



Board of Directors Meeting

Tuesday, March 19, 2024 • 8:30 PM
Zoom Meeting – See Info Below

MEETING AGENDA

1. Welcome and Roll Call
2. Declaration of Conflict of Interest Statement
3. Review and Approve Jan 16, 2024 Meeting Minutes
4. Consent Agenda
 - Executive Secretary Report
 - Financial Reports
 - Committee Reports (Finance, Officials, Governance)
 - Ad Hoc Meet Committee Reports
4. Old Business
 - Finance Committee Proposal-Athlete Fines
5. New Business
 - Finance Committee Proposal-Club Fines
 - 2025 Budget
 - GC Job Description vs Policies & Procedures
 - 2024-2025 Championship Meet Progression
6. Adjournment

Join Zoom Meeting

<https://zoom.us/j/93026011293?pwd=WVBYcktXWm1Md1FqU0kreDZlZDhJdz09>

Meeting ID: 930 2601 1293

Passcode: 077130

One tap mobile

+16694449171,,93026011293#,,,,*077130# US

+16699006833,,93026011293#,,,,*077130# US (San Jose)

General Chair	Betsy Purcell
Adm Vice Chair	Toby Rees
Senior Vice Chair	David Nelson
Age Group Chair	Paige Skidmore
Treasurer	Stefanie Martinez
Finance Chair	Jeff Steiner
Safe Sport Chair	Aidan Cho
DEI Chair	Carol Olson
Coaches' Rep	
Sr Athlete Rep	Kate Novinski
At Large Athlete	Addysin Storms
At Large Athlete	Aidan Kolb
Delegate At Large	Sam Bach
Delegate At Large	Amber Bargstadt
Governance Chair	Starre Haney
Operational Risk	Lori Howard
Technical Chair	Erica Storms
Registration Chair	Leslie Mayo
Officials Chair	Dan Brailita
Past General Chair	Carol Olson
Executive Secretary	Betty Kooy



MINUTES DRAFT

DATE: 01/16/2024

TIME: 8:30 p.m.

LOCATION Zoom Conference Call

Call to Order

- Midwestern Board of Directors
- Board Meeting
 - Called to order – Betsy Purcell 8:40 p.m.
 - Purpose of Meeting: Regular BOD Meeting
- Roll Call by Zoom sign-in
 - BOD Attendees: Betsy Purcell, Toby Rees, David Nelson, Paige Skidmore, Stefanie Martinez, Carol Olson, Addisyn Storms, Amber Bargstadt, Betty Kooy
 - HOD Committee Chairs/Coordinators Present: Starre Haney, Lori Howard, Erica Storms, Leslie Mayo,
 - BOD Absent: Jeff Steiner, Aidan Cho, Kate Novinski, Aidan Kolb, Sam Bach
 - HOD Committee Chairs/Coordinators Absent: Dan Brailita
 - Guests: Jimmy Parmenter
- Declaration of Conflict of Interest Statement: Read by Betsy Purcell; no declarations

Approval of Previous Minutes

- No corrections to minutes.
- Motion to Accept November Minutes – Paige Skidmore; Seconded-David Nelson; Approved

Consent Agenda

- Documents
 - Membership/Registration Coordinator Report
Noted numbers up and over 100 added since January 1
 - Executive Secretary
Noted observed meets
 - Officials Report
Noted Referee and Admin for MW Short Course Championship and possible OQM
 - Governance Committee Report
Noted that nomination ballot ready
Starre noted the Women in Governance workshops and would encourage MW to get women involved
 - Financial Reports
Noted that it was run after December statement balanced. Noted that there was no deficit, mostly due to not spending the DEI budget (no Diversity meet)
Noted Athlete Summit June 20-23 in Indy – Carol will spearhead – 4 athletes, 1 coach
Noted that there is a Diversity meet in 2024 – but the cost is prohibitive for MW
- Motion to Accept Consent Agenda Items –Paige Skidmore; Seconded-David Nelson; Approved

Current Business

- Need for date for Spring HOD Meet
 - Suggested a Hybrid meeting – both in person and via Zoom

- Need to make voting available to all with electronic ballot
- Dates proposed – Saturday April 13, 10:00 a.m. at Millard South High School
 - Erica will see if MW can reserve a room for that date
 - Alternate date – April 20

Announcements and Information -

- Noted upcoming Zoom meetings for several committees (Sanction, etc)
- Meeting dates:
 - 3rd Tuesday of every other month – 8:30 p.m. via Zoom
 - Next BOD Meeting – Tuesday, March 19, 2024 – reports due March 15, 2024
 - Next HOD Meeting – Spring 2024 – Date and Time TBD as per notes above

Adjournment

- Motion to adjourn – David Nelson; Seconded – Paige Skidmore; Passed.
- Time: 9:05 p.m.
- Submitted by: Betty Kooy, Secretary

Midwestern Swimming, Inc.

Balance Sheet

As of March 15, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
102 Wells Fargo	116,243.29
122 Savings Wells Fargo	65,225.21
124 CD FNBO	118,456.40
129 PayPal Account	0.00
Bill.com Money Out Clearing	0.00
Total Bank Accounts	\$299,924.90
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	\$299,924.90
Fixed Assets	
181 Depreciation	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$299,924.90
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

Midwestern Swimming, Inc.

Balance Sheet As of March 15, 2024

	TOTAL
Total Credit Cards	\$0.00
Other Current Liabilities	
2001 Acct Pay	0.00
201 Prepaid USS Registrations	0.00
2100 Payroll Liabilities	0.00
211 Accrued PR Taxes	1,366.65
301 Payroll Tax	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$1,366.65
Total Current Liabilities	\$1,366.65
Total Liabilities	\$1,366.65
Equity	
3000 Opening Bal Equity	0.00
3900 Retained Earnings	287,148.43
Net Income	11,409.82
Total Equity	\$298,558.25
TOTAL LIABILITIES AND EQUITY	\$299,924.90

Midwestern Swimming, Inc.

