

HSL Board Meeting

Wednesday, January 13, 2020

Meeting called to order 7:33PM

Quorum – 7:37PM

In Attendance

Executive Committee

President	Lauren Stouten
Secretary	Dottie Drinan
Head Official	Paul McEndree
Treasurer	Kathryn Gnagey
Statistician	Chris Bley

Team Representatives

Aberdeen	Val R
Aqua Culture	Chad LeFleur
Arena Club	Renee Mann
Bel Air	x
Belcamp	Doug
Emmorton	Tracy Milstead
Fallston	Lisa Quigley
Fountain Green	Jim Quin
Joppatowne	Nicole
Maryland Golf	Karen Jacobs
North Harford	x
Rockspring	Melissa Coster
Valleybrook	Tom King
Other Attendees	Sam Lopez Allen Clark Adam Kopp Jessica Marx

President began the meeting by reviewing the Zoom norms.

- Raise hand to be recognized
- President or Secretary will recognize
- Keep comments to about 2-3 minutes

Meeting Minutes

Review of meeting minutes from November and December. Corrections made and votes on whether or not to accept the previous months' minutes.

November Minutes

Leslie suggested changing "Board" to "Executive Committee"

Motion to accept November minutes with change

Voted by general consensus

November minutes accepted by unanimous vote

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December Minutes

Meeting minutes were resent and the Board reviewed.

Motion to accept December minutes

Updated attendee list to add Adam Kopp and Jessica Marx.

No objections to the updates

Vote by general consensus

December minutes accepted with updated attendee list by unanimous vote

Officer Reports

Treasurer's Report

- Kathryn shared Balance Sheet
- Unrestricted or operating funds balance is \$5,977.13
- End of year report balance is \$5,977.13
- Tax Report status – 990-n form was e-filed and Maryland Form 1 files on Maryland Business Express
- Balance Sheet – 1/1/2020 balance was \$7,267.62, there were three (3) transactions throughout 2020 new balance is \$5,977.13.
- Leslie questioned an amount of around \$2000 between what she is showing in her notes from when Kevin Stretzel was treasurer at the end of 2019. Note that there was another treasurer between Kevin and Kathryn (Crystal Gallup). Kathryn shared a spreadsheet that she was able to rebuild with records beginning with January of 2019 through current date. When Kevin left in August of 2019 the balance was \$7,267.62. There have only been three (3) transactions since August 2019 as noted in the spreadsheet and the balance remaining after those three (3) transactions is \$5,977.13. Kathryn asked for a copy of the document Leslie was referencing so she could reconcile. There was discussion around whether Leslie was referencing a balance sheet or budget forecast, possibly based on increased head tax. Leslie is referencing a 2018-2019 figure. Jim found an email sent by Kevin from January 15, 2019 and forwarded to Kathryn.
- Proposed 2021 Budget presented – expected income \$7,500, expected expenses \$7,500

Motion to adopt budget

Chris moved to adopt the budget, Paul seconds the motion.

Vote by general consensus – Passed by unanimous vote

No other Officers had anything to present

Unfinished Business

Proposed Bylaw change

Lauren reviewed the bylaw change presented by Aqua Culture and amended by Chris Bley. The wording for the proposed amendment are as follows:

2.1.1. d. Under extraordinary circumstances, for example increased public health restrictions, the HSL Board may vote by 2/3 majority to use a less restrictive meet structure. This may include a structure without divisions, changes in championships and/or modified meet operations. This may only be done when governing bodies outside of the Harford Swim League have established policies or restrictions that affect the management of Harford Swim League.

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Lauren asked if there were any other motions to propose further amendments to the bylaw change. There were no other motions and the proposed bylaw change was moved to a vote.

Motion #1 – Adopt the amended bylaw change

Motion passed – 14 Yes, 1 No, 0 Abstain, 2 Not Present

See attached voting record

New Business

Ordering and Inventory of Ribbons

Chris to take the lead on this item. After discussion it was determined that Jamie Weaver who has handled ribbon inventory and ordering in the past will send her list from last season to Chris. Since no ribbons were likely used last season, the counts should be the same. Will as for new ribbon counts if needed after Chris receives information from Jamie Weaver.

Financial Audit

According to the bylaws a financial audit must be done every two years. Kathryn presented the two options we have for performing the financial audit.

1. Engage with an accounting firm
2. Form an audit committee to perform a review of financials

Recommendation by the treasurer to form an audit committee because there is very little financial activity and engaging an accounting firm can be costly. Members of the Executive Committee cannot be on the Audit Committee.

Motion #2 – Form an Audit Committee to review 2019 and 2020 banking activity

Motion made by Kathryn, seconded by Dottie

Motion passed – 14 Yes, 1 No, 0 Abstain, 2 Not Present

See attached voting record

Volunteers for Audit Committee: Jim Quinn, Renee Mann, Allen Clark.

There was some discussion around documents that may be on the old HSL laptop and where the old laptop may be located. Once it is found, Dottie will check to see if any files can be recovered from the hard drive.

New Business

2021 HSL Schedule

In order to begin working on a schedule, Chris will need any information each team has about the availability or restrictions on the use of their pool facilities. Chris asked for this information by January 29th.

Open for Discussion

Motion to Adjourn

8:38PM – Meeting Adjourned

Next meeting: February 10, 2021 @ 7:30PM

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Treasurer's Report follows:

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HARFORD SWIM LEAGUE
Balance Sheet / Statement of Financial Position
As of 12/31/2020

ASSETS	
Current Assets	
Cash and cash equivalents	\$ 5,977.13
TOTAL ASSETS	\$ 5,977.13
LIABILITIES AND NET ASSETS	
Liabilities	
Accounts Payable	\$ -
Total Liabilities	\$ -
Net Assets	
Unrestricted (operating)	\$ 5,977.13
Total Net Assets	\$ 5,977.13
TOTAL LIABILITIES AND NET ASSETS	\$ 5,977.13

HARFORD SWIM LEAGUE
Treasurer's End of Year Report
For the year ending 12/31/2020

PNC Bank balance 01/01/2020	\$ 7,267.62
Income	\$ -
Expenses:	
Computer	\$ (89.99)
Insurance	\$ (1,138.86)
Postage	\$ (92.00)
PNC Bank balance 12/31/2020	\$ 5,977.13
<i>Kathryn Grady</i>	<i>1/13/2021</i>
Kathryn Grady, Treasurer	Date

HARFORD SWIM LEAGUE INC
Tax Report Status
For the year ending 12/31/2020

Form 990-A is filed with the IRS on 06/03/2020
Maryland Form 3 Filed on MD Business Express on 12/08/2020

Kathryn Grady *1/13/2021*
Kathryn Grady, Treasurer Date

HARFORD SWIM LEAGUE
Annual Budget
For the Year Ending 12/31/2021

INCOME	
Head Tax (55 x 1,500 swimmers)	\$ 7,500.00
Dues	\$ -
Total Income	\$ 7,500.00
EXPENSES	
Ribbons	\$ (3,000.00)
Meet Builder	\$ (800.00)
Computer	\$ (1,000.00)
Insurance	\$ (1,500.00)
Postage	\$ (100.00)
Legal Fees	\$ (1,000.00)
Supplies	\$ (100.00)
Total Expenses	\$ (7,500.00)
Balance	\$ -