

Virginia Swimming Board of Directors Meeting

Sunday, August 21, 2022 - 11:00 am
NOVA Regency, 100 Nova Way
Richmond, VA 23229

Minutes

Call to Order

John Stanley

The meeting was called to order at 11:03 am.

Consent Agenda

- BoD minutes from June 6, 2022
- Budget report through July 2022
- Executive Director report
- Athlete's Committee report
- DEI Committee report
- **Motion:** The consent agenda was approved.

Treasurer's Report

Bob Rustin

- Report submitted
- The fiscal year ends on August 31. Bob asks for most transactions to be submitted so they can be included in the year end report. The Age Group Champs meet and some travel reimbursements may carry over into the new fiscal year.
- \$140,000+ for the year. Half of the overage will go into the endowment fund. Senior champs meet host has been paid. Age Groups meet host still needs to be paid. No other non-championship meet rebates are outstanding.
- Most athlete reimbursements this year have been for Junior Nationals.
- When the summaries for next year's budget, the pass through for USA Swimming will be zeroed out due to the changes as a result of the new registration system.
- Three of the four Zones coaches have submitted their travel reimbursements.
- The meet rebate budget estimates were almost as predicted.

Division/Committee Reports

• General Chair Report

John Stanley

The following changes to board members are proposed.

- Mike Salpeter will return as a Coach Representative replacing Morgan Cordle.
- Anthony Pedersen will shift to the Tech Planning chair.
- There is an open spot for the Coach Committee. John has approached someone and hopes to have him in the spot to serve through September 1, 2023. The election for the new coach rep will take place at the April HOD meeting.
- Louisa Lamerdin (757) will be the new At Large Athlete representative.
- **Motion:** The motion to approve Anthony Pedersen as the Tech Planning Chair passed.
- **Administrative Vice-Chair Report**

Bryan Wallin

 - **Report submitted**
 - Officials – Swimposium is on September 10. The Officials Committee is concerned about the OTS rollout. Report submitted.
 - Open Water – The committee hopes to add more Open Water meets on the schedule. Working towards to getting the Smith Mountain Lake meet sanctioned.

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- Rules & Legislation – no report
- Technical Planning – no report
- The Board discussed the possibility of eliminating the September HOD meeting in future years. The bylaws require only the spring HOD meeting. Committee meetings are not happening on the HOD weekend as much anymore. The meeting was typically after convention so the information from convention could be distributed.

- **Senior Vice-Chair Report**

Richard Hunter

- No report
- Mary offered that the Senior Committee is looking at how the awards are given for Senior Champs.
- The Senior Committee is also reviewing the cutoffs for Small, Medium, and Large classifications.
- They also considered changing the team awards presented at the meet.
- Feedback from Senior Champs LC is to revisit whether the four day format is necessary.

- **Age Group Vice-Chair Report**

MC Banks

- **Age Group Comm.**

- Swimmer of the Year voting is happening now. Swimmer of the Year will be awarded at Busch Gardens.

- **Zones Coordinator**

Maureen Tolliver

- Finished 2nd at Zones. The men won Zones winning three out of four relays. It was a great meet overall.
- Need to know if the BOD prefers to do team travel versus parent travel for 2023 and 2024. Maureen will put forward a proposal at the October meeting.

- **Finance Vice-Chair Report (no report)**

Brian Cann

- Bob reached out to the external auditors who are willing to perform the audit in the middle of January. The cost of the audit is \$6000.
- One of the points from the survey was the external audit report was not transparent enough to the membership. The report can be reviewed by anyone upon request.
- John asked if there was anything from clubs who received Learn to Swim money. Brian will follow up.

- **Safe Sport Vice-Chair Report**

Maureen Tolliver

- Operational Risk – no report
- Safe Sport – an email was sent out this week that if you are working of SSRP that recognition could not be done through the end of January. There is a waiver for those who fall within the window. All of the data should be there if the process has already been started.
 - Many teams are opting to not renew or wait to renew because of the changes with the online registration system.
 - 50% of the Virginia Swimming clubs as Safe Sport certified.
 - Maureen suggested to only give sanctioned championship meets to clubs who are safe sport certified. *Tabled to a later meeting.*
 - Maureen recommends Safe Sport Club certification start with the August athlete registration packet.
 - Marshals training test is available online now. The test is 24 questions. John hesitates to add to the burden to meet hosts, but it may become required at some point. Action may need to be taken at a later date.

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- The 30 day grace period when an athlete turns 18 is going away. An email went out from USA Swimming describing the new process.
- Members will get a new ID in Swims 3.0. Anyone who needs to take the APT will have to have their own account within the USA Swimming website. They cannot link off their parent's account.
- At Senior Champs, there were collegiate athletes (18 & Over). Maureen asked if there needs to be separate changing areas for athletes. Mary thinks if they have met the APT requirement, then they should not have to have separate areas. Bryan thinks it is a facility driven decision.

• **DEI Chair Report**

Jihan Minson

- **Report submitted.**
- Disability – there have been a few questions about para-swimming. Jihan has talked to Jim Peterfish. There are a couple of kids with Cerebral Palsy. Jihan will do the para-swimming training at the World Clinic.
- The September DEI meeting will be focused on disability. More information will be added to the website after the September meeting.
- Mary noted that on the new membership registration form, parents can indicate the disability.

• **Athlete Committee's Report**

Allison Dodd

- **Report submitted**
- September 17 – Athlete Leadership Summit – 10-3 pm includes lunch
- Leland Brown (DEI staff member from USA Swimming) will present and do a workshop in the morning session. The afternoon session will have two presentations/small group activities conducted by the athletes that will focus on governance and leadership.
- Two high school level athletes should be submitted from each club. The email to clubs has gone out already. Clubs with satellites may bring two from the satellites too.
- John hopes the summit becomes an annual or semi-annual event.