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
415 Donations		0.00	0.00	
420 Interest Income	1.86	25.00	-23.14	7.44 %
421 All Star Meet	8,556.55	7,920.00	636.55	108.04 %
423 Zone Meet		5,625.00	-5,625.00	
431 MWS LSC Long Course		32,000.00	-32,000.00	
432 MWS LSC Short Course		42,000.00	-42,000.00	
441 MWS Sanction Fee	675.00	3,000.00	-2,325.00	22.50 %
442 MWS Splash Fee	13,909.50	80,000.00	-66,090.50	17.39 %
442.3 Splash Fee - Squad/Dual/Single Session	1,878.00		1,878.00	
Total 442 MWS Splash Fee	15,787.50	80,000.00	-64,212.50	19.73 %
443 MWS Fines	200.00		200.00	
451 USS Athlete Membership		22,080.00	-22,080.00	
451.1 Athlete-Premium	6,614.40		6,614.40	
451.3 Athlete-Upgrade	585.60		585.60	
451.4 Athlete-Outreach	550.00		550.00	
451.5 Athlete-Txfr	30.00		30.00	
Total 451 USS Athlete Membership	7,780.00	22,080.00	-14,300.00	35.24 %
452 USS Nonathlete Members		3,360.00	-3,360.00	
452.1 Non-Athlete Coach	844.80		844.80	
452.2 Non-Athlete Official	307.20		307.20	
452.3 Non-Athlete Administrator	72.00		72.00	
452.4 Other	145.92		145.92	
Total 452 USS Nonathlete Members	1,369.92	3,360.00	-1,990.08	40.77 %
453 USS Club Memberships	2,340.00	5,040.00	-2,700.00	46.43 %
489 LSC Awards Banquet Income		2,500.00	-2,500.00	
490 Coaches Clinic Income		2,500.00	-2,500.00	
495 Miscellaneous Income	135.80		135.80	
Total Income	\$36,846.63	\$206,050.00	\$ -169,203.37	17.88 %
GROSS PROFIT	\$36,846.63	\$206,050.00	\$ -169,203.37	17.88 %
Expenses				
521 All Star Meet Exp	15,252.44	16,000.00	-747.56	95.33 %
523 Zone Meet Exp	11.09	15,000.00	-14,988.91	0.07 %
523.1 Zone Open Water		2,000.00	-2,000.00	
Total 523 Zone Meet Exp	11.09	17,000.00	-16,988.91	0.07 %
524 Other Age Group Expense				
524.1 MWS Swimposium		3,000.00	-3,000.00	
Total 524 Other Age Group Expense		3,000.00	-3,000.00	
526 Diversity Support		13,000.00	-13,000.00	
526.1 Outreach Meet Support	208.90		208.90	
Total 526 Diversity Support	208.90	13,000.00	-12,791.10	1.61 %
527 Safe Sport		2,500.00	-2,500.00	

Midwestern Swimming, Inc.

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
528 Athlete Leadership Committee		250.00	-250.00	
531 MWS LSC LongCourse		31,800.00	-31,800.00	
532 MWS LSC ShortCourse		37,000.00	-37,000.00	
541 Athlete Reimbursement		26,000.00	-26,000.00	
541.3 Nat, Jr Nat, Open, Int Trials	1,000.00		1,000.00	
Total 541 Athlete Reimbursement	1,000.00	26,000.00	-25,000.00	3.85 %
554 Club Rebates		1,500.00	-1,500.00	
566 Insurance	356.00	350.00	6.00	101.71 %
568 Service Charge	64.09	100.00	-35.91	64.09 %
571 Administration		12,000.00	-12,000.00	
571.1 Admin - HBE Monthly	1,993.29		1,993.29	
571.2 Admin-Intuit	423.00		423.00	
Total 571 Administration	2,416.29	12,000.00	-9,583.71	20.14 %
572 Office Supplies	85.56	500.00	-414.44	17.11 %
573 Admin Internet-Google/Constant Contact	627.90	1,000.00	-372.10	62.79 %
574 Admin Office Internet		1,200.00	-1,200.00	
575 Admin Postage	157.08	100.00	57.08	157.08 %
576 Admin Travel/Training				
576.1 Admin Travel-Mileage Reimburse		700.00	-700.00	
Total 576 Admin Travel/Training		700.00	-700.00	
576.2 Travel-Meals	34.28		34.28	
577 National Workshop/Bus Mtg		10,000.00	-10,000.00	
578 Officials Expense		7,000.00	-7,000.00	
578.3 Officials Reimbursement	901.30		901.30	
Total 578 Officials Expense	901.30	7,000.00	-6,098.70	12.88 %
579 USA Swim Conference Expenses		500.00	-500.00	
580 Exec Sec Support Wages		28,035.00	-28,035.00	
581 Exec Secretary - Wage	7,008.75		7,008.75	
582 Payroll Taxes	536.17		536.17	
589 LSC Awards Banquet		5,500.00	-5,500.00	
590 Coaches Clinic		5,000.00	-5,000.00	
592 Social Media/Advertising		1,200.00	-1,200.00	
595 Miscellaneous Expense	135.80	500.00	-364.20	27.16 %
596 BOD Meeting Expenses	4.58	250.00	-245.42	1.83 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$28,800.23	\$221,985.00	\$ -193,184.77	12.97 %
NET OPERATING INCOME	\$8,046.40	\$ -15,935.00	\$23,981.40	-50.50 %
NET INCOME	\$8,046.40	\$ -15,935.00	\$23,981.40	-50.50 %

Midwestern Swimming, Inc.

Profit and Loss

January 1 - March 17, 2024

	TOTAL
Income	
420 Interest Income	1.86
421 All Star Meet	8,556.55
441 MWS Sanction Fee	675.00
442 MWS Splash Fee	13,909.50
442.3 Splash Fee - Squad/Dual/Single Session	1,878.00
Total 442 MWS Splash Fee	15,787.50
443 MWS Fines	200.00
451 USS Athlete Membership	
451.1 Athlete-Premium	6,614.40
451.3 Athlete-Upgrade	585.60
451.4 Athlete-Outreach	550.00
451.5 Athlete-Txfr	30.00
Total 451 USS Athlete Membership	7,780.00
452 USS Nonathlete Members	
452.1 Non-Athlete Coach	844.80
452.2 Non-Athlete Official	307.20
452.3 Non-Athlete Administrator	72.00
452.4 Other	145.92
Total 452 USS Nonathlete Members	1,369.92
453 USS Club Memberships	2,340.00
495 Miscellaneous Income	135.80
Total Income	\$36,846.63
GROSS PROFIT	\$36,846.63
Expenses	
521 All Star Meet Exp	15,252.44
523 Zone Meet Exp	11.09
526 Diversity Support	
526.1 Outreach Meet Support	191.64
Total 526 Diversity Support	191.64
541 Athlete Reimbursement	
541.3 Nat, Jr Nat, Open, Int Trials	1,000.00
Total 541 Athlete Reimbursement	1,000.00
566 Insurance	356.00
568 Service Charge	64.09
571 Administration	
571.1 Admin - HBE Monthly	1,162.10
571.2 Admin-Intuit	423.00
Total 571 Administration	1,585.10
572 Office Supplies	85.56
573 Admin Internet-Google/Constant Contact	627.90

Midwestern Swimming, Inc.

