbooks Online and passwords are maintained by the General Chair, Finance Chair and Treasurer

4. **Document Destruction**

Montana Swimming financial documents are to be maintained by the Treasurer, or by the Chairman of the Finance Committee, for a period of 7 years. The Treasurer is responsible for destruction of any and all financial documents, upon approval of the Executive Board.

### iii. Financial Planning & Reporting

#### 1. Budgeting Process

The organization's annual budget is prepared and approved annually at the fall HOD meeting for all departments. The budget is prepared by the Finance Committee

#### 2. Operating Reserve Policy

The purpose of the Operating Reserve Policy for Montana Swimming is to ensure the stability of the mission, programs, and ongoing operations of the organization. The Operating Reserve is intended to provide an internal source of funds for situations such as; a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of Montana Swimming for Operating Reserves to be used and replenished within a reasonably short period of time. The Operating Reserve Policy will be implemented in concert with the other governance and financial policies of Montana Swimming and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

##### i. DEFINITIONS AND GOALS

The Operating Reserve Fund is defined as a designated fund set aside by action of the Board of Directors. The minimum amount to be designated as Operating Reserve will be established in an amount enough to maintain ongoing operations and programs for a set period of time. The target minimum Operating Reserve Fund is equal to twelve (12) months of average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses such as program expenses, Operational expenses, travel, and ongoing professional services. The amount of the Operating Reserve Fund target minimum will be calculated each year after approval of the annual budget, reported to the Finance Committee/ Board of Directors, and included in the regular financial reports.

##### ii. ACCOUNTING FOR RESERVES

The Operating Reserve Fund will be recorded in the financial records as Board-Designated Operating Reserve. The Fund will be funded and available in cash or cash equivalent funds. Operating Reserves will be commingled with the general cash and investment accounts of the organization.

##### iii. GOVERNANCE

The procedure for approving use of the Operating Reserve Funds will be as follows:

1. Approval in the proposed annual budget at the House of Delegates
2. By approval of the Board of Directors to fund unusual expenditures out of reserves.

If the Operating Reserve is and has been less than 75% of the targeted reserve level for two consecutive years, the Board of Directors, in absence of any extraordinary circumstances, will adopt an operational budget that includes a projected surplus enough to rebuild the Operating

Reserve Fund to its targeted reserve level over the following two years. If the Operating Reserve Fund has been greater than 125% of the targeted reserve level for two consecutive years, the Board of Directors will adopt an operational budget that includes a projected shortfall enough to reduce the Operating Reserve Fund to its targeted reserve level over the following two years.

iv. **REVIEW OF POLICY**

This Policy will be reviewed every year, at minimum, by the Finance Committee, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Finance Committee to the Board of Directors.

3. **Invoice Approval & Processing**

Approval for payments will be deemed granted if the requested amount is within the current year approved Montana Swimming budget and not yet spent or appropriated. The Montana Swimming Executive Committee must approve any request for payment more than the remaining unspent budgeted amount.

All Requests for reimbursement must include both the completed Montana Swimming Expense Reporting Template and all receipts. These reimbursements must be submitted within 30 days of the expenditure for reimbursement without exception. The Treasurer will review and sign off on all checks and expense reports.

Prior to the payment to any individual for services provided, regardless of the amount paid, a W-9 form shall be provided to the Treasurer (or delegate) or Zone Treasurer.

4. **Audit**

An outside auditor will review the Montana Swimming financial statements annually. This audit shall be completed no later than the end of the fourth month after the end of the Montana Swimming fiscal year, unless approved by the Executive board

5. **Tax Compliance**

The Treasurer, with the assistance of the outside auditor, will prepare and file the annual tax return(s) for Montana Swimming, based on the approved financial statements. The tax return(s) will be reviewed by the Finance Chair and submitted to the appropriate agencies.

The Treasurer will direct the office to submit a copy of the pertinent financial reports to USA Swimming as provided in Article 8.8.3 of the Corporate Bylaws of USA Swimming.

Rationale: USAS Swimming now requires LSC to employ an external Audit. One of USAS requirements and an outcome of the Audit was to have documented Accounting Procedures.