• **Coach Committee's Report**

Morgan Cordle

- Coach of the Year nomination period ends today. Voting will take place once nominations are finalized.
- USA Swimming has created a Women in Governance program. Cat Ware (TIDE) will participate in the Women in Governance courses. The culmination of the program is a workshop in the spring in Denver. The LSC is asked to cover the expenses for the participant to attend.

• **Executive Director's Report**

Mary Turner

- **Report submitted**
- Mary is very pleased with the registration numbers. Flex is changing to be only 12 & unders. Our conversion rate from flex to premium is 30%.
- YMST (Martinsville) was approved as a new club. They will have about 5 registered athletes.
- CAST (Abingdon) will return as a club. CAST does not have to go through the new club process. They will renew their membership. They had about 30 members.
- Onley YMCA (Eastern Shore of VA) also plans to become a club this fall.

• **Governance Committee**

Kevin Hogan

- Strategic Plan Survey results **Report Submitted**
 - Kevin reviewed the results of the survey.

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- Kevin recommends that meeting with a board member who is not participating and, if necessary, start the process of removing the person.
- Committees could use some work as to how they are conducting their business.
- Athlete Leadership Summit hopefully will generate some excitement for serving on committees.
- Does the Strategic Plan drive the activity of the committees? Are committees meeting but not providing minutes? Minutes should be submitted so they can be included on the website.
- Committees have traditionally been reactionary rather than using the strategic plan to do some forward thinking.
- Scheduling meetings is difficult for committees. Finding time to hold meetings is a very large struggle for committees trying to hold meetings.
- Committee Chair follow up: John asks the committee chairs to look at the strategic plan and identify which items are addressed by the committee. At the October BOD meeting, we will focus in on the strategic plan.

Break for lunch at 12:33 pm

Old Business

- **Athlete's Leadership Summit** (Sept. 17, W'burg) Mary Turner/Allison Dodd
 - See notes in Athlete Committee section
- **PVS sanctioning reduction** John Stanley
 - The board discussed this issue in the spring of 2021. The decision was put off because the BOD wanted to put off so a budget cycle could progress.
 - PVS does not want to pay \$2.50 per swimmer. The money funds the endowment. This year, we have received around \$50,000.
 - One proposal is to reduce the sanctioning fee from \$100 to \$30. This is the same sanction fee charged to VSI teams.
 - Bryan notes that they are using VSI pools.
 - Other LSCs pay the same sanction fee as PVS without issue.
 - Mary suggested that it may be the neighborly thing to do to reduce the sanctioning fee.
 - Kevin read the policy to the BOD.
- **Motion:** The motion to make no changes to the fees was approved.
- **Eastern Zones Athlete's Camp**
 - Zone meeting in mid-September.
 - June 2023 in Maine. Each LSC will send athletes to the camp. The Zone is asked to contribute \$5000 (approx.) to help the athlete expense to around \$200. There would be leadership competition, a competition. More to come.

New Business

- **Outreach late request waiver** Brian Cann
 - Received a request for \$36 from TSU. The request was four days late.
 - Mary asked if want to continue to have a deadline. Kevin suggests that TSU will go on notice that there is a pattern of late requests and the BOD's patience is wearing thin.
- **Motion:** The motion to approve the outreach request of \$36 to TSU was approved.

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- **USS HoD (Sept. 24)** Mary Turner
 - MC Banks, Richard Hunter, and Mike Salpeter are the coach delegates. They should read the packet and sign up through the credentials to vote online. It is important that we have a voice.
 - Non delegates may view online.
 - Three nominees from the Eastern Zone have been put forth. Katy Aris Wilson (VSI), middle Atlantic and Metro Swimming are the three candidates.
 - Legislation considered at the USA Swimming HOD includes:
 - Change the transfer rule from 120 days to 30 days.
 - Resolution to change the cost for 2024 seasonal memberships to \$40. It has been \$30 since 2015.
 - Task force to review the makeup of the HOD.
- **VSI HoD calendar** John Stanley
 - September 11 is our next HOD meeting. No legislation is to be put before HOD. Reports will be reviewed for the delegates. Committee chairs will present their reports.
 - Proposal to only have one HOD in the spring. The spring HOD is required because must have elections then.
 - John asked if there were any thoughts about going to one HOD. Anthony recommended that “less is more.” The BOD can handle many of the questions that were previously put forth at HOD.
 - Final recommendation to come at the October board meeting after discussion at the fall HOD.
- **Swimposium** Bryan Wallin
 - September 10 at CSAC
 - Agenda includes:
 - Admin – scratch table procedures. The Officials chair in PVS has put together a presentation about their scratch procedure.
 - Matt Murphy to do an Open Water presentation.
 - Referees must do this to keep their certification
 - Recognition of officials for years of service.
- **Future BoD dates** John Stanley
 - September 11 – prior to HOD (if needed)
 - October 24 @ 8pm – virtual
 - November 27 @ 8pm – virtual
 - January 30 @ 8pm – virtual
 - March 13 @ 8pm – virtual
 - April 15 @ 1pm – (HOD and elections) – in person
 - June 12 @ 8pm – virtual
 - August 27 @ 11am – in person
- **Bids for Zone Meets 2024**
 - SC Super Sectional (March) – CAC (proposed)
 - LC Sectional (May) - CSAC (proposed)
 - LC Age Group Zones – HAP (proposed)
 - In 2023 – LC Age Group Zones will be at CSAC

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- Must be submitted a week prior to the Zone meeting in September

Adjournment

The meeting was adjourned at 1:53pm.

