



Board of Directors Meeting

Tuesday, January 14, 2020 • 8:30 PM
Teleconference Call in: 1-866-295-5950
Participant Code: 995-3717

MEETING AGENDA

1. Welcome and Roll Call
2. Declaration of Conflict of Interest Statement
3. Review and Approve November 2019 Meeting Minutes
4. Consent Agenda
 - Executive Secretary Report
 - Membership/Registration Coordinator Report
 - Operational Risk Report
4. Current Business
 - Safe Sport Winter Pool Party Recap
 - Governance Committee Update
 - Finance Committee Update
5. Announcements/Information
 - House of Delegate Meeting – April TBD
6. Adjournment

General Chair	Carol Olson
Adm Vice Chair	Jay Thiltgen
Senior Vice Chair	Open
Age Group Chair	Emma McEntarffer
Secretary	Jeffrey Nelson
Treasurer	Stefanie Martinez
Registration	Scot Sorensen
Finance Chair	Jason Hiley
Technical Chair	Jimmy Parmenter
Official Chair	Steve Marchitelli
Operational Risk	John Tysdal
Coaches' Rep	Sam Bach
Athlete Representative	Lauren Mayo
Athlete Representative	Martha Walstad
Safe Sport Athlete Representative	Aidan Cho
Safe Sport Chair	Betsy Purcell
Delegate At Large	Bruce Schomburg
Delegate At Large	Kerry Paup
Delegate At Large	Toby Rees
Delegate At Large	Brinker Harding
Executive Secretary	Betty Kooy

Midwestern Swimming Board of Directors Meeting Minutes

Tuesday 12 November 2019

Via Conference Call

DRAFT

DISTRIBUTION: posted to Midwestern Swimming website, mswim.org, and via email

CALL TO ORDER: Carol Olson, Midwestern Swimming General Chair, called the meeting to order at 8:36 PM.

ATTENDANCE:

General Chair	Carol Olson	Present
Administrative Vice Chair	Jay Thiltgen	Present
Age Group Chair	Emma McEntarffer	Absent
Secretary	Jeff Nelson	Present
Treasurer	Stefanie Martinez	Absent
Registration	Scot Sorensen	Present
Finance Chair	Jason Hiley	Present
Technical Chair	Jimmy Parmenter	Present
Officials Chair	Steve Marchitelli	Present
Operational Risk	John Tysdal	Present
Safe Sport/Diversity&Inclusion	Betsy Purcell	Present
Coaches' Representative	Sam Bach	Absent
Safe Sport Representative	Aiden Cho	Present
Athlete Representative	Lauren Mayo	Present
Athlete Representative	Marti Walstadt	Present
Delegate At Large	Bruce Schomburg	Present
Delegate At Large	Kerry Paup	Present
Delegate At Large	Toby Rees	Absent
Delegate At Large	Brinker Harding	Absent
Executive Secretary	Betty Kooy	Present

AGENDA PREVIEW: Betty has one addition to the agenda, approval of the Olympic Trials volunteers.

DECLARATION OF CONFLICT OF INTEREST

Carol Olson read the following to the Board of Directors:

“Is any member aware of any conflict of interest, that is, of a personal interest or direct or indirect pecuniary interest, in any matter being considered by this meeting which should now be reported or disclosed or addressed under the Midwestern Swimming Conflict of Interest Policy?” If a Board member determines there to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and/or action is being taken, a declaration of a conflict of interest should be made at that time.

MINUTES

The minutes of the previous meeting, held on 23 July 2019, were reviewed. A motion to approve the May minutes was made by Steve Marchitelli. Second by Betsy Purcell. A vote was conducted with all in favor. The May minutes are APPROVED.

CONSENT AGENDA

Motion to review and approve the Consent Agenda by Betsy Purcell. Second by Jimmy Parmenter. Steve made note of a change in the Officials Report to reflect the appointment of Betsy Purcell as the All Star Meet Referee. Betsy made the motion to approve the Consent Agenda, with the change. Second by John Tysdal. A vote to approve the updated Consent Agenda was had with all in favor. The Consent Agenda is APPROVED.

NEW BUSINESS

Financial Review by Jason Hiley

Three financial reports are presented. The Balance sheet shows \$301,875 in assets, a small increase over the last meeting. Our main account shows an increased value due to swimmer registration income without the associated \$37K expenses to be paid to USA Swimming. The Profit & Loss Statement shows a small profit. The Budget Vs Actual Statement shows the downward trend in splash fees. On the expense side, many categories are underbudget, however, swimmer reimbursements and Awards Banquet have gone above budget. Overall, a loss of \$21K has been budgeted, but a profit of \$8K is currently shown. Jason estimates we will end up near a balanced budget by the end of 2019.

