

South Carolina Swimming
Board of Directors (BOD)
Meeting Minutes
November 13, 2005

Roll Call

The BOD Meeting of SC Swimming was attended by the following:

V. Montgomery	S. Bonine
P. Lister	C. Rupp
R. Diggelmann	Ja. Chatlosh
O. West	K. Easty
P. Wright	J. Smith
D. McDonough	L. Williams
D. Horton	K. Kozicki
D. Goeckner	C. Giese
T. Schmidt	J. Keogh
B. Miller	B. Baker
C. Miller	E. Miller
T. Bunch	T. Conley

The meeting was called to order by General Chair, Vicky Montgomery, at 10:00 a.m. The Minutes of the 09/25/05 BOD meeting were approved without exception.

The General Chair reported high school approval has been accomplished. The General Chair thanked Jeff Chatlosh and Patricia Gettys for overseeing the high school approval for the high school state championships.

The General Chair reported the BOD is still waiting on the CCST letter. The Senior Vice-Chair indicated the letter was coming from the City of Charleston.

The General Chair reported in January the BOD will probably not meet together. The meeting will hopefully take place via phone conference. The General Chair requested all clubs provide a good number to the Office of SC swimming so that they will be able to participate in the phone conference.

The General Chair reported two nominating committee replacements – Liz Campbell of MPSC and Lynn Williams of RAYS.

The General Chair reported the SC LSC BOD is looking at a potential date for allowing USA Swimming to host a Swimposium. The LSC would be required to provide a facility and food so there is an expense. Carol Burch of USA Swimming has emailed

the following dates: May 13, 2006 and May 20, 2006. The BOD thought spring 2007 would allow time to promote the Swimposium, budget for the expenses of the Swimposium, and find the best facility. It was decided the May 2006 time frames would not work. The General Chair would follow up with USA Swimming regarding 2007 dates.

The General Chair reported she will be participating in General Chair training hosted by USA Swimming via the web.

The General Chair reported Dave Thomas advised the BOD to participate in a BOD Retreat. This would allow the BOD to work on mission, vision, long-term planning, and work through issues. The BOD felt they could participate in a retreat towards the end of August 2006. (August 19&20, 26&27) The General Chair will follow up with Dave Thomas on the potential dates.

The Coach's Representative indicated the last retreat was not very productive and suggested that this retreat be better planned out and individuals leave with things to do and it be more productive.

The Officials Chair recommended an outside facilitator by the name of Richard Pokat who is out of Charlotte, NC. The Officials Chair indicated Richard Pokat has some great ideas on “growing” swimming. The BOD was receptive to an outside facilitator. The Officials Chair agreed to follow up with Rich to see if he would be available for the potential dates in August 2006.

The General Chair reported one issue before the Board of Review. A family has been denied membership in a USAS swim club.

The General Chair passed around a memo from Roy Dessloch regarding the LSC Consolidation Committee. The memo came out from the 9/24/05 committee meeting. The General Chair felt the LSC committees and BOD was beginning to work on mission statements and beginning to develop more meaningful committees and goals.

The General Chair reported Dave Thomas advised the BOD to hold the volunteers in Committee positions and in BOD positions accountable. Volunteers have to do the work they are volunteering for or they are not benefiting the LSC.

The General Chair reported the committee does do a lot of things right and we should focus on the positive things coming along.

The Admin Vice-Chair reported the Office Committee has not developed a mission statement.

The Admin Vice-Chair reported a letter was sent to the City of Mt. Pleasant and spoke to Gwen Clark who was going to follow up on the letter. At this meeting, Gwen

Clark had not contacted the Admin Vice-Chair with an update. The Admin Vice-Chair indicated that no reply to the letter probably means there is no grant forthcoming.

The Admin Vice-Chair reported on current newsletter status. The first newsletter did go out. The Admin Vice-Chair felt Marketing should handle the newsletter. The first newsletter did not include SCISA championships.

The Athlete Chair reported he and Roger Diggelmann are working on a separate newsletter for the athletes.

The General Chair reported that the office assistant would not be the right resource for putting together the LSC newsletter. The P&P requires a newsletter three times a year.

The Secretary offered and agreed to try to be the editor for the LSC newsletter.

The Admin Vice-Chair reported on the website status. The LSC has purchased for the software (Adobe Go-Live) for the website. The plan was for Tori to work on after electronic registration. Jeff Chatlosh has supplied the information to Tori and it has not worked the way it was indicated. They have had difficulty getting with Jeff Chatlosh over the last couple of weeks. They are in the process of getting all the forms, files, and updates from Jeff. The communication has not been there and Tori is having difficulty receiving the items that are already on the file.