In attendance: John Stanley, Bob Rustin, Bryan Wallin, Brian Cann, Anthony Pedersen, Drew Hirth, MC Banks, Maureen Tolliver, Jihan Minson, Allison Dodd, Mary Turner, Emily Fagan, Kevin Hogan



Virginia Swimming Financial Summaries 2021-2022

8/8/2022

*** Revenue ***	Budget	June	July	YTD
USAS Registration	485,200	6,743	4,854	\$509,946
VS Registration	113,400	1,665	913	\$113,367
Flex registration	10,000	590	390	\$15,090
USAS Club Dues	2,940		70	\$3,060
VS Club Dues	1,860		30	\$1,985
Meet Sanctions	4,900	300	180	\$2,540
Meet Rebates	168,000	15,303	19,150	\$165,838
Sales & Misc.	2,000	1,200	44	\$1,244
Championship Meet Revenue	50,000		32,703	\$119,835
Sectionals Meet Revenue	10,000	2,800		\$75,660
Zone Meet Revenue	50,000			\$11,569
LC Zones Team	26,150			\$0
Clinics and Swimposium Revenue	1,500			\$6,858
Zone Meeting Revenue				\$0
Awards Banquet	\$20,000			\$0
Interest - Checking	25	4	4	\$37
Interest - Reserve	500	1	1	\$41
Endowment Income	\$50,000	5,643	7,286	\$89,535

Total Revenue	\$996,475	\$34,248.84	\$65,624.06	\$1,116,604
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*** Expenses ***				
USAS Registration	485,200	4,858	6,231	509,926
USAS Club Dues	2,940	140		2,590
				-
Travel - US Open	-			4,500
Travel - Winter Nationals/Paralympic/Other	22,500			11,900
Travel - Summer Nationals	13,500			500
Travel - Olympic Trials / World Team trials	-			-
Travel - National Youth Team	1,500			-
Travel - Discretionary	3,000			-
National Meet Travel - Coaches	9,000			2,000
				-
Senior Champ Meet Support	10,000			-
Va. Championship Meet Expenses	50,000		18,297	96,462
Zone Meet Expenses	50,000			1,401
Sectionals Meet Expenses	10,000	28,084	2,313	59,114

LC Zone Team Support	68,150		7,494	7,528
Champ Meet Awards	22,000	1,841	1,834	21,429
Staff Salaries	82,400	6,867	6,867	75,533
Payroll Taxes	6,300	525	525	5,915.10
Benefits	-			-
Webmaster				-
Web Upgrades	1,000			588
Administration Expenses	15,000	209	423	15,853
Supplies & Misc.	3,000	357	2,370	4,151
				-
Awards Banquet	35,000			-
National Convention	7,500			8,769
Zone Meeting	-			-
				-
Equipment	500			-
Officials Workshops / Training /Travel	20,000	181	229	10,276
				-
USAS Workshops	6,000			1,562
VS Camps & Clinics	6,000			8,154
VS Workshops	500			-
				-
Diversity, Outreach Reimbursements	10,000	854	987	6,567
Diversity / Travel, Other				239
Make a Splash/Learn to Swim Grants	10,000			9,000
Safe Sport Programs	6,000			1,001
Coach Mentoring Program	2,000			-
Athlete Scholarships	6,000		6,000	6,000
Club Grants				0
Endowment Funding	50,000	30,000		98,500
Total Expenses	\$1,014,990	\$73,915	\$53,570	\$969,457

Net Income / Loss	(\$18,515.00)	(\$39,666.57)	\$12,053.71	\$147,146.30
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Beginning Funds	\$298,358			\$298,358
Inflow (Outflow)	-\$18,515			\$147,146
Transfer to savings	\$800			\$40.87
Transfer to / From Savings	\$0			
Ending Funds	\$279,843			\$445,463
Endowment	\$134,059			\$198,689
BOD Restricted Funds	\$30,865			\$30,867

Virginia Swimming Savings	\$252,540			\$252,419
Total Funds	\$697,305.94			\$927,438

Virginia Swimming Administrative Vice-Chair's Report



Vice Chairman: Bryan Wallin

August 19, 2022

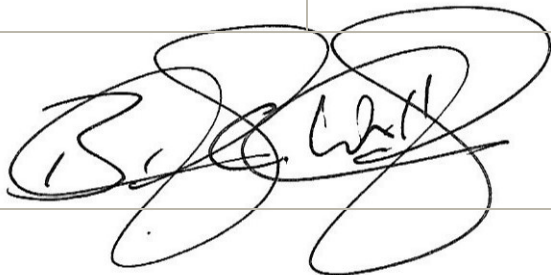
VSI-Sanctions 2021-2022	- Total Number- 160 - LSC- 113 - Approved – 6, Dual Sanctioned- 41																										
Dual Sanctioned Meets:	- PVS- 32 - Maryland- 9																										
Facilities Used: 5<=	<table> <tr><td>Collegiate</td><td>19</td></tr> <tr><td>NOVA</td><td>18</td></tr> <tr><td>Claude Moore</td><td>13</td></tr> <tr><td>Christiansburg</td><td>12</td></tr> <tr><td>Jeff Rouse</td><td>10</td></tr> <tr><td>Princess Anne</td><td>10</td></tr> <tr><td>Mid-Town</td><td>9</td></tr> <tr><td>Freedom Center</td><td>8</td></tr> <tr><td>757</td><td>7</td></tr> <tr><td>DSRC</td><td>6</td></tr> <tr><td>Brooks Y</td><td>5</td></tr> <tr><td>Great Bridge</td><td>5</td></tr> <tr><td>Occ. Swim Acad.</td><td>5</td></tr> </table>	Collegiate	19	NOVA	18	Claude Moore	13	Christiansburg	12	Jeff Rouse	10	Princess Anne	10	Mid-Town	9	Freedom Center	8	757	7	DSRC	6	Brooks Y	5	Great Bridge	5	Occ. Swim Acad.	5
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Hosting LSC Clubs: 5<=	<table> <tr><td>NOVA</td><td>18</td></tr> <tr><td>CGBD</td><td>12</td></tr> <tr><td>HOKI</td><td>10</td></tr> <tr><td>TIDE</td><td>10</td></tr> <tr><td>SRVA</td><td>9</td></tr> <tr><td>757</td><td>7</td></tr> <tr><td>LY</td><td>6</td></tr> <tr><td>RAYS</td><td>5</td></tr> <tr><td></td><td></td></tr> </table>	NOVA	18	CGBD	12	HOKI	10	TIDE	10	SRVA	9	757	7	LY	6	RAYS	5										
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Types of Meets:	- Intersquad- 18 - Open- 44, Invitationals-37, Stand Requirement- 22 - Re-Sanctioned- 9																										

