

HSL Board Meeting Minutes
October 11, 2023
Coppermine, Bel Air

1. Roll call of members present.
 - a. Executive Board
 - i. Treasurer - regrets
 - b. Team Representatives
 - i. All teams were represented.
 - c. Call to order.
 - i. Meeting called to order at 7:04 PM
 - d. Roster attached
2. Correction and adoption of minutes from the previous meeting.
 - a. Corrections:
 - i. Aqua Culture was in attendance
 - ii. Correction spelling Bley
 - iii. Addition to committee discussion: Board members requested that the committee's meeting schedules be posted to board so interested members could participate.
 - b. Minutes adopted subject to corrections by unanimous consent
3. Adoption of Agenda
 - a. Agenda adopted by unanimous consent
4. Reports of officers, committees, and coordinators.
 - a. President:
 - i. Statistician appointment announcement. Galen Ziegler was appointed to the Statistician position by unanimous vote of the Executive Committee.
 - i. Vision for 23-24 Season - The President provided her vision for the 23-24 season. (attached)
 - ii. Statement regarding board member conduct. In light of the incident that occurred after the September Meeting, the President made a statement that serves as an official reminder of the behavior expected of this board. (attached)
 - b. Secretary:
 - i. Reminder to update team email groups.
 - ii. The Executive Committee discussed how to improve the productivity of HSL board meetings. These are the meeting protocols agreed to by the Executive Committee; in accordance with Roberts Rules.
 1. Quorum: It is important to have a quorum to conduct business, please send an alternative if you are unable to attend.

2. Meeting Preparation: It is important for each team to have representation at all meetings to avoid rehashing discussions from previous meetings. In the interest of efficiency please review previous board meeting minutes and forward questions prior to the scheduled meeting so meetings can be focused on new discussions. Team representative pre meeting preparation is key to a productive off season.
 3. Reports: Reports do not include discussion. If an executive committee member or committee chair has a topic for discussion it must be added to the agenda ahead of the meeting.
 4. Agenda: All topics for discussion must be provided ahead of time and on the agenda. Deviation from the agenda or domination of the discussion by individuals will be addressed to keep the meeting moving forward.
 5. Motions: Motions should be submitted to the Executive Committee two weeks in advance and distributed to the board with the draft agenda prior to the meeting.
 6. New Business: Topics not on the agenda may be proposed at the end of the meeting for discussion if time allows or to be added to the agenda for the next meeting as old business.
- c. Statistician:
 - i. Discussion of 2024 schedule under old business.
 - d. Treasurer:
 - i. Tax exempt card has been received. Treasurer also forwarded the card to Hodges for their records in preparation for the 23-24 season ribbon order.
 - e. Head Official:
 - i. The Head Official is working on recommendations for revisions of the Rules and Regulations. A draft will be ready for the November board meeting.
 - ii. The Head Official is developing training protocols for stroke and turn and starter/admin officials. She anticipates adding a requirement for new officials to do some on the job training during team time trials or other opportunities to observe swimmers to increase officials comfort level.
 - f. Bylaw Committee:
 - i. Red-lined version of revised Bylaws will be distributed to the Board prior to the November meeting for discussion at the November meeting.
 - g. Nominating Committee:
 - i. The President, Secretary and Treasurer are up for election this year.
 - ii. List of candidates will be introduced in March for election at the May meeting.
 - h. Diversity, Equity, Inclusion & Accessibility Committee:
 - i. Inactive, looking for volunteers
 - i. Ribbon Coordinator:
 - i. The inventory is incomplete. **ACTION:** The ribbon coordinator will present a

complete report on 2023 ribbon use and current inventory status at the November meeting.

- ii. **ACTION:** Request that all teams notify coordinators of ribbon inventory. It is not necessary to turn in inventory at this time.
- iii. The plan is to order 110% of the necessary ribbons to cover the approved schedule. Members of the Board expressed that this may be cutting it too close. Chris Bley reported that this would be considered however in the previous season when larger amounts of ribbons were ordered teams tended to hoard ribbons resulting in a large overage of ribbons in storage where they tended to get lost or damaged during the off -season.