The Coaches Chair indicated that if we have to spend money to update the website to get it done. Our website is behind.

The Age Group Chair reported the CAT web mistress looked at the LSC website and said she could get running in 2 weeks. He agreed to email the CAT web mistress to help with the SC website. The plan was for maybe her to get it up and running and then train Tori. (Revitalization, updates, & training)

The Admin Vice-Chair reported one major stumbling block with updating the website is due to problems with communication and timing between those involved.

The General Chair reported once they have spoken with the CAT web mistress that the BOD will receive an email and vote on the estimated monies to spend if she is willing to take this on.

The BOD felt the website should be up and running by January 1, 2006.

The Admin Vice-Chair reported on the exception reports for long course. There are still outstanding funds from the exception report otherwise it is complete. Letters have gone out to the clubs to get their funds in. There is only one team outstanding that is not registered. The club has been given a timeframe to get their money turned in and may not be allowed to reregister.

The Admin Vice-Chair reported the All State Banquet itself will be hosted at the Marriott downtown in Columbia, SC followed by a dance. The awards part of the program is currently being revamped. The meetings for the BOD, committees, and HOD will be held at a different location to save costs. Information about hotels will be sent out. The Admin Vice-Chair reported there will be a buffet meal offered and an email is going out requesting information from the athletes on what they would like to have. Registration would begin at 5:30pm and the meal start at 6pm. There will be no charge for the decorations. Emails have gone out to the teams for what teams are responsible for.

The Admin Vice-Chair reported the committee is looking at providing a pancake breakfast for the athletes. The Admin Vice-Chair reported they have begun looking at pricing for the sweatshirts with hoodies to hand out to the athletes. The athletes committee has provided a design for the sweatshirt.

The Admin Vice-Chair reported for the last several years the fee has not changed for the All State banquet. The Admin Vice-Chair requested to raise the fee price of the banquet. Right now with set up fees, food, and clean-up it costs approximately \$20 per person.

The BOD voted and approved to raise the fee to Adults - \$16, Non-Athletes - \$8.

The Admin Vice-Chair reported we are bundling our accounts with BellSouth services over a 3 year contract to include internet, business line, and long distance in order to save money (\$129 month). The projected savings is \$30-\$70 a month.

The Admin Vice-Chair reported the Yellow Pages have contacted us to pay money for advertising. The directive was to do nothing. We are listed in the White Pages.

The Admin Vice-Chair reported the office contract for space rental has not changed. There is a new office contract and has not been received. The Treasurer will resend a copy of the contract.

The Admin Vice-Chair reported committees need to do their jobs as it is creating work and taking away from the Admin Job responsibilities.

The Financial Vice-Chair was not present.

The Treasurer submitted 3 reports to the Board – 1) Balance Sheet for 10/31/2005; 2) Profit & Loss Budget vs. Actual Statement 09/01/05 through 10/31/05; and 3) Summary of Designated Funds as of 10/31/05. Copies of those reports are attached hereto.

The Treasurer reported on the current financial status of the SC LSC. The Treasurer reported in April the LSC moved money out of a money market account earning 1% to CD's earning returns of 4%- 4 1/2 %. The first \$10,000 CD matures this month. 50% will be placed in a new CD and the other 50% of the amount earned will be rolled into capital appreciation assets (more aggressive type of investment) – stocks, bonds, etc. The CD's have earned approximately \$200 per month in interest. The investment interest earned is on track to be about \$1,400 which is what was earned in all of 2004.

The Treasurer highlighted items from the Balance Sheet as of October 31, 2005. The Treasurer reported the Investment Account Balance is \$118,383 and the Operating Account Balance is \$55,869. The Finance Committee endorsed the travel fund being set aside as a reserve fund. The equity section reflects \$840 in travel fund monies collected and \$664 in athlete reimbursement leaving a balance in the travel fund reserve account of \$176. The travel fund reserve will be accounted for on an accumulative basis.

The Treasurer highlighted items from the Profit and Loss. Membership collections and registrations are ahead and that is mainly due to timing. Clubs are doing a better job getting registered and their money turned in sooner as compared to prior years. The Treasurer thanked the clubs and Tori in the office for doing such a great job this year. Office expense is over budget due to the website software purchase. The LSC should see the benefit of the website at a later date.