Administrative Division

Officials Committee (Dan Demers) Areas/questions for discussion:	Concerns about tracking officials without a fully functional OTS. Chair(Demers) plans to create Google Docs for meets, not sure who is going to compile the data yet. Still working on Admin Scratch and Open Water for the Swimposium in September
Open Water (Scott Baldwin) Areas/questions for discussion:	Nothing for this report
Rules and Regulations (Kevin Hogan) Areas/questions for discussion:	Nothing for this report
Technical Planning () Areas/questions for discussion:	Still waiting on Board of Director's approval of new TP Chair.

Action Items

House of Delegates Meetings	Seems practical at this time to determine if the September HoD is still needed annually. I would like to open discussions at our October or November BoD's regarding this.
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Administrative Vice-Chair- Bryan Wallin

Mobile: 804-389-2438

Email: thewallin5@comcast.net

Athlete's Committee Report - August 2022

Leadership Summit - September 17

- The Virginia Swimming Athletes Committee is hosting a leadership summit event that is aimed at engaging athletes from around the LSC in learning about LSC governance, leadership in their swim community, and the importance of diversity, equity, and inclusion in the sport of swimming.
- The event is being hosted from 10-3 (subject to change a little) in Williamsburg
- Teams were sent invitations including information on the selection of athletes to represent their club at this event
- There is a fee for attendance
- Lunch is included for attendees
- DEI section features a guest speaker that will be engaging for the athletes
- Other sections of the agenda include Governance 101 and Athlete Leadership within the LSC
 - There will be small group opportunities for attendees to discuss with one another leadership at the club level and ideas for athlete engagement in their communities/clubs
- More details will be sent via email and posted on the Instagram

Next Athlete Committee Meeting - 9/10

- Info to come & be posted on the athlete Instagram page

June/July Committee Update

Athlete Update- We are hoping to build up athlete participation this coming season.

Social Media Update: The Instagram page is growing. A schedule is being created for special months and events to help keep track of postings.

Leadership Conference: Schyuler Bailor has some great programs but they are expensive. This might be something we can implement in the future.

DEI Survey: Teams are so busy right now with summer swimming and getting ready for champs. We will send the survey out at the end of August/beginning of September. The survey is already written and approved.

EZ DEI Meeting Updates: The June meeting was postponed.

Next Meeting: We will finalize the August meeting date by email.

Virginia Swimming, Inc.
BoD Meeting
August 21, 2022
Executive Director Report

Final 2022 Registrations	2021:
Athletes: 6450	5887
Flex: 1076	857
Outreach: 76	87
Seasonal: 65	58
Total: 7667	6889
Non-Athletes: 1131	984
Clubs: 46	40

Athlete registrations for 2022 are our highest number ever by almost 200! Of the 1539 athletes who registered as Flex this year, 463 upgraded to Premium, a conversion rate of 30%. One of the clubs included in the total above, REEF, was changed to an organization as all of its members transferred to other clubs. We also have another club, YMST, that has just been approved for 2023 and an additional club, CAST, that is working toward renewing as well.

SWIMS 3.0: The newly re-architected version of SWIMS was released to clubs on Monday, August 15th. We have already held in-person workshops in Richmond and in Salem for club registrars to explain some important changes and to walk them through the process of setting up their club information in the new platform. We have additional workshops scheduled in Williamsburg, Stafford, Richmond and Charlottesville between August 24th and August 26th. A few things to know about the new system:

- SWIMS as we currently know it will no longer be available on September 1st. The data stored there will be migrated to the new platform and will not disappear!
- Clubs will send out information to each of their families to create a new account with USA Swimming. This *Ping* account will replace their current Deck Pass account and serve as their login to USA Swimming and they will be able to add their children to their account, view their times, and manage their own information such as mailing and email addresses as well as phone numbers, etc. A 2023 registration will not be required at the time that the account is created.
- Every member will have a new ID. Because current IDs include birthdates, this is an important change for the security of our members. During the process of creating a new account with USA Swimming, the member will have the ability to receive an email with their new Member ID. Clubs have also been sent a listing of their current members with their new ID.
- **Important change:** In order for anyone, athlete or non-athlete, to complete the APT, he must create a Ping account. Even an athlete who is already linked to his parent's account must create his own account with USA Swimming. The new system allows an athlete to be linked to multiple accounts which will be very helpful in the case of shared custody, etc.
- OME, SafeSport Recognition, Club Recognition, and Swim-a-thon will all be handled through the new platform. OME features will be launched in October with SSRP, CRP and

Swim-a-thon in November. (Expiration dates for SSRP have been extended until December 31st.)

- A temporary fix is being worked on for OTS and it appears that it OTS will be incorporated in SWIMS 3.0 earlier than originally anticipated. However, it is likely to have a phased rollout.

Because the data from current SWIMS will no longer be available after the end of this month I will sent out an email to each non-athlete with instructions for retrieving and saving a copy of their current membership card from Deck Pass along with instructions for officials to access and save a copy of their history. In light of the issues that we faced with the APT this past year, I also sent an email to anyone whose APT has an expiration date between 6/1/22 and 9/15/22 suggesting that they renew the appropriate course before August 24th. I will also exported any and every report I can think of that might be needed from current SWIMS just to be on the safe side.