Profit and Loss

January 1 - March 17, 2024

	TOTAL
575 Admin Postage	157.08
576.2 Travel-Meals	34.28
578 Officials Expense	
578.3 Officials Reimbursement	901.30
Total 578 Officials Expense	901.30
581 Exec Secretary - Wage	4,672.50
582 Payroll Taxes	357.45
595 Miscellaneous Expense	135.80
596 BOD Meeting Expenses	4.58
Total Expenses	\$25,436.81
NET OPERATING INCOME	\$11,409.82
NET INCOME	\$11,409.82



To: MWS Board of Directors

From: Leslie Mayo, Membership/Registration Coordinator

Date: March 19, 2023

	2023 Membership * September 1, 2022 – August 31, 2023	2023 Membership September 1, 2022 – March 18, 2023	2024 Membership September 1, 2023 – March 18, 2024	2023 vs. 2024 Registrations
Member Clubs/ Organizations	30	29 / 1	29 / 1	0 / 0
Premium Athletes - Renew	1,558	1,449	1409	- 40
Premium Athletes - New	447	417	382	- 35
Premium Athletes - Upgrade	49	39	33	- 6
Flex Athletes - Renew	90	70	56	- 14
Flex Athletes - New	204	143	149	+ 6
Outreach Athletes - Renew	21	21	31	+ 10
Outreach Athletes - New	16	12	12	0
Seasonal Athletes - Renew	51	0	0	0
Seasonal Athletes - New	38	0	0	0
Athletes - Total	2,474	2,151	2,072	- 79
Administrator	47	43	50	+ 7
Coach / Jr Coach / Provisional Coach	204 / 34 / x	172 / 21 / x	176 / 5 / 2	+4 / -16 / +2
Official / Apprentice	121 / 13	115 / 11	103 / 4	-12 / -7
Other	59	50	37	- 13
Total Members	2,967	2,592	2,479	- 113

* The numbers for the respective membership years are the final numbers for that completed season.



BOD Report
Executive Secretary
March 19, 2024

- **Sanctions/Meet Schedules--...**

Fall-Winter 2023-2024 – Results for all Fall and Winter meets have been posted, uploaded to SWIMS and MW databases, and generally put to bed (Sectionals and a Y Regional will still go into databases)

MW 2024 Short Course Championship –Short Course Championship meet used only ‘secondary’ qual times for entries. There were a total of 706 swimmers registered for the meet including 77 relay only swimmers. Time lines seemed to work well, but the space was crowded.

MW 2024 Long Course– Tentative summer schedule is posted and meets are added to Meets/Events as they are sanctioned. Eight LCM meets are on the schedule and hopefully they will all happen. The rest are SCY or SCM meets.

MW 2024 Long Course Championship – The Long Course qual times in the meet flyer will include only ‘secondary’ LCM and SCY. Meet will be 3 days only. The meet schedule may look a bit different than previous years.

MW Ad Hoc Meet Committee – This committee has met several times this winter and discussed much concerning meet schedules, championship meets, championship qualifying times, and possible hosts. Although requests for Short Course 2024-2025 have been made, there may be some requests to adjust types of meets and dates of meets.
- **Zone Meet** - MW is searching for a head coach for the 2024 Zone Team. An application has been posted, but so far no one has applied. MW will attend the 14 & U CZ Zone Meet in West Fargo ND. Betsy Purcell will be referee for that meet. AAA will be the automatic qualifying time. If MW does not have a minimum of 2 AAA qualifiers we can add swimmers up to 2 per event with an A minimum entry time. It is the intention to get the Zone application posted by June 1. We will post a list of short course AAA qualifiers with the Zone information when ready.
- **Athlete Reimbursement and Outreach Reimbursement** –Tracking for annual reimbursements begins with September 1. To date MW has sent \$1500.00 for 3 athletes for Winter Juniors and \$540.38 for Outreach reimbursement. GoogleForms for both Athlete Reimbursement and Outreach Reimbursement have been posted and distributed to clubs. Sectional requests will be coming soon.
- **High School Swimming:** High School ‘observed’ meets were all put in the SWIMS database along with the MW databases (TU and TM). Midwestern had 13 ‘observed’ meets – NE HS invites, HS Conferences, and HS State along with the IA HS Districts and State meets (5 meets). Athletes had to be a current member of USA Swimming and Midwestern in order for their times to go into the databases. Athletes 18 and over without a current APT at the time of the swim did not get their times uploaded.



Officials Report - BOD 03/19/24

We have successfully concluded the short course swim season. Our MWS Officials rose to the occasion for the end of season meets. Thank you to our MR/ ARs for the MWS Championship and Challenge meets, as well as everybody who helped make those very important meets fair for the swimmers!

Our MWS Championship meet was an OQM (National Officials Qualifying meet) run with local mentors/ evaluators. A total of 34 officials participated, and 4 evaluations were given (1 for N3 and 3 for N2 level). For the summer, we are planning for an Officials Qualifying Meet again, this time with a National Evaluator.

Our current roster of active officials is at 105. This does not include apprentices that have not finished training yet. This is a net increase of 4 officials from the last report. However, we were at higher numbers a few years ago.

Several of our officials continue to be active at national Level meets (Sectionals, TYR Pro, Junior Nationals and National Championships). They are invaluable mentors for our younger officials.

During High School Season, we have had a much higher number of observed meets. We discussed proper observations and the number of officials with NSAA officials' leaders. The protocol was appropriately followed at end of season HS meets, allowing our HS swimmers to use observed USAS times. There are still inconsistencies at some early season meets, where observations could be improved and meet hosts should be aware of need and number of USA observers, prior to requesting observed times.

There will be new training clinics for parents who want to become apprentice officials – prior to the first meets of LC season (currently 1st meet is scheduled for April – FAST GOAL). We will be planning to run ST, AO clinics in all areas based on interest. Thank you to a group of experienced officials helping last winter with certification/ recertification clinics. (Betsy, Bill, Kent, Dan). There is a great need for officials in some areas- for example, west of Hastings/ Grand Island we do not have any deck certified officials, only apprentices from last year. Please contact your OC member or me (OC Chair) with the names of any interested apprentices.