The Treasurer highlighted items from the new Designated Reserve Funds Report which detailed out separately the Coaches Association Funds & the Travel Fund as of 10/31/05. The Coaches Association Funds balance as of 10/31/05 - \$10,277 & the Travel Fund balance as of 10/31/05 - \$176.

The Treasurer reported the SC LSC profit on registrations - \$20 athletes, \$10 non-athletes.

The Senior Vice-Chair reported the Howard Wheeler Award has been updated to reflect the same meets used in the reimbursement policy.

The Senior Vice-Chair reported the Reimbursement Policy has been updated to include all the new meets – including Spring Championship – the two different levels – 19 & over and 18 & under.

The Senior Vice-Chair reported the Travel Fund Reserve is now set up and should be protected.

The Age Group Vice-Chair reported the Age Group Committee has worked hard to put together a preliminary philosophy / objectives package. The Coach's Committee will be receive a copy and are asked to forward to coaches for their input. The goal is to have a more concrete package in place by the spring meetings.

The Age Group Vice-Chair reported the Age Group Committee is looking at developing some divisional championships and is waiting on numbers regarding meet participation and once received will be able to look at further.

The Age Group Vice-Chair reported Sports Timing no longer is able to sponsor the IM Tough Award. They are looking for a sponsor and looking at expanding the ages eligible (14 & under) for participating.

The Age Group Vice-Chair reported there are 36 YL, 42 AS shirts remaining for IM Tough Award.

The Age Group Vice-Chair reported the Age Group Committee is proposing an athlete of the year for 11-12 & 13-14 Age Group. The final format is yet to be determined.

The Age Group Vice-Chair reported the SCLSC Age-Group proposals include a Zones Philosophy and Preliminary Zones budget. The Age Group Vice-Chair reported the Zones team is supported through the LSC general operating budget and not the travel fund that is set aside separately. The Age Group Committee is proposing a flat rate contribution from the LSC for Zones Team. The individual contribution would be raised from \$250 per athlete to \$350 per athlete. The \$250 per athlete has been around for the past 10 years. The proposed rates in the P&P would be in effect for 4 years and then be readdressed.

The General Chair commended The Age Group Vice-Chair for all the hard work and asked other committees to follow suit.

The Age Group Vice-Chair reported the Top Ten List is being updated approximately every two weeks and is posted on the CAT website – Clemson aquatics.org.

The General Chair reported Tori sent out an email approximately two weeks ago reminding coaches to remind their athletes to get signed up for the IMAX & create their MYUSA swimming accounts on the USA website. The General Chair reported Dave Thomas reminded everyone they need to plug USA swimming website more.

The Safety Chair was not present. The General Chair reported the BOD is in the process of looking for another Safety Chair.

The Secretary reminded committees to summarize their committee meetings and submit their minutes to the secretary.

The Technical Planning Chair reported on the 2006 LC schedule – The Technical Planning Committee voted 3 for, 0 against, 2 abstentions the following:

May 12 – 14, 2006	Team Greenville
May 26 – 28, 2006	Carolina Aquatics

June 17, 2006	CAT Open Water State Championships
June 23 -25, 2006	YSSC Spartanburg
July 27 – 30, 2006	Carolina Aquatics – State Championships
July 28 – 30, 2006	Carolina Aquatics - State Finale

The BOD voted to endorse the above 2006 LC schedule.

The Technical Planning Chair reported in April they will return to planning out a year ahead of time.

The Technical Planning Chair presented a process to evaluating meets in the future. This would be used in the rewarding of bids in the future. This may consist of developing an evaluation form. This is a great starting point and potentially in April their may be legislation brought forward. Technical Planning Committee may want to begin collecting those and use the evaluations as a tool in the future for rewarding clubs the ability to host meets.

The Membership/Registration Coordinator reported 20 clubs have renewed so far. There are 5 clubs that still have not renewed. 3 of those clubs are no longer in existence (Ion, Cyclone Swimming, Team Carolina). There are 2 clubs (Eastshore Aquatics & University of South Carolina Game) remaining that still need to register. There are 1,235 swimmers registered for the 2006 calendar year. 734 swimmers have not renewed from last year. The Membership/Registration Coordinator encouraged everyone to register their swimmers now and not wait until the last minute. The Membership/Registration Coordinator will send out a reminder email to all clubs to process all their registrations for 2006 before the end of the year.

The Membership/Registration Coordinator reported on meet closeouts. Jeff Chatlosh (OVC) has received everything he needs to close out the 2005 LC meets.