Additional Membership Requirement for Coaches: Information has been sent from USA Swimming to all coaches concerning changes to education requirements and how they will access them in SWIMS 3.0. Part of the change is the requirement that every coach complete the Quality Coaching Framework course prior to 12/31/22. There were also additional changes for new coaches who have not completed Foundations 101 and 201. More information about the new education requirements and options were emailed to all coaches on July 22nd. A copy of the email is attached to this report.

Awards Celebration: It's returning! The celebration is planned for Sunday, September 18th at Busch Gardens with the picnic lunch scheduled 11:30 – 1:00. Information was sent to all coaches and club contacts in late July and was also emailed to all families on August 10th. Based on the recommendation of our athlete representatives, we did not make arrangements for a speaker this year. Swimmer and Coach of the Year recipients will be announced during the picnic lunch and members of the 2021-2022 All Star Team as well as club Competitive Spirit Award recipients will be asked to stand at their seats.

Athlete Leadership Summit: Is scheduled for Saturday, September 17th and will be held in Williamsburg. Our athlete representatives have been working hard on this and will provide additional information about this opportunity.

2024 Zone Meets: Bid requests to host the Zone meets in 2024 must be submitted by September 11th. I will be checking with facilities and clubs to determine who might be interested in hosting the meets and hope to have more to report at the meeting.

Announcements:

- House of Delegates will be in-person this year as opposed to virtual or hybrid. It will be held at 1PM on Sunday, September 11th at the Hilton Garden Inn, 4050 Cox Road, Glen Allen.
- All Star Team: The lists for short course and long course will soon be posted on the website (teamunify.com/team/va/page/athletes/recognitions). Gifts for the team members will be distributed in the coming weeks.



VSI LSC Officials Committee ZOOM Meeting Agenda

August 17, 2022 @ 7:00 PM

Attendees: Bryan Wallin, Michael Sizemore, Genny Kimbel, George Zolovick, Bob Rustin, John Squires, Scott Farrar, Ralph Jones, Will Murphy, Kelly Warnagiris, Dan Demers

- Recap of Summer Awards – All went well
- Recap of LC AGC/ LC Seniors Championship Meets –
 - Seniors was staffed with a young leadership crew, and they did a really good job
 - AGC went very well, no issues
- Recap of US National Masters Meet
 - Bob was MR and now has in his repertoire MR of a National Championship Meet!
 - 25+ World or FINA records were broken
 - Good meet to work
- Swimposium agenda
 - Finalized program sent to Mary for posting
 - Will be held in person as CSAC and on Zoom 9/10/2022
- On-line clinics – They are posted on VSI and Kevin said he will help proctor the clinics, any others?
- DR Nominations have been finalized for 2022-23:and will be invited.
- How to handle OTS coming off-line next year
 - Could be up to one-year before they have something in place
 - DC's will export all your official information and meets from OTS
 - Officials
 - OTS
 - Under Section 2 you will find officials reports
 - Click on Officials Detail
 - It should already default to VA under current registration LSC
 - Scroll to bottom, under sort by 1. Club, 2 Official Name, then click on report.

- Can export to Excel and sort by teams in your district
- Should we build a Google Form for session entries?
 - Built and sent out for test to you all
 - Let me know if you have any comments
- SWAG update & store opening
 - SWAG will be available at Swimposium
 - Either John or I will have the supplies
 - For store openings, Scott will send a link to Emily for posting and distribution on the following dates:
 - 10/1/2022
 - 1/9/2023
 - 3/1/2023
 - 6/1/2023

Virginia Swimming 2021-2022 Leadership Survey and Report Card



August 2022

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BACKGROUND

The bylaws of Virginia Swimming direct the Governance Committee to lead a periodic assessment of the Board of Directors' performance (as a whole and of individual members) and make recommendations to enhance board effectiveness. As part of this endeavor, the attendance of board members at board meetings was tracked over the previous year. Also, as part of this assessment, the Governance Committee developed a series of surveys for the Board of Directors, committee chairs, and coordinators.

ATTENDANCE METHODOLOGY

Attendance was determined from the minutes of individual board meetings. The data was anonymized so as to not call out any specific board member. The order of presentation is random and does not reflect any particular order (eg, alphabetical by name, board position).

SURVEY METHODOLOGY

As part of this assessment, the committee developed targeted surveys to obtain feedback from three different groups: the Board of Directors, the committee chairs, and the coordinators. The survey was written as a series of positive statements with the responses indicating the degree to which the survey participant agrees with each of the statements. Each response level was then associated with a ranking number so that an average response could be determined for each statement. The smaller the number, the more the survey participants agreed with the statement. The responses and their corresponding ranking number are shown here:

1. Excellent
2. Very good
3. Good
4. Poor
5. Bad
- Don't know

Survey participants were also given the opportunity to provide additional information as open comments.

The results for each statement are shown in two ways: (1) as an average response and (2) the number of responses received for each ranking. A smaller (eg, "1") average response number corresponds with higher agreement with the statement; a larger (eg, "4") average response number corresponds with lower agreement with the statement.

Governance Committee comments are provided at the end of each survey or at the end of each section of a survey.

BOARD MEETING PARTICIPATION

Overview: The Board of Directors has 18 members. In general, there is excellent participation by individual board members, with most individuals missing no more than one meeting over the course of the past year. Notably over the past year, two members of the board have attended no meetings and one member of the board has attended only one meeting.

Governance Committee comment on board meeting participation: The chronic absence of some board members is a two-fold problem. First, the absence of these members makes it harder to obtain a quorum if other members are absent. Second, in governing a non-profit organization, the board has legal duties (duty of care, duty of loyalty, duty of obedience) that it must fulfill. Chronically absent members create an environment in which these obligations are not being taken care of. The VSI Bylaws provide a means for removing board members who are not actively participating in the governance of the LSC. It is recommended that the board establish a policy that would hopefully head off chronic attendance problems, and where needed, proceed to removal from the board.