Some LC Meets will be looking for referees/starters to help while we are finishing apprentice work with newer parents. It takes years to raise a competent deck or computer official. All clubs are encouraged to identify parents/ interested volunteers that are likely to stay in the sport for several years.

The Officials Committee has 2 new members this year.

- Kathy Lydiatt won the election for At-Large member
- Amy Thompson won the election for West Representative

Current members: Dan Brailita, OC Chair; JT Dean (North); Diana Swarts (Lincoln), Steve Kidder (Omaha/ CB) , Kathy Lydiatt (at Large), Kent Olberding (at Large), Amy Thompson (West). The Officials Committee has Betty as ex officio member, and invites the General Chair (Betsy) and Zone Officials Chair (Steve) to join for advice.

Finally, you are all aware of R9 changes voted at USA Swimming level. These are intended to ensure the current standard adopted by USA Swimming in accordance with recommendations set by the National Officials Committee is the singular standard by which all officials are certified and trained". This will make the certification between LSCs etc much simpler. We are in the process of gathering final recommendations from the National Committee (updates this week) and when we have full info we will pass it to all officials and club contacts.

Respectfully submitted,
Dan Brailita



December 20, 2023
Officials Committee
Via Zoom, 7:00PM

In attendance: Steve Kidder, Bill Haney, Dan Brailita, Kent Olberding, JT Dean, Diana Swarts

Recerts: - 2-3 still need & they are taking tests. Kent said S&T clinics went well. Dan will pull a report to ensure everyone is done & notify officials who still need recerts by end of year. Discussion took place as to whether we should still continue to do AO sessions for Refs since they are not necessarily AO certified. No decision was made on that.

The western rep position is open & one of the two officials in the area will take that role. Nominations for remaining position will be done via Google Form. Dan will send nomination requests next week and voting the week of January 2nd so it will be done by our next meeting.

SC Champs Ref is needed & want a minimum of the DR/N2 certification so we can get our national evaluators to be here. It is difficult to find an AR for all sessions of the meet (Betty had indicated she would be willing, but would like to find someone new to train). It was also suggested we get 2-3 people to work the meet. Dan will reach out to ARs to see who would be willing. Dan will reach out to DRs to see who would be willing to volunteer. Suggested that Lori Howard be a shadow for the meet so she could get her N2 for DR.

Steve brought up his concern that the LSC doesn't have CJ certification like other LSCs and when we travel to another LSC they won't let us CJ. MW also doesn't have an Open Water Certification, so that also limits our ability to help at those meets. We will continue to discuss using CJs at more meets when staffing allows it and hopefully develop a plan so we can certify and maintain CJ certification. Steve is going to look into how other LSCs maintain & keep their certifications for both CJ & Open Water.

High School Invitationals have requested that these meets are observed. Each requires a minimum of two USA officials. We must have a USA official on each end of the pool, opposite sides. Preferably the ref should not be observing. Best practice is use high school only officials as starter & ref and USA Swimming officials as observers. This year all Invites are being observed & times being entered into SWIMS.

Diana Swarts



DATE: 02/20/2024

TIME: 08:30 p.m.

LOCATION Zoom Meeting

Call to Order

- Midwestern Finance Committee (8:45 p.m.)
- Meeting Purpose
 - Zone Athlete Costs
 - Recommendation from Registration for APT issues for 18+ Athletes
 - Unpaid Invoices
 - Budget for 2025
- Attendees: Betsy Purcell, Jeff Steiner Stefanie Martinez, Kent Olberding, Toby Rees, Kate Novinski, Betty Kooy (ex officio); Guest: Registration Chair Leslie Mayo

Zone Athlete Costs

- Zone expenses per athlete are rising
- 2024 Budget based on \$125.00 charge per athlete
- Recommendation
 - Leave 2024 at \$125.00
 - Recommend \$150.00 for 2025 budget

Athlete 18+ APT Issue

- Fine for 18 + athletes with either no APT or expired APT seems to be out of line
 - Consider the fine for coaches with expired certifications
- Recommendation: Add 4.10.3.2 to P & P – to make category for 18+ Athletes with APT issues
 - Fines to be in line with Coach with expired certifications (\$100, \$250, \$500)
 - Renumber items in 4.10.3 to fit the addition
- Motion to accept recommendation; Seconded, Approved
 - Item will need to go to March BOD for approval and then to April HOD for approval.

Unpaid Invoices

- Registration – Leslie: Payment requests for transfer fees sometimes taking 2-3 notifications and then still not being paid.
- Discussion centered around fines for 'late' payments – for all Invoices, not just Transfer Invoices
- Recommendation:
 - Invoices not paid within 30 days will incur a late fee of \$25.00.
 - Invoices not paid within 60 days will incur a late fee of \$50.00
 - Invoices not paid within 90 days will incur a late fee of \$100.00
 - In addition, teams with unpaid invoices 90 day and beyond will be subject to unattach status for all athletes which will entail payment of transfer fees for all athletes to reattach.
 - Will recommend policy to the March Board of Directors which in turn will be forwarded to April House of Delegates.

Budget for 2025

- Some discussion of items to be considered
 - Fewer teams

- Fewer splashes
- Increasing costs
- Current year – USAS Annual Business Meeting and Workshops combined in September
More attendees
Can stay within current budget if travel by car
- Recommendations for 2025 not made
 - Jeff will rework budget for 2025 and send to committee for approval so that it can go to the March 19 BOD and April 20 HOD

Adjournment

- 10:00 p.m. (Motion: Stefanie M; Seconded Betsy P)
- Submitted by: Betty Kooy, Executive Secretary

Recommendation from Finance Committee:

For March 19, 2024 Board of Directors Meeting

Board decision will need to be approved at the April 20, 2024 House of Delegates Meeting.

Recommend: To amend the current Fines and Penalties for Improperly Registered Member (4.10.3.1 – 4.10.3.3) to include find category for Adult (18+) Athletes with missing APT.

Rationale: The object is to match the structure of fines for coaches with expired certifications for adult athletes who have let their registration become invalid in competition per the meet recon (either expired or no current APT) and have not resolved the situation by the first day of competition.

4.10.3 Fines and Penalties for Improperly Registered Members:

All fines are due within 30 days of notification unless proof of non-violation is proved to the Membership/Registration Chair or an appeal has been filed with the MWS Administrative Board of Review.