The Membership/Registration Coordinator reported on the Open Water meet – Dam Swim. An open water event in Columbia has been a fundraiser for the last several years to raise awareness regarding boating safety. This year it was sanctioned as a USA swimming event. There was a misunderstanding concerning the entry fees. The BOD has been asked to allow them to pay the 15% profit based upon a \$10 entry fee instead of a \$30 entry fee. All funds that are raised go directly to the Lexington County School District One Educational Foundation which is a 501(c) (3). The BOD voted to allow them to pay the 15% profit based upon the \$10 entry fee.

The Membership/Registration Coordinator reported on meet recons and swimmers swimming unattached due to so many swimmers switching teams right now. The swimmers should be designated as “UN-LSC” prior to the 120 days in the team manager. The Membership/Registration Coordinator will research further and send out a follow up email to all coaches regarding on the best way to handle Team Manager.

The Legislative Chair reported the P&P manual has been updated, published, and distributed.

The Legislative Chair reported there are new pieces of legislation coming up in new business.

The Coach's Representative reported coaches are going to look into some questions surrounding the growth of the LSC. (the numbers of athletes in our LSC and why our LSC is not growing since we are bringing in new athletes) The coaches will be performing a retention study. The Coach's will be requesting data club by club from Tori and Dena to look at as part of their retention study.

The Coach's Representative reported the Zones Application has been sent out. Any coaches interested in being a zones coach needs to complete the application and get turned in.

The Coach's Representative reported on the Coach of the Year and is trying to develop objective standards as part of the criteria. No discussion on the Club of the Year award has taken place.

The Athlete Chair presented the athlete report. The athlete's met a couple of weeks ago in Columbia with 18-19 athletes in attendance and accomplished a lot. The athletes are working on information for the convention handbook and hope to have accomplished in the next couple of weeks. The Athlete Chair reported they are currently working on their athlete newsletter. The Athlete Chair reported they had 4 pieces of legislation for today. Athletes' emails are going to be set up in the office to allow better communication.

The Athlete Chair reported they plan to push athlete awareness and athlete activities. They hope to have an athlete meeting in January and a party at the end of the year.

The Athlete Chair reported the pancake breakfast is moving along for the All State weekend.

The Athlete Chair commended Rock Hill for their meet. The athletes loved the new facility and the way the meet was run.

The General Chair commended the Athlete Chair for all the hard work and effort.

The Admin Vice-Chair reported an email will go out to the committees of athletes that are presently on committees and a list of athletes that would like to participate on a committee.

Committee Reports -

The Officials Chair reported he did attend the Official's Chairs workshop in Omaha Nebraska October 7th – 9th. The workshop was in Omaha because that is where

the 2008 Olympic Trials will be taking place. He has a two page report. The report will be available and is already written up. The Officials Chair brought a preliminary diagram of the 2008 Quest Center set up and offered to share with those interested. It is a 290 million dollar facility that seats about 15,000. The facility will provide 200,000 square feet of space and the competition pool will be in the arena. There will be a 50 meter warm up pool. There may be a 25 meter warm up pool. Omaha is really into this and excited about hosting the Olympic Trials.

The Officials Chair reported on the recertification process.

The Officials Chair reported on the recruiting brochure that has been developed to explain to members how to become an official for USA Swimming. The brochure is a first cut and the Officials Chair hopes to have finalized by the end of the year. The brochure is being emailed to all officials for their review. The brochure would then be available for clubs to distribute to their memberships. The cost will be about \$75 for 500 copies in single color. The hope is to have available by the end of the year 2005.

The Officials Chair reported an Officials clinic did take place at Rock Hill on October 29th. Five new potential officials went through the clinic.

The Officials Chair reported he is able to get clinic tests that are identical rather than having an individual go on-line and generate their own 52 questions at random. The results of the on-line test are emailed to the Officials Chair to see what areas were of concern. This helps in developing clinics.

The General Chair asked if the Officials were planning an Officials Conference call. The Officials Chair did not feel this would work over the next month or two due to schedules. It may be pursued some time in the spring.

The Adaptive Swimming and Outreach Chair reported on both committees at the same time. Volunteers are needed for both committees. Anyone interested should contact Jim Keogh.

The Adaptive Swimming Chair reported the objective of Adaptive Swimming is to enable the SC LSC to recruit and foster the participation of swimmers with disabilities in meets and other programs. Education will be the driving force. Education will have to be given to clubs to prevent fear and to foster this program. Recruitment will depend on each club. The Adaptive Swimming Chair recommended looking for swimmers at physical therapists. There is a strong Special Olympics participation in SC that will also have swimmers.