Meeting Attendance of Board of Directors Members										
Member	09/18/2021	10/24/2021	11/22/2021	01/02/2021 (strategic planning)	02/07/2022	03/07/2022	04/16/2022 (BOD)	04/16/2022 (HOD)	05/18/2022 (Emergency)	06/06/2022
1	P	A	P	P	P	P	P	P	P	P
2	P	P	P	P	P	A	P	P	P	P
3	P	P	P	A	P	P	P	P	A	P
4	P	A	A	A	P	P	P	P	P	P
5	A	A	A	A	A	A	A	A	A	A
6	P	P	P	P	P	P	A	P	A	A
7	P	P	P	P	P	P	P	P	P	P
8	P	P	P	P	P	P	P	P	P	P
9	P	P	P	P	P	P	P	P	P	P
10	P	P	P	P	P	P	P	P	P	P
11	P	P	P	P	P	E	E	E	E	P
12	P	P	P	P	P	P	A	P	P	P
13	P	P	P	P	P	P	P	P	P	P
14	A	P	A	A	A	A	A	A	A	A
15	P	P	P	P	P	A	P	P	A	P
16	P	A	P	P	P	P	P	P	P	P
17	P	P	P	P	P	P	P	P	A	P
18	A	A	A	A	A	A	A	A	A	A

P: present; A: absent; E: excused

BOARD OF DIRECTORS SURVEY

Position
General Chair
Administrative Vice-Chair
Age Group Vice-Chair
Senior Vice-Chair
Finance Vice-Chair
Secretary
Treasurer
Senior Coach Representative
Junior Coach Representative
Senior Athlete Representative
Junior Athlete Representative
Safe Sport Chair
DEI Chair
At-Large Athlete Member (2)
At-Large Non-Athlete Member (2)
Executive Director

Survey notes: The survey link was sent to the 15 board members who had actively participated in board meetings over the past year. The survey link was not sent to the 3 board members who were chronically absent as any responses received could not describe real interactions with the board. Survey responses were obtained from 11 board members (73% of those who received a survey link; 61% of the total board).

Governance Committee comment on survey participation: As survey participation rates go, 73% participation is relatively high. That said, as the leadership group of Virginia Swimming, the board should expect nothing less than a 100% participation rate.

MISSION, VISION, CORE VALUES, AND STRATEGIC DIRECTION	Average Response	Number of Responses					
		1 Excellent	2 Very Good	3 Good	4 Poor	5 Bad	Don't Know
VSI's mission statement adequately reflects our organization's day-to-day direction.	2.18	1	7	3	0	0	0
VSI's vision statement adequately reflects our organization's long-term direction.	2.00	2	7	2	0	0	0
VSI's core values adequately reflect our organization's values.	2.09	2	6	3	0	0	0
VSI's mission, vision, and core values drive the decisions made by the board.	2.27	2	5	3	1	0	0
The VSI Strategic Plan provides a sound roadmap to guide the board during the current quad.	2.09	4	3	3	1	0	0
The board uses the VSI Strategic Plan to guide its planning and decision making.	2.18	3	3	5	0	0	0
Average response for section:	2.14						

Open comments:

- Five months in, the jury is still out on whether the board's month-to-month actions are driven by the strategic plan
- Because our strategic plan was just finalized a few months ago it is hard to assess how well the board uses it for planning and decision making at this point. We are trying!

Governance Committee comments:

- Although the average response centers on a "very good," there are responses in the "good" and "poor" range suggesting that additional emphasis is needed in these areas.

BOARD ROLES AND RESPONSIBILITIES	Average Response	Number of Responses					
		1 Excellent	2 Very Good	3 Good	4 Poor	5 Bad	Don't Know
The board orientation meeting provides a useful overview of how the board, committees, and House of Delegates function to govern VSI.	2.09	3	4	4	0	0	0
The VSI Board of Directors Handbook is a useful resource that explains how the board, committees, and House of Delegates function to govern VSI.	2.09	4	2	5	0	0	0
The roles of each board member are defined clearly in the VSI Bylaws and the VSI Policies and Procedures.	2.18	2	5	4	0	0	0
The board as a whole understands and follows its responsibilities as specified in the bylaws and policies and procedures.	2.00	3	5	3	0	0	0
The board as a whole understands its legal obligations of duty of care, duty of loyalty, and duty of obedience.	2.10	3	4	2	1	0	1
Average response for section:	2.09						

Open comments: (none)

Governance Committee comments:

- Although the average response centers on a “very good,” there are responses in the “good” and “poor” range suggesting that additional emphasis is needed in these areas.
- What additional information can the Governance Committee provide that will clarify the BOD’s roles and responsibilities?

BOARD MEETING SCHEDULING	Average Response	Number of Responses					
		1 Excellent	2 Very Good	3 Good	4 Poor	5 Bad	Don't Know
Board meetings are scheduled far enough in advance to maximize attendance.	2.09	3	4	4	0	0	0
The frequency of board meetings is appropriate.	2.09	3	4	4	0	0	0
The length of board meetings is appropriate.	2.18	3	4	3	1	0	0
Virtual board meetings increase my ability to participate in meetings.	1.36	7	4	0	0	0	0
Average response for section:	1.93						

Open comments:

- I believe certain items relating to governance and changes to governance can be sent out for review ahead of time and then voted on versus discussed at length in meetings.
- Zoom meetings have become much more prevalent and relevant as a result of the pandemic. Board and committees still trying to find a "balance" between in person and virtual meetings.

Governance Committee comments:

- Although the average response centers on a "very good," there are responses in the "good" and "poor" range suggesting that additional emphasis is needed in these areas.