All Star Meet Fee

Betty proposes increasing the All Star swimmer fee to \$180. Jay Thiltgen made the motion to increase the fee. Second by Scot Sorensen. A vote was had with all in favor. The All Star fee of \$180 is APPROVED.

Midwestern Swimming Office and Leadership Succession

Jay Thiltgen introduced the topic of leadership succession by reminding the group that we need to establish a plan. Jay points out that Betty is a valuable asset in MWS, and her expertise should be used to train the next Executive Secretary. Jay suggests this position should continue to be salaried, and on par with a Head Coach salary. Carol asked, "How do we proceed?" Jay suggests we survey other LSCs. Betty reminds the group there is a job description, but a plan for succession does need to be established. Jimmy Parmenter suggests a committee be established to work with Betty and that applications be accepted for understudy candidates. Betty reminds the group to be mindful of the budget. Betty has a list of the responsibilities she does routinely. Betty thinks current pay is insufficient to attract a successor. Betty receives no benefits, either, which should probably be changed. Betty does this job for the love of swimming. Carol agrees that a committee is a great idea for succession planning. Volunteers for the Leadership Succession Committee are Kerry Paup, Betsy Purcell, Jimmy Parmenter, Jeff Nelson, and Betty Kooy.

Updates

Job descriptions have been updated. The MWS Red Book has been updated. Bylaws, Policies & Procedures, and Forms have been updated. The new streamlined Board configuration is updated. The Document Retention and Destruction policy has been updated as well.

ANNOUNCEMENTS/INFORMATION

28 December 2019 - Safe Sport Winter Bash will be held at Papillion High School Pool. Sponsors will donate prizes.

14 January 2020 - BOD Meeting

MOTION TO ADJOURN: Betsy Purcell made the motion to adjourn. Second by Steve Marchitelli. Meeting adjourned at 9:07 PM.

RESPECTFULLY SUBMITTED: Jeff Nelson, Secretary

**Midwestern Swimming strives to maximize opportunities
for growth and success through competitive swimming.**

BOD Report
Executive Secretary
January 14, 2020

Executive Secretary:

- **Sanctions/Meet Schedules**–. Most of the Spring meets are posted. Long Course meets are posted without flyers and event files at this point except for the LSS Capital Classic. Sanction committee will deal with summer meets after flyers, applications and fees are received (due January 15 – we have one). **Tentative** Short Course 2020-2021 has been posted.
- **MW Championship and Championship Challenge Meets** – The Area 2 Championship Challenge (Qualifier) Meet was awarded to Heartland Aquatics. The meet flyers for the Championship and Challenge meets will be posted when finalized. Qualifying times for Championships have been posted and have been entered into Team Unify.
- **MAAPP Reminder** – Our 18 and over athletes have to have a current APT on file. Times will not go into SWIMS without athlete having a current APT on file.
- **Reimbursement Requests** –Requests for the Winter Junior meet are now being processed (\$3000 to date).
- **Outreach Requests** – Outreach requests are being processed as received. We are reimbursing for facility fees as well as for event fees and splash fees. New forms are being used.
- **All Star Meet** – Sixty All Star swimmers have been chosen. Entries have been sent to host. Eric Samson will be serving as Head All Star coach. Staff includes Morgan McCafferty, Tiffany Hale, Kim Berndt, and Emma McEntarffer. Hotel (Hampton Inn) has been booked for the meet and busses are confirmed. Emma McEntarffer will serve as team manager for the meet. Swimmer fees have all been paid and \$10,544.40 has been transferred to the MW Checking Account.
- **CZ 2020 Diversity Camp** – Beloit, WI will be the site of the 2020 CZ Diversity Camp. Dates are June 4-7, 2020. Midwestern will be allowed two athletes, a diversity coordinator and a coach. MW needs to post an application if MW intends to send athletes.
- **HS Season** – HS Season started November 18, 2019. State meet is February 28-29, 2020. Midwestern will again observe Conference and State meets and several invitationals. Times from those meets will be entered into SWIMS for all athletes who are registered at the time of the swim. Again, clubs with HS swimmers have been and are reminded that the swimmers who are 18 and over must have a current APT on file to comply with MAAPP and for their times to be entered into SWIMS.
- **Trials** – The Local Organizing Committee had its first meeting on October 21. Several committees are self-recruiting volunteers now. Regular volunteer recruitment will begin in January.