Failure to pay will jeopardize membership status with USA Swimming and MWS

4.10.3.1	Unregistered Athlete	\$ 250.00
4.10.3.2 Adult (18+) Athlete missing APT		
	First Offense	\$100.00
	Second Offense	\$250.00
	(recurrence within three-year period)	
	Third Offense	\$500.00
	(recurrence within three year period)	
4.10.3.3 Coach with expired certifications		
	First Offense	\$ 100.00
	Second Offense (recurrence within three-year period)	\$ 250.00
	Third Offense (recurrence within three year period)	\$ 500.00
4.10.3.4 Unregistered coach		
	First Offense	\$ 250.00
	Second Offense (recurrence within a three-year period)	\$ 500.00
	Third Offense (recurrence within a three-year period)	\$ 1000.00



DATE: 03/14/2024

TIME: 08:00 p.m.

LOCATION Zoom Meeting

Call to Order

- Midwestern Finance Committee (8:00 p.m.)
- Meeting Purpose
 - Budget for 2025
- Attendees: Betsy Purcell, Jeff Steiner Stefanie Martinez, Kent Olberding, Betty Kooy (ex officio); Absent: Toby Rees, Kate Novinski

Notes from February 20 Meeting

- Motion to accept notes from 02/20/24 meeting – Stefanie Martinez; Seconded – Kent Olberding; Accepted
- Restated the two items for the BOD – Addition of 4.10.3.2 to the P & P – 18+ athletes missing APT Late fees for Unpaid Invoices

Budget for 2025

- Proposed budget
 - Based on 2024 budget with some changes based on 2023 income and projected increase in some costs
 - Less income
 - Did not have a deficit in 2023
- Motion to accept budget for 2025 as proposes – Kent Olberding; Seconded – Stefanie Martinez, Accepted
 - Proposed 2024 budget will be forwarded for BOD approval (to be sent to HOD in April)

Additional Discussion

- Discussion of HBE Charges
 - Has been brought to the attention of the committee of the amount of HBE charges
 - Seem to out of line with the amount of work required
 - Charges in addition to monthly base for every check, every item not specified (changing credit card, audit for Workman's Comp/State Farm, issue with payment for NE payroll withholding etc)
- Action/Tasks
 - Copies of contracts and bills to be sent to committee – Betty
 - Discussion with HBE regarding charges – Betsy, Jeff

Adjournment

- 8:30 p.m. (Motion: Kent O; Seconded Stefanie M)
- Submitted by: Betty Kooy, Executive Secretary

Governance Committee Report March 19, 2024

Nominations for the Board of Directors are proceeding well. The deadline for nominations is Friday March 22nd. All candidates that have been nominated so far, have received an email regarding their nomination, the position requirements and asking for confirmation that they have accepted the nomination. The ballot will be prepared and will be sent out from the MWS Office to all HOD voting members, including the BOD by March 26th. Voting will take place at the April 20th HOD meeting.

The Athlete election nominations closed March 15th and voting by each Club's athlete representative is occurring this week. Coach Representative nominations have taken place and that election is on-going from March 20-30th. The Athlete representatives will take office September 1. The Coach Representative will be in place to participate in the April 20th HOD as a voting member.

It has been discovered during the review of the Job Descriptions for the BOD, that our Bylaws and Policies/Procedures need to reflect or refer to the Job Descriptions that are located in the BOD Orientation Manual. The Governance Committee has been actively reviewing these for needed updates. We are presenting Job Description changes and wording for the policies and procedures to the BOD for approval. The wording changes for the policy and General Chair Job Description have been suggested by USA Swimming. This approval, is important prior to the upcoming elections to clarify who is eligible to run for General Chairman, and for BOD officer understanding of their role and responsibility.

Starre Haney

Toby Rees

Kathy Lydiatt



DATE: 01/31/2024

TIME: 07:30 p.m.

LOCATION Zoom Meeting

Call to Order

- Midwestern Championship Meet Schedules – Ad Hoc Committee
- Meeting Purpose
 - Look forward to 2025 and beyond with MW Championship formats
- Attendees: Betsy Purcell, David Nelson, Erica Storms, Jay Thiltgen, Jimmy Parmenter, Patrick Rowan, Betty Kooy
 - Absent: Paige Skidmore, Athletes

Discussion Items

- Survey was mentioned – none has been done
- Jimmy put together two meets and some ideas to enhance the LSC
- Separate meets
 - 12 & U – prelim/final or timed final?
 - 13 & O – prelim/final? Length of meet? Timing/date of meet?
 - Facilities – Devaney? Fremont? UNO? For short course; Woods? Fremont? Anything else for LC
 - Add mixed relays for FUN
 - Could be best for both age groups
- Throw out possibilities and see if we get anyone willing to host
 - Will not be huge income if separated
 - Can come out if prices are increased for entries and facility fees

Consensus

- Two Meets
 - 13 – 14/Senior – weekend immediately following Nebraska State High School
 - Prelim/Final
 - 2 ½ days
 - Include mixed relays
 - Later start, earlier finals
 - 12 and Under – weekend following Sectionals
 - Timed Final
 - 2 days/3 sessions – Saturday morning; Saturday afternoon, Sunday morning
- Jimmy will put sample meet formats together
 - After we get meet format and buy-in we can talk about Qual times

Other Issues

- 2024 Long Course
 - Would still like to figure out how to get the meet a week earlier
 - Issues include Futures dates and quick turn-around for Zone entries
 - Betsy will explore with Lincoln Select and see if a possibility

Adjournment

- Next meeting – Monday, February 26, 2024
- 8:40 p.m.
- Submitted by: Betty Kooy, Executive Secretary



DATE: 02/26/2024

TIME: 07:30 p.m.