BOARD MEETINGS	Average Response	Number of Responses					
		1 Excellent	2 Very Good	3 Good	4 Poor	5 Bad	Don't Know
Meeting materials including an agenda and background information (eg, committee reports, Treasurer's report, proposed amendments to policies and procedures, action items) are provided sufficiently early to allow for review prior to the meeting.	1.91	3	6	2	0	0	0
The agenda (including topics, time to address each item, and action needed) is well-planned.	2.09	2	6	3	0	0	0
Board meetings focus on strategy and policy decisions rather than operational decisions.	2.50	2	2	5	1	0	1
Board meetings do not focus on reading reports or delivering information that could have been provided in a report.	2.20	3	3	3	1	0	1
The board does not take on responsibilities that should be borne by committees or coordinators.	2.80	1	2	5	2	0	1
Average response for section:	2.29						

Open comments:

- Board focus on strategy vs operational, not reading reports, and not taking on committee responsibilities somewhere between 3 and not 3, but trending towards improved.
- I could do a better job of submitting my reports earlier.

Governance Committee comments:

- Although the average response centers on a "very good," there are responses in the "good" and "poor" range (especially true for items #3 and #4. These responses suggest a need to refocus the BOD's responsibilities.

BOARD CULTURE AND DYNAMICS	Average Response	Number of Responses					
		1 Excellent	2 Very Good	3 Good	4 Poor	5 Bad	Don't Know
Board meetings are well-attended.	2.18	2	6	2	1	0	0
Most board members come to meetings well-prepared to tackle agenda items.	2.27	1	6	4	0	0	0
All board members participate in needed discussion.	2.64	0	5	5	1	0	0
Board members feel that they can offer alternative or dissenting points of view.	2.10	1	7	2	0	0	1
Board members respectfully listen to alternative or dissenting points of view.	1.91	2	8	1	0	0	0
Board members do not chronically interrupt each other.	1.91	2	8	1	0	0	0
Decisions are made only after meaningful discussion.	2.00	2	7	2	0	0	0
Board decisions are not unduly influenced by the opinions of the "old-guard".	2.22	1	6	1	1	0	2
My time is well-spent and not wasted at board meetings.	2.09	2	6	3	0	0	0
Average response for section:	2.15						

Open comments:

- Generally board meetings are more productive than not, with members mostly "engaged". Members are respectful during the meetings.
- Being one of the "old guard" I hesitate to rank that item.

Governance Committee comments:

- Although the average response centers on a "very good," there are responses in the "good" and "poor" range suggesting that additional emphasis is needed in these areas. Items #2 and #3 indicate that better preparation prior to meetings and more participation of all members is needed during meetings.

COMMITTEE AND COORDINATOR OVERSIGHT BY THE BOARD	Average Response	Number of Responses					
		1 Excellent	2 Very Good	3 Good	4 Poor	5 Bad	Don't Know
Committees routinely publish their meeting dates and times.	2.91	0	4	4	3	0	0
Committees routinely publish an agenda in advance of their meetings.	3.00	0	4	2	4	0	1
Committees routinely publish meeting minutes.	3.00	0	4	3	4	0	0
Coordinators provide written updates as needed.	2.73	1	4	3	3	0	0
Average response for section:	2.91						

Open comments:

- The Senior committee has a regular meeting schedule with minutes and agendas provided. The Age Group committee also provides an agenda and minutes, but meets less frequently.
- The larger committees (Srs, AGs, TP) have office personnel taking notes and publishing both minutes and meeting times on website. Less so with most other committees.
- Some committees do these things, others do not.

Governance Committee comments:

- The average response centers on “good,” with many responses in the “poor” category. These results indicate that BOD does not believe the committees and coordinators are providing updates as needed.

FINANCIAL OVERSIGHT BY THE BOARD	Average Response	Number of Responses					
		1 Excellent	2 Very Good	3 Good	4 Poor	5 Bad	Don't Know
The board ensures that the annual budget reflects the VSI's priorities.	1.73	4	6	1	0	0	0
The board receives and reviews accurate and timely financial reports that compare actual to planned spending.	1.55	5	6	0	0	0	0
The board reviews the results of the independent financial audit.	2.18	4	3	2	2	0	0
The board reviews and approves VSI's investment policies.	1.82	4	5	2	0	0	0
Average response for section:	1.82						

Open comments:

- Treasurer does report on independent audit, as an overview.
- I'm not certain the results of the independent audit are sent to all Board members.

Governance Committee comments:

- Overall, the BOD believes there is good financial oversight; however, the responses to item #3 indicate the need for broader review of the independent financial audit.

BOARD'S RELATIONSHIP WITH THE EXECUTIVE DIRECTOR	Average Response	Number of Responses					
		1 Excellent	2 Very Good	3 Good	4 Poor	5 Bad	Don't Know
There is a clear understanding of where the board's role ends and the Executive Director's begins.	2.55	1	5	3	2	0	0
There is good two-way communication between the board and the Executive Director.	2.00	2	7	2	0	0	0
The board trusts the judgment of the Executive Director.	1.82	3	7	1	0	0	0
Average response for section:	2.12						

Open comments: (none)

Governance Committee comments:

- Although the average response centers on a "very good," the responses to item #1 indicate that the role the Executive Director in relationship to the BOD needs to be clarified.

INDIVIDUAL BOARD MEMBER PERFORMANCE	Average Response	Number of Responses					
		1 Excellent	2 Very Good	3 Good	4 Poor	5 Bad	Don't Know
I am familiar with VSI's bylaws and policies.	1.91	4	4	3	0	0	0
I am aware of my roles and responsibilities as set forth in the VSI bylaws and policies.	1.91	4	4	3	0	0	0
I understand my legal obligations of duty of care, duty of loyalty, and duty of obedience.	1.73	4	6	1	0	0	0
I am familiar with the VSI's strategic plan.	1.91	3	6	2	0	0	0
I have a good record of meeting attendance.	1.64	6	3	2	0	0	0
I come prepared for board meetings by reading the minutes, reports, and other materials in advance of our meetings.	1.82	3	7	1	0	0	0
I frequently encourage other board members to express their opinions at board meetings.	2.09	3	5	2	1	0	0
I am encouraged by other board members to express my opinions at board meetings.	1.91	3	6	2	0	0	0
I am a good listener at board meetings.	1.91	4	4	3	0	0	0
I feel like others listen to me at board meetings.	1.73	4	6	1	0	0	0
When I have a different opinion than the majority, I raise it.	2.09	3	4	4	0	0	0
I follow through on things I have said I would do.	1.91	2	8	1	0	0	0
I support board decisions once they are made even if I do not agree with them.	1.82	4	5	2	0	0	0
I stay informed about issues relevant to VSI's mission and vision and bring items in need of attention to the board.	1.82	3	7	1	0	0	0
I promote the work of our organization in the community whenever I had a chance to do so.	1.91	3	6	2	0	0	0
I find serving on the board to be a satisfying and rewarding experience.	1.64	6	3	2	0	0	0
Average response for section:	1.86						

