



**MINUTES** DRAFT  
**DATE:** 03/19/2024  
**TIME:** 8:30 p.m.  
**LOCATION** Zoom Conference Call

### Call to Order

- Midwestern Board of Directors
- Board Meeting
  - Called to order – Betsy Purcell 8:38 p.m.
  - Purpose of Meeting: Regular BOD Meeting
- Roll Call by Zoom sign-in
  - BOD Attendees: Betsy Purcell, Toby Rees, Jeff Steiner, Aidan Cho, Carol Olson, Addisyn Storms, Sam Bach, Betty Kooy (ex officio)
  - HOD Committee Chairs/Coordinators Present: Starre Haney, Erica Storms, Leslie Mayo, Dan Brailita
  - BOD Absent: Dave Nelson, Paige Skidmore, Stefanie Martinez, Kate Novinski, Aidan Kolb, Amber Bargstadt
  - HOD Committee Chairs/Coordinators Absent: Lori Howard
  - Guests: Bill Haney, Kathy Lydiatt
- Declaration of Conflict of Interest Statement: Read by Betsy Purcell; no declarations

### Approval of Previous Minutes

- No corrections to minutes.
- Motion to Accept January Minutes – Aidan Cho; Seconded-Jeff Steiner; Approved

### Consent Agenda

- Documents
  - Membership/Registration Coordinator Report  
Noted MW down 79 athletes from previous year at this time
  - Executive Secretary
  - Officials Report
    - Discussion regarding observed HS meets, particularly the early meets  
Do not seem to be held to MW standards  
NSAA makes decisions regarding HS meets and officiating  
MW should make decisions regarding observation and observers  
HS/MW officials encouraged to complete the NSAA survey  
Questions regarding parents on deck  
Betsy has had discussions with Jeff S/NSAA regarding HS officiating
  - Governance Committee Report
  - Financial Reports
- Motion to Accept Consent Agenda Items –Aidan Cho; Seconded-Jeff Nelson; Approved

### Old Business

- Finance Committee Proposal – Athlete Fines
  - Proposal to make fines for Adult (18+) Athletes missing APT to fall in line with Coach with expired certifications

- Leslie Mayo (registration) felt that current policy (holding to fines for ‘unregistered’ athlete) did not align with other fines
  - Motion to accept the proposal as written and forward to the HOD – Aidan Cho, Seconded, Toby Rees; Approved

## New Business

- Finance Committee Proposal – Club Fines
  - Proposal to amend current Fines and Penalties to add 4.10.6 for penalties for unpaid MW invoices
    - Policy that invoices are to be paid within 30 days not being adhered to; need to put some teeth behind
  - Motion to approve proposed policy Toby Rees; Seconded Aidan Cho; Approved as amended.
    - Discussion on where the recommendation comes from and who would approve the unattached status
    - Motion to amend final sentence by Aidan Cho; Seconded by Toby Rees; Approved
  - Final wording at end of document
- Finance Committee – 2025 MW Budget
  - Motion to accept budget proposal as presented and forward to HOD – Betsy Purcell; seconded Aidan Cho; Approved
    - Notes made of some increases and decreases; still a deficit budget although MW usually does not have a deficit; perhaps should think about budgeting closer to actual
    - Notes that if necessary, HOD could revisit in September if current financial situation warrants it
- Governance Committee – Job Descriptions and P & P wording
  - Motion to amend 1.7 Organizational Structure with clarification of Board of Directors Job Description – Betsy Purcell; Seconded Aidan Cho; Approved
    - Clarification was recommended by USA Swimming to put P & P in line with the Board of Directors Manual
    - Added to wording: *The Board of Directors shall meet the Job Description position requirements and responsibilities as further defined in the MWS Board of Directors Manual.*
  - Motion to change General Chair and Admin Vice Chair Job Descriptions in the BOD Manual – Jeff Steiner; Seconded, Carol Olson – Approved
    - GC position requirements – Change from ‘Previous Midwestern Board of Directors service to ‘*Previous BOD Service (BOD position or Committee Member) at the LSC Level*’.
    - Admin Vice position – add wording and change some responsibilities of the position (shifting to other BOD positions)
- 2024-2025 Championship Meet Progression – Betsy
  - Noted quick turn-around time for Zone entries this year
  - Committee consisted of full Sanction Committee plus Jimmy P and Patrick R
  - At HOD meetings usually a discussion of timing of meets (Sectionals and Futures); Evaluators think we are crazy with the duration of our championship meets
  - Much discussion among committee of family dynamics, coach obligations, officials’ obligations, taking kids out of school
  - Committee focused on what is best for the swimmers
  - Is ‘Last Chance’ necessary – do they have to be the same?
  - Noted committee recommending 12 & U championship and 13 & O championship, both long and short course (hopefully allowing LC to be indoors rather than dealing with the brutality of a NE summer)
  - Shortening of the length of days for the champ meets
  - Change of position in schedule for champ meets

- Would like buy-in for recommendations
- Would need hosts for meets – hopefully with lowering time standards meets would get more athletes and be financially viable and not as taxing on volunteers
- Committee will make recommendations for championship Time Stds for 2025-2028 using the USA NAG Motivational times – B minimum for 12 & U; BB minimum for 13 & O; tighter stds for distance & 400 IM

**Announcements and Information -**

- Governance – Starre Haney
  - Nominations for BOD positions close on March 22; two nominees are not currently in good standing; one nominee does not seem to be eligible for the nominated position
- Toby Rees noted need for ADA section in meet Information, particularly information for spectators; situation was not good in Fremont
- Meeting dates:  
Next BOD Meeting – Tuesday, May 21, 2024; HOD Meeting – Saturday, April 20, 4:30 p.m. Fremont YMCA

**Adjournment**

- Motion to adjourn 10:26 p.m.– Toby Rees; Seconded – Aidan Cho; Passed.
- Submitted by: Betty Kooy, Secretary

**Athlete Fine Proposal**

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

**Unpaid Invoice Penalty Proposal**

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 *upon notification from the registration chair and approved by the Executive Committee* will be subject to unattach status for all athletes which will entail payment of transfer fees for all athletes to reattach.

## General Chair Job Description

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### 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

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### 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
  - May be eligible to attend the USA Annual Business Meeting as a MWS voting representative
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