To: MWS Board of Directors

From: Scot Sorensen, Membership/Registration Coordinator

Date: January 9, 2020

<i>Through January 8 of:</i>	2020	2019	Increase / Decrease
Year-Round Clubs	31	32	- 1
Year-Round Athletes - Renew	1,592	1,682	- 90
Year-Round Athletes - New	414	463	- 49
Seasonal Athletes – Renew	0	0	0
Seasonal Athletes - New	0	0	0
Flex Athletes – Renew	70	34	+ 36
Flex Athletes - New	37	67	- 30
Flex Athletes - Upgrade	4	1	+ 3
Outreach Athletes - Renew	38	38	0
Outreach Athletes - New	15	14	+ 1
Athletes - Total	2,166	2,298	- 132
NATH Members	287	295	- 8

November and December 2019 Operational Risk recap

As of 12/18/19 I have had **only four reports** of an incident involving athletes, coaches and spectators in our LSC. Two were at Meets, one was during Dryland and the fourth was during a practice session. These ranged from slip/trip/fall to a cut foot and one person that passed out on the pool deck after giving blood earlier in the day. Please remember to always report any incidents to USA Swimming using the Report of Occurrence Form. Now you can even do this on your Smart Phone so we should have no more excuses in not filling this out with each incident that occurs to our athletes, coaches and spectators in our LSC or anywhere that we are involved with a USA Swimming Event.

I would also like to once again remind all Clubs that host meets that your Operational Risk Team does recommend that you have *at least four Meet Marshalls at all sessions of your Meets*. This should be two male and two female Marshalls. They should walk any locker rooms together and take turns between male and female locker room checks to still allow for deck coverage while the other Team is in doing the checks on a regular basis.

This next item is from the latest USA Swimming Officials Newsletter (December 2019):

CONCUSSION PROTOCOL TRAINING – this is a new requirement for all officials and coaches for 2020. You only need to complete the training once, unless your state requires you to renew it more often (or you are officiating or coaching in a state with different requirements). The links to the course can be found on the [main officials page](#). Once you have completed the course, save the completion certificate and send it to your LSC registrar to add it to your record. It will be shown as “met” on your deck pass (after the Jan 15 enforcement date).

Thanks again for your time and your work to keep everyone safe and productive in 2020.

John Tysdal

Midwestern Swimming Operational Risk Chair

Midwestern Swimming, Inc.

BALANCE SHEET

As of December 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
102 Wells Fargo	101,835.42
122 Savings Wells Fargo	65,094.30
124 CD FNBO	102,834.84
129 PayPal Account	0.00
Bill.com Money Out Clearing	1,532.06
Total Bank Accounts	\$271,296.62
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
119 close out of investments	0.00
410 Kirkpatrick Pettis	0.00
412 American Express	0.00
414 Dain Rauscher	0.00
Payroll Refunds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$271,296.62
Fixed Assets	
181 Depreciation	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$271,296.62
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
204 Credit Card - Kooy, Betty	0.00
209 Credit Card - Scot Sorensen	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
201 Prepaid USS Registrations	32,539.00
211 Accrued PR Taxes	2,003.74
301 Payroll Tax	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$34,542.74
Total Current Liabilities	\$34,542.74
Total Liabilities	\$34,542.74

	TOTAL
Equity	
3000 Opening Bal Equity	0.00
3900 Retained Earnings	255,265.49
Net Income	-18,511.61
Total Equity	\$236,753.88
TOTAL LIABILITIES AND EQUITY	\$271,296.62

Midwestern Swimming, Inc.

PROFIT AND LOSS

January - December 2019

	TOTAL
Income	
420 Interest Income	72.25
421 All Star Meet	10,592.40
423 Zone Meet	7,263.82
425 Officials Income	954.51
431 MWS LSC Long Course	29,572.00
432 MWS LSC Short Course	27,626.75
441 MWS Sanction Fee	3,780.40
442 MWS Splash Fee	86,493.35
443 MWS Fines	40.00
451 USS Athlete Membership	62,960.00
451.1 Athlete-Premium	64,090.00
451.2 Athlete-Seasonal	29,680.00
451.3 Athlete-Flex	1,650.00
451.4 Athlete-Outreach	465.00
Total 451 USS Athlete Membership	158,845.00
452 USS Nonathlete Members	17,440.00
453 USS Club Memberships	5,400.00
489 LSC Awards Banquet Income	1,956.66
495 Miscellaneous Income	2,145.00
Total Income	\$352,182.14
GROSS PROFIT	\$352,182.14
Expenses	
4000 Reconciliation Discrepancies	272.00
521 All Star Meet Exp	19,186.54
523 Zone Meet Exp	18,227.03
526 Diversity Support	
526.1 Outreach Meet Support	3,527.86
526.2 Diversity Camp/Meet	4,989.47
Total 526 Diversity Support	8,517.33
527 Safe Sport	-50.00
531 MWS LSC LongCourse	30,604.11
532 MWS LSC ShortCourse	35,932.92
541 Athlete Reimbursement	
541.1 Sectional & Sr. Zone Reimburse	14,000.10
541.2 Grand Prix Reimb	6,650.00
541.3 Nationals & Jr. Nationals	8,600.00
541.4 Olympic Trials	-45.00
Total 541 Athlete Reimbursement	29,205.10
551 USS Athlete Registration	52,715.00
551.1 Athlete-Premium	83,206.00
551.3 Athlete-Flex	580.00
551.4 Athlete-Outreach	150.00