Open comments:

- Evolving the BoD to a more strategic role and encouraging/deferring more operational initiatives to the committees is a works in progress. Review of the strategic plan as it relates to activities during the year will take on more importance as we move into year #2 of the quad.

Governance Committee comments:

- The average response for this section is “very good.” It appears that most BOD members are well-satisfied with their individual performance.

COMMITTEE CHAIRS SURVEY

Committee
Age Group
Athletes
Coaches
Diversity, Equity, and Inclusion
Finance
Governance
Hall of Fame
Officials
Open Water
Operational Risk
Safe Sport
Scholarship Selection
Senior
Technical Planning

Survey notes: The Committee Chairs survey was sent to 13 committee chairs (in one case, the survey was sent to another committee member as the chair has not been active), with survey responses obtained from 10 of the chairs for a 77% response rate.

Governance Committee comment on survey participation: As survey participation rates go, 77% participation is relatively high. That said, as the leadership group of Virginia Swimming, the board should expect nothing less than a 100% participation rate.

Statements	Average Response	Number of Responses					
		1 Excellent	2 Very Good	3 Good	4 Poor	5 Bad	Don't Know
My committee understands and follows its responsibilities as specified in the VSI Bylaws and VSI Policies and Procedures.	2.33	0	6	3	0	0	1
My committee's membership reflects the criteria specified in the VSI Bylaws and the VSI Policies and Procedures.	2.30	1	7	1	0	1	0
My committee uses VSI's mission statement, vision statement, and core values to drive its decision making.	2.11	2	5	1	1	0	1
My committee uses the VSI Strategic Plan to guide its planning and decision making.	2.22	2	4	2	1	0	1
My committee schedules meetings far enough in advance to maximize attendance.	2.33	3	3	1	1	1	1
My committee meets with sufficient frequency to accomplish its responsibilities in a timely manner.	2.78	2	3	1	1	2	1
In advance of meetings, I provide an agenda and any needed background information.	2.22	4	2	1	1	1	1
The meeting agenda drives the focus of each meeting.	1.75	4	2	2	0	0	2
Committee meetings are well attended.	3.22	0	2	5	0	2	1
Most committee members come to meetings well-prepared to tackle agenda items.	2.75	0	3	4	1	0	2
All committee members participate in needed discussion.	2.88	0	3	4	0	1	2
Committee members feel that they can offer alternative or dissenting points of view.	2.00	3	2	3	0	0	2
Committee members respectfully listen to alternative or dissenting points of view.	2.00	2	4	2	0	0	2
Committee members do not chronically interrupt each other.	2.00	3	3	1	1	0	2

Decisions are made only after meaningful discussion.	1.88	2	5	1	0	0	2
Committee decisions are not unduly influenced by the opinions of the "old-guard."	2.13	1	5	2	0	0	2
Our committee meetings are productive and not just meetings for the sake of having a meeting.	2.00	2	4	2	0	0	2
Meeting minutes are published following each meeting.	2.25	4	0	3	0	1	2
Average response for section:	2.29						

Open comments:

- It would be nice to have an option between poor and good. Because poor was the option between good and bad, I frequently selected it to represent "fair" instead of poor
- Some are there going through the motions and not always prepared for our meetings, may be time to have some step back and let younger folks on the committee.
- My committee could not attract any athlete members, so it has not been constituted. It has not met and there seems to be no interest on the athletes' part to participate. It cannot fulfill its' mission until and unless the athletes show an interest and choose to participate. It is not as though they have not been asked.

Governance Committee comments:

- The average response for this survey is close to "very good." It appears that most BOD members are well-satisfied with their individual performance. There are also a number of "poor" and "bad" responses, as well as "Don't Know" responses. The attendance at committee meetings, members being prepared for discussion, and all members participating in needed discussion are the areas that received the poorest responses. Coupled with the feedback obtained from the Board of Directors survey, this survey indicates the need to focus on Virginia Swimmings' committees so as to improve how their meetings are conducted and reported.

COORDINATORS SURVEY

Coordinator
National Times
Records
Registration/Membership
Rules/Legislation
Zone Team Manager

Survey notes: The Committee Chairs survey was sent to four coordinators (one individual serves in two positions), with survey responses obtained all of them for a 100% response rate.

Governance Committee comment on survey participation: A⁺

Statements	Average Response	Number of Responses					
		1 Excellent	2 Very Good	3 Good	4 Poor	5 Bad	Don't Know
I understand and follow my coordinator responsibilities as specified in the VSI Bylaws and VSI Policies and Procedures.	1.00	4	0	0	0	0	0
I use VSI's mission statement, vision statement, and core values to drive my decision making.	1.33	2	1	0	0	0	1
I use the VSI Strategic Plan to guide my planning and decision making	2.00	0	4	0	0	0	0
I consider my responsibilities with sufficient frequency to accomplish those responsibilities in a timely manner.	1.50	2	2	0	0	0	0
I provide timely updates of my activities to the VSI board.	1.75	1	3	0	0	0	0
Average response for survey:	1.53						

Open comments: (none)

Governance Committee comments: The average responses for this survey fall between “excellent” and “very good.”