LOCATION Zoom Meeting

Call to Order

- Midwestern Championship Meet Schedules – Ad Hoc Committee
- Meeting Purpose
 - Look forward to 2025 and beyond with MW Championship formats
- Attendees: Betsy Purcell, David Nelson, Erica Storms, Jay Thiltgen, Jimmy Parmenter, Patrick Rowan, Paige Skidmore, Addisyn Storms, Betty Kooy

Discussion Items

- Format of two meets Jimmy put together – Sr and 12 & U
 - Do we use same for summer?
 - Addition of mixed relays
 - Take out 800 free relay; add mixed relays
 - Time trial 800 free relay if requested
 - Dates – beginning 2024-2025 seasons
 - Short Course: Senior week after State; 12 & U same weekend as Sectionals
 - Long Course: Senior before Sectionals; 12 & U same weekend as Futures (All Star format?)
 - Need for Long course to be indoors (UNO, Fremont if split or Vermillion)
 - Maybe 14 & U with Senior timed finals in the afternoon? 2 ½ day format? – Scoring separated by 12 & U and full team?
 - Zone dates needed for plans for 14 & U swimmers (August 7-10, 2025 – Rochester?)
 - Need for ‘Challenge’ meets? Definitely do not need P/F
 - Let clubs bid for what they want to host
 - Current hosts could host meets ‘invite’ rather than assigned and make their own format
- Miscellaneous discussion
 - This summer LC – possibly 3 day format – lose the 800 free relays; max 6 events; score 12 & U and All
 - Need 2025 USA Swimming Calendar (dates) for planning purposes
 - Need to tailor meets to the MW LSC

Consensus and Action Items

- Betsy will check with UNO for 2025 Long Course possibilities
- Betsy will try to get USA Swimming planning calendar for 2025 and following (Quad)
- Jimmy and Betty will work on THIS summer’s Long Course meet – going to 3 days, 6 max events, scoring 12 & U for 12 & U trophy (rather than small team) and overall team trophies
 - Need to streamline that meet if it is to be held outdoors at Woods – just too problematic

Adjournment

- Next meeting – Monday, March 11, 2024; 7:30 pm
- 9:15 p.m.
- Submitted by: Betty Kooy, Executive Secretary



DATE: 03/11/2024

TIME: 07:30 p.m.

LOCATION Zoom Meeting

Call to Order

- Midwestern Championship Meet Schedules – Ad Hoc Committee
- Meeting Purpose
 - Look forward to 2025 and beyond with MW Championship formats
 - Format for 2024 Long Course Championship – 3 days
- Attendees: Betsy Purcell, David Nelson, Erica Storms, Jay Thiltgen, Patrick Rowan, Paige Skidmore, Addisyn Storms, Betty Kooy; Absent: Jimmy Parmenter

Discussion Items

- Next Summer's Champ Meets
 - Two meets; 1 ½ days for 12 & U timed final; 2 ½ days for 13 & O prelim/final?
 - Betsy has checked with Shane regarding Fremont for 2 meets; also checking with Zach McGee at UNO for possible summer LC pool
 - July 26-27 for 12 & U? July 18-20 for 13 & O?
 - All dependent on dates for Sectionals and facility availability; Zones August 7-10
 - Split may be a hard sell for summer; outdoors 3 full days is BRUTAL
 - Comments regarding split 12 & U/13 & O for both seasons
 - SD lowered Time Stds to get viable meets
 - Really need to do indoors!
- Short Course for 2025
 - P/F for 13 & O? is it needed? Or just TF? Still questioning
 - Start later; Finals earlier
 - Limit 6 events; 2 ½ days
- Long Course 2024 - consensus
 - This summer LC – 3 day format – lose the 800 free relays; max 6 events; score 12 & U and All
 - 13 & O swim together; split for finals
 - Qual times – only 'secondary' in meet flyer as that is what we use for the entry file
 - No scratching back
 - Looked at 2008 Long Course – use for 3 day format
 - Add 50s of stroke
 - Betty will put together and send for further recommendations
- Qualifying times for 2025-2028 - consensus
 - If meets are split need to make meets viable
 - Get more kids in the meet; maybe tighten distance qual times
 - Recommend qual times for 4 years be based on 2025-2028 USA NAG Motivational Times
 - Minimum B for 12 & Under
 - Minimum BB for 13 & Over
 - Tighter stds for distance freestyles and 400 IM

Action Items

- Betsy will check again with UNO for 2025 Long Course possibilities and ability to charge spectator fees for this year
- Betsy will try to get USA Swimming planning calendar for 2025 and following (Quad)

Adjournment

- 9:30 p.m.
- Submitted by: Betty Kooy, Executive Secretary

Recommendation from Finance Committee:

For March 19, 2024 Board of Directors Meeting

Board decision will need to be approved at the April 20, 2024 House of Delegates Meeting.

Recommend: To amend the current Fines and Penalties for Improperly Registered Member (4.10.3.1 – 4.10.3.3) to include find category for Adult (18+) Athletes with missing APT.

Rationale: The object is to match the structure of fines for coaches with expired certifications for adult athletes who have let their registration become invalid in competition per the meet recon (either expired or no current APT) and have not resolved the situation by the first day of competition.

4.10.3 Fines and Penalties for Improperly Registered Members:

All fines are due within 30 days of notification unless proof of non-violation is proved to the Membership/Registration Chair or an appeal has been filed with the MWS Administrative Board of Review. Failure to pay will jeopardize membership status with USA Swimming and MWS

4.10.3.1	Unregistered Athlete	\$ 250.00
4.10.3.2	Adult (18+) Athlete missing APT	
	First Offense	\$100.00
	Second Offense	\$250.00
	(recurrence within three-year period)	
	Third Offense	\$500.00
	(recurrence within three year period)	
4.10.3.3	Coach with expired certifications	
	First Offense	\$ 100.00
	Second Offense (recurrence within three-year period)	\$ 250.00
	Third Offense (recurrence within three year period)	\$ 500.00
4.10.3.4	Unregistered coach	
	First Offense	\$ 250.00
	Second Offense (recurrence within a three-year period)	\$ 500.00
	Third Offense (recurrence within a three-year period)	\$ 1000.00

Recommend: To amend the current Fines and Penalties to add 4.10.6 for penalties for unpaid MW invoices.

Rationale: Many invoices, particularly for transfer fees, are needing more than one invoice – sometimes as many as 3 or 4. Invoices should be paid within 30 days.

4.10.6 Penalties for Invoices not paid in a timely manner:

- Invoices not paid within 30 days will incur a late fee of \$25.00.
- Invoices not paid within 60 days will incur a late fee of \$50.00
- Invoices not paid within 90 days will incur a late fee of \$100.00
- In addition, teams with unpaid invoices 90 days and beyond will be subject to unattach status for all athletes which will entail payment of transfer fees for all athletes to reattach.