5. Unfinished business.

- a. Announcement: Resolution Statistician Vacancy
 - i. President report Executive Committee action. The Executive Committee voted unanimously to appoint Galen Ziegler as the HSL Statistician effective immediately through August 2025.
- b. Freestate interleague meet: No additional information was presented. The 2024 schedule will be developed without consideration of an inter league meet with Freestate. Chris Bley and Lauren Stouten will continue to investigate the opportunity and present proposal if something can be worked out.
- c. Topic: 2024 Season
 - i. Motion: Adopt a three division structure for the 2024 season with 3 division meets for each team.
 - 1. Discussion: There was discussion of the advantage of a three division schedule if each team only swam the other division teams once. It may not have a significant impact on the schedule compared to a two division schedule. Concern was expressed that on the occasion that two teams in the same division same more than once there would need to be clear communication about which meet was the in-division meet. Possible advantages would be scheduling in-division meets in the middle of season to allow time to prepare before and time for swimmers to work on getting times for championships after.
 - 2. Representatives must provide scheduling information to Statistician no later than. Oct 28, 2023 Reasonable accommodation will be made for provided limitations regarding pool accessibility, etc.
 - 3. Vote: Aye - 11, No - 3; Abstain - 1 Motion Passed
 - 4. Motion passed.
 - ii. Motion: Start 2024 season on Wednesday, June 12, 2023.
 - 1. Discussion: Gives teams time to practice before first meet and allows teams to run time trials/intra squad meets on Saturday June 8.
 - 2. Vote: Motion passed by unanimous consent

- iii. Motion: Schedule will be developed with no meets on Wednesday July 3 or Saturday July 6.
 - 1. Discussion: Still allows for 8 dual or tri meets. Avoids impacting family plans around holiday. Leaves open possibility of Freestate interleague meet.
 - 2. Vote: Motion passed by verbal consent with 1 no vote
 - 3. Discussion: Chris Bley explained no vote, that locking down options makes preparing the schedule more difficult. If scheduling becomes an issue that board can return to this topic and introduce a new motion to reintroduce one of these days to the schedule.
- iv. **ACTION:** Statistician will send out a questionnaire concerning pool availability and schedule requests. Deadline to provide feedback for the 2024 schedule will be October 28 to give Statistician sufficient time to prepare a draft schedule for the November Board meeting.
- d. Motion: Adopt draft committee guidelines
 - i. Tabled until a later date. Some of this information is included in the draft revised Bylaws.
- e. Topic: Committees
 - i. Discussion
 - 1. The Nominating committee is the only committee referenced in the Bylaws. All other committees are ad-hoc committees created to achieve a specific purpose.
 - 2. **ACTION:** All committees need to review draft terms of reference and provide proposed Terms of Reference.
 - 3. **ACTION:** The Executive Committee and the Board must be informed in advance of all committee meetings.
 - ii. Committees
 - 1. Nominating - standing committee
 - a. Aaron Hankins will remain chair until committee meets to confirm or elect a new chair
 - b. Volunteers: Aaron Hankins. Schniqua Roberts, Chris Bley, Tom King
 - 2. By-Laws - ad-hoc committee
 - a. Volunteers: Jim Quinn, Schiniqua Roberts, Chris Bley, Wayne Ziegler, Dan Kirkland
 - b. Schiniqua Ropberts informed that she will be presenting a seminar on bylaws on November 15, 2023. The Secretary will distribute information to the Board as soon as the details are approved.
 - 3. DEIA - ad hoc committee
 - a. Request for volunteers.

- b. President commented that the primary focus of this committee is to review and finalize the HSL Diversity statement that was developed by the previous committee. **ACTION:** Secretary will follow up and request a copy of the statement developed by the previous committee.
 - 4. Communication - ad hoc committee
 - a. Volunteers Lauren Stouten (chair), Lisa Quigley, Taby (JT sorry did not catch last name)
 - 5. Championships
 - a. Committee will be appointed in January
- f. Topic: Review of 2023 Season
 - i. Parents requested that t-shirts be available for purchase ahead of time and allow pre orders and on site orders
 - ii. Secretary had information requests from several team representatives leading up to the Championships meet. Consider sending meet planning information to team representatives, not just coaches.
 - iii. There was feedback that communication during the Championship meets was difficult and parents and swimmers had trouble knowing what event was currently swimming and what events had been called to the clerk of course.
 - iv. Hospitality during Championships for officials. The Head Official felt that the hospitality provided for officials was inadequate.
 - v. Parking and watching races at Championships was challenging in particular for elderly and handicapped individuals with limited mobility. Suggestion was made that all teams publish their hospitality accommodations similar to how everyone published their COVID guidelines during the post pandemic season.
 - vi. Swimmer participation exceptions for Championships. There were issues from swimmers concerning who was allowed to swim even though they did not meet participation requirements. How were these exceptions made? Chris Bley explained that about half of the exceptions were allowed and the decision was made by the meet director in coordination with the committee. Past instances were brought up where there is no accommodation religion (a Jewish family could not participate in Sunday Championships since they could not swim in Saturday meets and did not meet participation requirement).
- 6. New business.
 - a. No new business was brought up.
- 7. Announcements.
 - a. Next meeting
 - i. Wednesday, November 8 at 7PM at Coppermine Bel Air
 - ii. The Executive Committee will meet prior to the Board meeting, date and time to be determined.

8. Adjournment.

- a. Meeting adjourned: 8:25 PM