	TOTAL
Total 551 USS Athlete Registration	136,651.00
552 USS NonAthlete Reg	14,910.00
553 USS Club Registrations	1,890.00
554 Club Rebates	1,725.00
566 Insurance	306.00
568 Service Charge	29.50
569 Returned Checks	10.00
571 Administration	2,283.72
571.1 Admin - Professional Fees	10,183.06
Total 571 Administration	12,466.78
572 Office Supplies	22.45
573 Admin Internet	1,001.15
574 Admin Phone	638.22
576 Admin Travel/Training	
576.1 Admin Travel-Mileage Reimburse	591.60
Total 576 Admin Travel/Training	591.60
577 National Convention	445.12
577.1 Registration	2,160.00
577.2 Travel & Hotel	5,920.66
577.3 Meals & Incidentals	2,793.47
Total 577 National Convention	11,319.25
578 Officials Expense	2,341.03
578.2 Meet Costs	3,489.56
578.3 Officials Reimbursement	1,749.91
Total 578 Officials Expense	7,580.50
579 USA Swim Conference Expenses	2,559.28
581 Exec Secretary - Wage	20,765.04
582 Payroll Taxes	1,588.52
589 LSC Awards Banquet	
589.1 Banquet	3,840.67
589.2 Awards	5,876.84
Total 589 LSC Awards Banquet	9,717.51
590 Coaches Clinic	1,361.12
595 Miscellaneous Expense	2,774.69
596 BOD Meeting Expenses	891.11
Unapplied Cash Bill Payment Expense	0.00
Total Expenses	\$370,693.75
NET OPERATING INCOME	\$ -18,511.61
NET INCOME	\$ -18,511.61

Midwestern Swimming, Inc.