Midwestern Swimming, Inc. Budget Worksheet 2025

	2022 Actual	2022 Budget	2023 Actual	2023 Budget	2024 to Date	2024 Budget	2025 Proposed
Income							
415 Donations	7,000.00			0.00		\$ -	\$ -
420 Interest Income	2,194.87	25.00	64.11	25.00	1.86	\$ 25.00	\$ 25.00
421 All Star Meet	5,549.03	9,250.00	7,615.95	5,400.00	8,556.55	\$ 7,920.00	\$ 9,000.00
423 Zone Meet	4,077.18	7,500.00	6,161.66	4,400.00		\$ 5,625.00	\$ 6,000.00
424 Other Age Group Income							
424.1 Swimposium Revenue			13,366.82				
425 Officials Income	224.60		1,125.00				
431 MWS LSC Long Course	131.00	28,500.00	32,427.50	32,000.00		\$ 32,000.00	\$ 33,000.00
432 MWS LSC Short Course	31,878.50	25,116.48	37,946.00	35,000.00		\$ 42,000.00	\$ 44,000.00
441 MWS Sanction Fee	2,950.00	3,800.00	4,075.00	3,250.00	675.00	\$ 3,000.00	\$ 3,000.00
442 MWS Splash Fee	75,199.75	87,750.00	61,515.00	80,000.00	13,909.50	\$ 80,000.00	\$ 65,000.00
442.1 Splash Fee - SC Championships			4,452.00				
442.3 Splash Fee - Squad/Dual/Single Session			1,739.00		1,878.00		
Total 442 MW Splash Fee			67,706.50	80,000.00	15,787.50		
443 MWS Fines	175.00		600.00		200.00		
451 USS Athlete Membership		185,000.00	15.00	17,664.00		\$ 22,080.00	\$ 22,080.00
451.1 Athlete-Premium	103,747.36		16,491.84		6,163.20		
451.2 Athlete-Seasonal	3,663.00		591.36				
451.3 Athlete-Upgrade	1,188.00		1,430.40		508.80		
451.31 Athlete-Flex	2,457.60		1,497.60		550.00		
451.4 Athlete-Outreach	40.00		1,240.00				
451.5 Athlete-Txfr	1,190.00		350.00		30.00		
451.6-LateRegFee			45.00				
Total 451 USS Athlete Membership	\$ 112,285.96	\$ 185,000.00	\$ 21,661.20	\$ 17,665.00	\$ 7,252.00		
452 USS Nonathlete Members	12,876.00	29,600.00		2,600.00		\$ 3,360.00	\$ 3,360.00
452.1 Non-Athlete Coach	622.08		1,762.58		758.40		
452.2 Non-Athlete Official	414.72		938.88		297.60		
452.3 Non-Athlete Administrator	100.80		283.20		72.00		
452.4 Other	125.76		321.60		126.72		
Total 452 USS Nonathlete Members	\$ 14,139.36	\$ 29,600.00	\$ 3,306.24	\$ 2,600.00	\$ 1,254.72		
453 USS Club Memberships	3,440.00	7,200.00	6,840.00	5,040.00	2,340.00	\$ 5,040.00	\$ 4,680.00
489 LSC Awards Banquet Income		2,250.00		2,500.00		\$ 2,500.00	\$ 2,500.00
490 Coaches Clinic Income	800.00	2,500.00		2,500.00		\$ 2,500.00	\$ 2,500.00
495 Miscellaneous Income	972.00		994.60		135.80		
Total Income	\$ 261,017.25	\$ 388,491.48	\$ 203,890.48	\$ 190,379.00	\$ 36,203.43	\$ 206,050.00	\$ 195,145.00
Expenses							
521 All Star Meet Exp	13,500.08	17,000.00	14,437.05	14,000.00	15,252.44	\$ 16,000.00	\$ 16,000.00
522 Clinics/Workshops Exp	1,345.54		819.86				
523 Zone Meet Exp	17,176.52	17,000.00	17,128.56	15,000.00		\$ 15,000.00	\$ 15,000.00
523.1 Zone Open Water			1,096.73	2,000.00		\$ 2,000.00	\$ 2,000.00
Total 523 Zone Meet Exp			18,225.29	17,000.00			
524 Other Age Group Expense		8,500.00					
524.1 Swimposium Expense			13,942.36			\$ 3,000.00	
526 Diversity Support		10,000.00		12,500.00		\$ 13,000.00	\$ 10,000.00
526.1 Outreach Meet Support	1,228.41		1,032.24		165.01		
526.2 Diversity Camp/Meet	11,660.45						
Total 526 Diversity Support	\$ 12,888.86	\$ 10,000.00	\$ 1,032.24	\$ 12,500.00	\$ 165.01		
527 Safe Sport	493.00	2,500.00	600.00	2,500.00		\$ 2,500.00	\$ 2,500.00
528 Athlete Leadership Committee		500.00	359.49	250.00		\$ 250.00	\$ 250.00
531 MWS LSC LongCourse	28,813.77	30,018.60	32,791.70	26,000.00		\$ 31,800.00	\$ 32,000.00
532 MWS LSC ShortCourse	31,685.67	32,000.00	37,923.07	28,000.00		\$ 37,000.00	\$ 37,000.00
541 Athlete Reimbursement		23,000.00		22,000.00		\$ 26,000.00	\$ 18,000.00
541.1 Sectional & Open Water	12,075.00		6,600.00				
541.2 TYR Pro/Futures	3,850.00		2,800.00				
541.3 Nat, Jr Nat, Open, Int Trials	7,225.00		3,125.00		1,000.00		
Total 541 Athlete Reimbursement	\$ 23,150.00	\$ 23,000.00	\$ 12,525.00	\$ 22,000.00	\$ 1,000.00		
551 USS Athlete Registration		165,000.00					
551.1 Athlete-Premium	70,656.00						
551.2 Athlete-Seasonal	2,970.00						
551.3 Athlete-Flex	405.00						
551.4 Athlete-Outreach	35.00						
Total 551 USS Athlete Registration	\$ 74,066.00	\$ 165,000.00					
552 USS NonAthlete Reg	11,484.00	26,400.00					