The Adaptive Swimming Chair reported on Zone policies. Recruitment will be an important base. Every LSC's has the same criteria – they do it based on commitment to the sport. They don't just allow the disabled swimmer to attend. They have to earn the spot. The Adaptive Swimming Chair reported at this time without a committee there is no recommendation.

The Outreach Chair reported outreach focus has been rural thus far and discussed funding strategies used by others. The Outreach Chair reported that in the rural studies many of these athletes have diabetes so they do have needs.

The Outreach Chair reported the objective of the Outreach Committee is to enable the SC LSC to develop a strategy to access those without the financial means to fully participate in meets and its other programs.

The General Chair thanked the Outreach & Adaptive Chair for the inroads he has made in the past couple of months. The General Chair thanked the Officials Chair for attending the Officials clinic in Omaha and for all his hard work.

The BOR Chair reported receiving one complaint and that USA swimming will be contacted and the issue will be addressed.

The Marketing Chair was not present. The General Chair asked Dan McDonough to speak to Gwen Clark about whether she wishes to retain/relinquish the position. He agreed to do so. If not, we will need a volunteer to chair the Marketing Committee. We need a volunteer who is willing to put forth the effort and really get this going.

The Athlete Chair reported the Athlete's committee came up with an idea to promote SC swimming through wristbands (similar to the LiveStrong bands) – that say “SC Swimming”.

The General Chair reported that the BOD has asked Lynn Williams to call a Nominating Committee meeting and to chair it.

The Observed Swims/Top 16 Chair was not present.

The General Chair reported Roy Dessloch was not present and there was no new information regarding the Jennifer Smith Scholarship. The Treasurer is contacting the person who actually runs the foundation.

The Age-Group Chair reported USA swimming has sent the paperwork for the Swims Database and he is currently beginning to look through the 50 page long document.

Old Business:

The volunteer of the year award run-off was discussed at this time. The voting to take place during the House of Delegates.

In New Business, the Legislative Chair presented 9 pieces of new legislation:

50% Legislation:

R-1 The purpose is to allow relay only swimmers to swim in the state short and long course championships. This legislation was pulled for further discussion by the BOD. The Age Group Committee endorsed this legislation. The Athlete Committee did not endorse this legislation. The BOD voted not to endorse this legislation.

R-2 Amend the fine legislation for entry times at the State short and long course championships. This legislation was pulled for further discussion. The BOD voted not to endorse this legislation.

R-3 Involves the Howard Wheeler Award and has been updated to include the following meets: Olympics, Olympic Trials, Nationals, Trials Class Meets, Spring Championship, US Open, and Junior Nationals. The meet list will be updated annually at the fall SCLSC meetings. Howard Wheeler award will be presented annually at the Spring South Carolina Swimming Banquet.

Friendly amendment by the author to add to the end of the proposed legislation the following phrase: Swimmers are eligible to receive this award up through and including their senior year of high school.

The Senior Committee endorsed this legislation. The BOD endorsed this legislation. This legislation was pulled for further discussion. Clarification – this award does include the summer after an athlete graduates from High School. This award was set up to be a national athlete award. The BOD voted to endorse this legislation.

R-4 Involves the reimbursement policy of the LSC. The Senior Committee endorsed this legislation. The BOD voted to endorse this legislation.

R-5 Establish a permanent position for the Athlete Committee Secretary on the Technical Planning Committee. This legislation was pulled for further discussion. This legislation was withdrawn by the Athlete Committee.

R-6 Send two athletes to convention. This legislation was pulled for further discussion. This legislation was withdrawn by the Athlete Committee.

R-7 Establish a permanent spot on the Age Group Committee for the Junior Athlete Representative. This legislation was pulled for further discussion. This legislation was withdrawn by the Athlete Committee.

R-8 Establish a permanent spot on the Senior Committee for the Senior Athlete Representative. This legislation was pulled for further discussion. This legislation was withdrawn by the Athlete Committee.

90% Legislation:

R-9 The purpose of this legislation is to set a deadline for unpaid fines.

IX. Fines

A. Administrative

7. Any fine not paid within thirty days of formal notification from the Admin Vice-Chair, will then hold the Member, Coach, or Club accountable to Bylaw 603.9 Failure to Pay. If any fine is unpaid it is subject to accrual from the original date and said accrual must be paid in full if the BOR does not find in favor of said Member, Coach, or Club. If the fine is not subject to accrual during this period, the fine will be doubled.

The BOD voted to endorse this legislation.

The BOD meeting adjourned at 12:30 p.m.