BUDGET VS. ACTUALS: 2019 BUDGET - FY19 P&L

January - December 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
420 Interest Income	72.25	55.00	17.25	131.36 %
421 All Star Meet	10,592.40	10,500.00	92.40	100.88 %
423 Zone Meet	7,263.82	8,650.00	-1,386.18	83.97 %
425 Officials Income	954.51		954.51	
431 MWS LSC Long Course	29,572.00	30,500.00	-928.00	96.96 %
432 MWS LSC Short Course	27,626.75	30,400.00	-2,773.25	90.88 %
441 MWS Sanction Fee	3,780.40	2,600.00	1,180.40	145.40 %
442 MWS Splash Fee	86,493.35	81,700.00	4,793.35	105.87 %
442.1 Splash Fee - SC Championships		4,300.00	-4,300.00	
442.2 Splash Fee - LC Championships		4,000.00	-4,000.00	
Total 442 MWS Splash Fee	86,493.35	90,000.00	-3,506.65	96.10 %
443 MWS Fines	40.00		40.00	
451 USS Athlete Membership	62,960.00	195,500.00	-132,540.00	32.20 %
451.1 Athlete-Premium	64,090.00		64,090.00	
451.2 Athlete-Seasonal	29,680.00		29,680.00	
451.3 Athlete-Flex	1,650.00		1,650.00	
451.4 Athlete-Outreach	465.00		465.00	
Total 451 USS Athlete Membership	158,845.00	195,500.00	-36,655.00	81.25 %
452 USS Nonathlete Members	17,440.00	20,500.00	-3,060.00	85.07 %
453 USS Club Memberships	5,400.00	6,400.00	-1,000.00	84.38 %
489 LSC Awards Banquet Income	1,956.66	1,800.00	156.66	108.70 %
490 Coaches Clinic Income		5,500.00	-5,500.00	
495 Miscellaneous Income	2,145.00		2,145.00	
Total Income	\$352,182.14	\$402,405.00	\$ -50,222.86	87.52 %
GROSS PROFIT	\$352,182.14	\$402,405.00	\$ -50,222.86	87.52 %
Expenses				
4000 Reconciliation Discrepancies	272.00		272.00	
521 All Star Meet Exp	19,186.54	19,750.00	-563.46	97.15 %
523 Zone Meet Exp	18,227.03	19,100.00	-872.97	95.43 %
524 Other Age Group Expense		8,000.00	-8,000.00	
526 Diversity Support		10,000.00	-10,000.00	
526.1 Outreach Meet Support	3,527.86		3,527.86	
526.2 Diversity Camp/Meet	4,989.47		4,989.47	
Total 526 Diversity Support	8,517.33	10,000.00	-1,482.67	85.17 %
527 Safe Sport	-50.00	400.00	-450.00	-12.50 %
528 Athlete Leadership Committee		500.00	-500.00	
531 MWS LSC LongCourse	30,604.11	32,700.00	-2,095.89	93.59 %
532 MWS LSC ShortCourse	35,932.92	32,600.00	3,332.92	110.22 %
541 Athlete Reimbursement		25,000.00	-25,000.00	
541.1 Sectional & Sr. Zone Reimburse	14,000.10		14,000.10	
541.2 Grand Prix Reimb	6,650.00		6,650.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
541.3 Nationals & Jr. Nationals	8,600.00		8,600.00	
541.4 Olympic Trials	-45.00		-45.00	
Total 541 Athlete Reimbursement	29,205.10	25,000.00	4,205.10	116.82 %
551 USS Athlete Registration	52,715.00	172,000.00	-119,285.00	30.65 %
551.1 Athlete-Premium	83,206.00		83,206.00	
551.3 Athlete-Flex	580.00		580.00	
551.4 Athlete-Outreach	150.00		150.00	
Total 551 USS Athlete Registration	136,651.00	172,000.00	-35,349.00	79.45 %
552 USS NonAthlete Reg	14,910.00	18,000.00	-3,090.00	82.83 %
553 USS Club Registrations	1,890.00	2,240.00	-350.00	84.38 %
554 Club Rebates	1,725.00	1,000.00	725.00	172.50 %
566 Insurance	306.00	325.00	-19.00	94.15 %
568 Service Charge	29.50		29.50	
569 Returned Checks	10.00		10.00	
571 Administration	2,283.72	1,550.00	733.72	147.34 %
571.1 Admin - Professional Fees	10,183.06	10,500.00	-316.94	96.98 %
Total 571 Administration	12,466.78	12,050.00	416.78	103.46 %
572 Office Supplies	22.45	300.00	-277.55	7.48 %
573 Admin Internet	1,001.15	600.00	401.15	166.86 %
574 Admin Phone	638.22	850.00	-211.78	75.08 %
575 Admin Postage		50.00	-50.00	
576 Admin Travel/Training		400.00	-400.00	
576.1 Admin Travel-Mileage Reimburse	591.60	800.00	-208.40	73.95 %
Total 576 Admin Travel/Training	591.60	1,200.00	-608.40	49.30 %
577 National Convention	445.12	15,300.00	-14,854.88	2.91 %
577.1 Registration	2,160.00		2,160.00	
577.2 Travel & Hotel	5,920.66		5,920.66	
577.3 Meals & Incidentals	2,793.47		2,793.47	
Total 577 National Convention	11,319.25	15,300.00	-3,980.75	73.98 %
578 Officials Expense	2,341.03	6,000.00	-3,658.97	39.02 %
578.2 Meet Costs	3,489.56		3,489.56	
578.3 Officials Reimbursement	1,749.91		1,749.91	
Total 578 Officials Expense	7,580.50	6,000.00	1,580.50	126.34 %
579 USA Swim Conference Expenses	2,559.28	3,500.00	-940.72	73.12 %
580 Exec Sec Support Wages		21,750.00	-21,750.00	
581 Exec Secretary - Wage	20,765.04		20,765.04	
582 Payroll Taxes	1,588.52		1,588.52	
589 LSC Awards Banquet		6,000.00	-6,000.00	
589.1 Banquet	3,840.67		3,840.67	
589.2 Awards	5,876.84		5,876.84	
Total 589 LSC Awards Banquet	9,717.51	6,000.00	3,717.51	161.96 %
590 Coaches Clinic	1,361.12	14,000.00	-12,638.88	9.72 %
595 Miscellaneous Expense	2,774.69	500.00	2,274.69	554.94 %
596 BOD Meeting Expenses	891.11		891.11	
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$370,693.75	\$423,715.00	\$ -53,021.25	87.49 %
NET OPERATING INCOME	\$ -18,511.61	\$ -21,310.00	\$2,798.39	86.87 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET INCOME	\$ -18,511.61	\$ -21,310.00	\$2,798.39	86.87 %
