HSL Board Meeting Agenda
September 7, 2022 at 7:00 PM
Bel Air Athletic Club
658 Boulton St, Bel Air, MD 21014

1. Roll call of members present. see sign in sheet
   a. Executive Board
   b. Team Representatives
   c. Quorum reached and a meeting was called to order. 7:10 PM
2. Correction and adoption of minutes from the previous meeting.
   a. No meeting minutes provided by exiting secretary
3. Adoption of Agenda
   a. Correction 2022 season review - only presentation of season results by Statistician is postponed
   b. Motion: Adopt draft meeting agenda with corrections.
   c. Motion (Shiniqua Roberts) Second (Jim Quinn) Verbal vote - Passed no dissention
4. Reports of officers, committees, and coordinators.
   a. President:
      i. Discussion of the voting process in May for President and Secretary.
         1. Voting was not conducted in accordance with By-Laws and Robert's Rules; however, vote result was announced without dissension. Upon careful review of board voting patterns it is apparent that for some votes in the past, the results were incorrectly recorded.
         2. The ambiguity stems from the phrase "of the members present" which effectively makes an Abstention a No vote. This is not the way the board has traditionally interpreted the voting. The nominations in April were not properly recorded since no nominations for President were recorded. Nomination committee confirmed that Lauren Stouten was presented by the Nominating Committee.
         3. Statistician made Motion: Accept the results of the May voting acknowledging the misapplication of the by-laws covering voting and propose that a by-law change be drafted to clear up the issue for future votes. Discussion: Motion violates by-laws and is not appropriate. Several members expressed that they would like to recognize the results and move one. Since Lauren Stouten was appointed President and Wayne Ziegler was appointed Secretary by the Executive Committee at the August meeting they are good until the next nomination cycle. Statistician withdrew the motion.
   b. Secretary:
      i. Apologized for not getting the agenda out earlier. The transition hit some hiccups. In the future the secretary plans to get a draft agenda out 10 days in advance to allow time for representatives to request topics to be added to agenda. The Secretary plans to post all meeting minutes within 10 days of the meeting.
      ii. Secretary updated TeamUnify site in advance of the September 15th deadline for automatic update. Some formatting on custom pages lost, working to recreate. I would like to have a photo for two from each team to use in the slide show on the

home page.

iii. Identification of official organization representatives. Each team needs to identify their official representative and if possible an alternate (there have been occasions when the executive committee was getting information from multiple different individuals representing a team and the responses were not coordinated) **Action:** All teams identify their official representative and if possible an alternate deadline 9/30/2022

iv. Proposed institution of old communication standard.
   1. Discussion: All general communication should come from Secretary@HarfordSwimLeague.org
   2. All emails will be addressed to official email groups, use of personal email addresses is discouraged. This ensures that all the relevant individuals are receiving information. **ACTION**: Teams need to review the members of their team email group to ensure that the right people are getting the information they need. (Note: most teams completed this during the board meeting.) **Suggestion best practice**: Several teams have a team Gmail account which allows them to change who email to the team is forwarded to on a dynamic basis. That way the team is in control and does not need to rely on the secretary to maintain an updated list.
   3. All league related communication should go to, through or copy the secretary to maintain official record of communication (for example, communication between teams concerning a meet change should copy the secretary; if a team representative would like to contact the whole board they should request that the secretary forward the message which will be reviewed and approved prior to sending)
   4. Transparency - emails and comments will be reviewed for appropriateness of language but opposing views will not be censured.
   5. AllTeams1 email group will be disabled and a new general distribution group will be established.

v. Review of past meeting minutes - There were references to Safety Committee (4/14/21 this was an ad-hoc committee formed to due with COVID specific issues and consequently disbanded), an Audit Committee (1/13/21 this was an ad-hoc committee formed for a specific purpose then disbanded) and a Communication Committee (3/10/21). Communication committee is an ongoing committee that the president would like to revitalize. President asked the board members to consider serving on the Communication committee. Committees need Terms of Reference.

c. Statistician:

i. Confirmed appointment of Chris Bley to Statistician Executive Committee position. Proposed Term: Appointee will serve the remainder of the previously elected Statistician ending August 2023.

ii. The statistician will provide 2022 statistics at the October meeting.

iii. The statistician proposed a new process for recognizing record breakers. Options proposed were bag tags, medals or rosettes. Bag tags are less expensive and could be offered immediately, medals or rosettes would be customized for the league and given at championships award ceremonies. Possibility of doing both was also raised. Treasurer indicated that a line item for $600 was added to the budget to cover the cost.

d. Treasurer:
    i. Discussion of proposed budget. Budget proposal was distributed to HSL representatives with the meeting agenda.
    ii. Treasurer suggested that the board should investigate options for fundraising opportunities to provide a cushion in the budget as opposed to relying exclusively on head tax for income. Possibility of a spring golf tournament and/or movie night were mentioned. Persons interested in developing a fundraising strategy should coordinate with the treasurer.
    iii. Treasurer presented the 2022-2023 HSL budget for approval. Approved by verbal unanimous vote
e. Head Official: no report
f. By-Law Committee: Committee will draft by-law change motion to address voting issues prior to the October meeting.
g. Nomination Committee: no report
h. Diversity, Equity & Inclusion Committee: no report
    i. (Note) After the meeting the President reported that a $500 donation to the DEI scholarship fund was received from Rock Spring swim club from the swim-a-thon event. Treasurer will set up a new account specifically to collect scholarship donations.

5. Unfinished business.
    a. Topic: Review of 2022 dual meet season and status of HSL teams not meeting by-law requirements during dual meet 2022 season.Note: Presentation of season results by Statistician will be conducted at October meeting.
        i. Status of teams not meeting By-Law requirements - there are two by-laws statements regarding team eligibility and meet requirement:
            1. “**2.1.2. Eligibility** Membership is opened to any bona fide swimming organization as defined by Geographic Territory (1.3) who has 40 registered and eligible swimmers (Article 50.4 - HSL Rules and Regulations)
            2. “**2.1.5.a. Dismissal** Any existing member team with less than 35 competing swimmers at any dual meet is subject to a request at the fall quarter meeting for a vote on removal from the HSL A two-thirds (2/3) majority vote is required to remove the team. Any team dismissed may petition for reinstatement the following September.
            3. Head Official as a representative of the Bel Camp swim team proposed that the team be removed from league membership for not meeting by-law requirements. Representative was asked if Bel Camp parks and rec had been contacted. Paul replied that they have not responded to inquiries.
    b. Topic: Review of 2022 HSL Championships – financial report, meet operations, etc.
        i. Financial report was presented by Fountain Green representative Jim Quinn. Hand out attached. Sponsoring a championship session is a good fundraiser for the sponsoring team. There was a comment about the possibility of a league sponsored

championship. Presenter indicated that there is no incentive for a team to provide a venue for a league sponsored event so HSL would need to rent a facility like Magnolia Middle School to host the event.
   ii. Unfinished discussion: Comments from meet hosts regarding meet operations, etc.
6. New business.
   a. Motion: none
   b. Topic (postponed): Ribbon 2022 season, ribbon inventory process and order for 2023 season (postponed until October meeting) - Ribbon POC could not attend due to modified meet date. Three teams have not turned in ribbons so count is incomplete.
   c. Proposed Topics for October meeting agenda:
      i. Unfinished Topic: 2022 dual meet season review and championships meet operations. Safety and sportsmanship.
      ii. Committee terms of reference and call for volunteers
7. Announcements.
   a. October HSL Board meeting - October 12th at 7:00 PM
      i. Location option: BAAC
8. Adjournment. 9:20 PM