553 USS Club Registrations	700.00	2,100.00						
554 Club Rebates	75.00	1,500.00		1,500.00		\$ 1,500.00	\$ 1,000.00	
555 Athlete - Zone Dues			521.50					
566 Insurance	356.00	320.00	356.00	320.00	356.00	\$ 350.00	\$ 380.00	
567 Repairs			64.20					
568 Service Charge	168.05	100.00	3.50	100.00	64.09	\$ 100.00	\$ 100.00	
569 Returned Checks	2,814.00							
571 Administration	2,122.50	2,500.00	319.21	11,800.00		\$ 12,000.00	\$ 13,000.00	
571.1 Admin - HBE Monthly	10,983.45	13,000.00	7,435.32	10,000.00	1,162.10			
571.2 Admin-Intuit			1,368.00		423.00			
571.3 Admin-Tax/Audit			3,450.00					
Total 571 Administration	\$ 13,105.95	\$ 15,500.00	\$ 12,572.53	\$ 11,800.00	\$ 1,585.10			
572 Office Supplies	367.54	750.00	543.51	500.00	85.56	\$ 500.00	\$ 500.00	
573 Admin Internet-Google/Constant Contact	2,285.86	780.00	592.00	840.00	627.90	\$ 1,000.00	\$ 1,000.00	
574 Admin Office Internet		250.00	1,199.88	200.00		\$ 1,200.00	\$ 1,200.00	
575 Admin Postage	27.60	150.00		100.00	157.08	\$ 100.00	\$ 150.00	
576 Admin Travel/Training								
576.1 Admin Travel-Mileage Reimburse	282.56	500.00	602.50	500.00		\$ 700.00	\$ 700.00	
Total 576 Admin Travel/Training	\$ 282.56	\$ 500.00	\$ 602.60	\$ 500.00				
576.2 Travel-Meals	52.31				34.28			
577 National Workshop/Bus Mtg		12,000.00		8,000.00		\$ 10,000.00	\$ 10,000.00	
577.2 Travel & Hotel	1,389.89		2,567.25					
577.3 Meals & Incidentals	468.47		1,007.05					
Total 577 National Workshop/Bus Mtg	\$ 1,858.36	\$ 12,000.00	\$ 3,574.30	\$ 8,000.00				
578 Officials Expense	202.93	6,744.00	58.05	6,500.00		\$ 7,000.00	\$ 7,500.00	
578.1 Evaluator & Certification	874.08		1,272.35					
578.2 Meet Costs-Shirts/NameTags	2,233.06		2,969.36					
578.3 Officials Reimbursement	1,200.00		1,440.67		498.66			
576.4 Champ Ref/Admin Lodging			1,007.05					
Total 578 Officials Expense	\$ 4,510.07	\$ 6,744.00	\$ 6,886.89	\$ 6,500.00	\$ 498.66			
579 USA Swim Conference Expenses	870.02	500.00		500.00		\$ 500.00	\$ 500.00	
581 Exec Secretary - Wage	25,621.32	25,621.26	26,700.00	26,700.00	4,672.50	\$ 28,035.00	\$ 29,000.00	
582 Payroll Taxes	1,960.03		2,042.55		357.45			
589 LSC Awards Banquet	58.20	5,500.00		5,500.00		\$ 5,500.00	\$ 5,500.00	
589.2 Awards	4,735.49		1,792.65					
Total 589 LSC Awards Banquet	\$ 4,793.69	\$ 5,500.00	\$ 1,792.65	\$ 5,500.00				
590 Coaches Clinic	1,369.89	10,000.00		5,000.00		\$ 5,000.00	\$ 5,000.00	
592 Social Media/Advertising		1,200.00		1,200.00		\$ 1,200.00	\$ 1,200.00	
595 Miscellaneous Expense	-1,243.49	250.00	860.06	500.00	135.80	\$ 500.00	\$ 500.00	
596 BOD Meeting Expenses	9.97	250.00	10.62		4.58	\$ 250.00	\$ 250.00	
Unapplied Cash Bill Payment Expense	0.00							
Uncategorized Expense	132.00							
Total Expenses	\$ 274,720.17	\$ 415,933.86	\$ 190,978.85	\$ 192.26	\$ 24,996.45	\$ 221,985.00	\$ 210,230.00	
Net Operating Income	-\$ 274,720.17	-\$ 415,933.86	-\$ 12,911.73	\$ 1,881.00		\$ (15,935.00)	\$ (15,085.00)	
Net Income	-\$ 274,720.17	-\$ 415,933.86	-\$ 12,911.73	\$ 1,881.00				

1.7 Organizational Structure

Midwest Swimming is governed by a House of Delegates. The Board of Directors, as outlined in Sections 5 and 6 of its Bylaws, has the authority to act for the Corporation between meetings of the House of Delegates. The officers of the Corporation comprise the Executive Committee and have the authority to act for the Corporation between meetings of the Board of Directors. **The Board of Directors shall meet the Job Description position requirements and responsibilities as further defined in the MWS Board of Director Manual.**

The organizational structure includes divisions, committees, and coordinators as detailed in Section 7 of the bylaws. Twenty percent (20%) of the voting members of each committee shall be athletes, each of who must at the time of appointment must be engaged

General Chair Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC General Chair
- 2-year term, elected in even years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Position may not be combined with any other office
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership
- Previous Midwestern Board of Directors service
 - Suggest change to: Previous BOD service (BOD position or Committee Member) at the LSC Level

Job Summary:

- The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of MWS, and general supervision over its officers and agents.

Duties and Responsibilities:

- Call meetings BOD and HOD when and where necessary
- Preside at all BOD and HOD meetings
- Appoint committee chairs and members with advice and consent of BOD
- Report to BOD all matters within his/her knowledge in the interest of MWS
- Assure the fulfillment of any LSC obligations to the Central Zone and USA Swimming
- Serve in the following:
 - Chair of the Board of Directors
 - Chair of the Executive Committee
 - Chair of the House of Delegates
 - Chair of the Hall of Fame Committee
 - Chair of the Sanction Committee
 - Chair of the Personnel Committee
 - Member of the Finance Committee and Swimmer Awards Committee
- Attends the USA Annual Business Meeting as a MWS voting representative

Administrative Vice Chair Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Administrative Vice Chair
- 2-year term, elected in even years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership

Job Summary:

- The Administrative Vice-Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all the powers of the General Chair (MWS Bylaws 6.9).

Duties and Responsibilities:

- Attend BOD meetings and HOD meetings
 - Chair and have charge of the business and affairs and property of the Administrative Division
 - Aid in development of policy and coordination of the activities of the officers and committees within the division
 - Responsible for creation and maintenance of MWS's Policies and Procedures Manual
 - Direct responsibility for the following
 - Bylaws/Legislation/Rules/Policies and Procedures Manual **working with Governance Committee**
 - Club Development
 - Computer/Office Equipment
 - Elections, working with Governance Committee
 - Insurance
 - Legal (General Counsel, if applicable)
 - Operational Risk
 - Personnel- together with General Chair and Treasurer direct responsibility for permanent office staff
 - Public Relations/Publications/Newsletters- **assist with**
 - Prepare Board report for bimonthly BOD meetings
 - Safe Sport
 - Swim Guide/Parents Manual- **assist with**
 - Special Events
 - Member of Executive Committee and Finance/Budget Committee
 - Eligible to attend the USA Annual Business Meeting as a MWS voting representative
-