

Colorado Swimming, Inc.
Board of Directors Meeting
WEDNESDAY, AUGUST 12, 2020

Call to Order: 7:00PM and ZOOM conference

Roll Call: Tristan Cross, Dale Ammon, Jillian Hayes, Vinny Pryor, Robert Scandary, Bill Bartel, Steve Hanson, Luke Schumm, Shawn Smith, Mike Dilli, Linda Eaton, Jackie Stiff, Brian Wixted, Rich LeDuc, Lindsy Bradbury, Ingrid Briant

Any Changes to the Agenda (New Business, Late or Revised reports): ComCast Contract

Adoption of Agenda and Acceptance of Consent Agenda: (pulled reports listed) Proposed Budget, Reimbursement Request, Credit Proposal **Motion to accept as amended/S/P**

Reading, Correction, and Adoption of July 25, 2020, Meeting Minutes: Postponed until September 12, 2020 BOD meeting

Report of Board of Directors (voting members)

General Chair - Tristan Cross

Administrative Vice Chair - Dale Ammon

Finance Vice Chair - Jillian Hayes

1. Finance Committee Report
2. Presentation of 2020-2021 Proposed Budget – Jillian presented the proposed budget and explained the loss of revenue caused by COVID; budget lines have been reduced by 33% due to COVID. After questions were addressed and the review of budget requests was concluded, a motion was made to recommend the amended budget to HOD. **Motion to recommend amended Budget to HOD/S/P**
3. Review of Budget Requests – The DE&I, Secretary, and Safe Sport requests were reviewed. It was felt that the Safe Sport budget was excessive in its request for printing and laminating of publications for teams. It was requested that the Safe Sport budget be reduced and allow publications to be emailed and printed by the clubs and not a budgeted expense. DE&I budget request was supported. Office supplies being requested for printing, maintenance and storage of BOD and HOD minutes/reports was discussed; ultimately bringing a motion to allow necessary supply purchases to be made from the CSI Office and sent to the requesting parties. **M/S/P**

Senior Vice Chair - Eric Eikenbary

Age Group Vice Chair - Vinny Pryor

Secretary - Robert Scandary

1. Proposal for 2021 HOD w/financial changes to team credit – While this proposal was generally supported, a point was raised that the definition of “delegate” needed to be specific as to who can be a voting club delegate; 3 voting delegates per club - 2 non-athlete members (coaches, parents,

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officials), 1 athlete member. Robert will bring a revised proposal to the September BOD meeting.

Treasurer - Bill Bartel

Coach Representatives - Steve Hanson, Luke Schumm

Athlete Representatives - Kristin Hultgren, Sophia Bradac, Huarui Lai, Miriam Skari

Safe Sport - Linda Eaton

Technical Planning - Shawn Smith

Officials - Mike Dilli

Report of CSI Staff

Executive Secretary - Jackie Stiff

1. Reimbursement Request – Jackie presented the information specific to this report.

Membership/Registration - Jackie Stiff

Records/Times - Linda Seckinger

Report of Ex Officio Members (non-voting members)

Past General Chair - Andy Niemann

Seasonal Club Representative - Cody Allen

Seasonal Athlete Representatives - Adam Austin, Lila Renke

Geographic Zone Representatives - Rich LeDuc, Lane Bretschneider, Cheryl Thomas-Gilmore, Lindsie Bradbury, Bob Jenkyns

Operational Risk - Brian Wixted

Diversity - Rich LeDuc

Disability - Char Sorensen

Open Water - Grant Holicky

Club Development - Andy Niemann

Governance Chair - Jason Lupo

Unfinished (Old) Business:

1. 12 Under Suit Rules – Mike Dilli will send out information specific to the new rule restrictions on technical suits for 12 Under swimmers. MI Sports has developed a presentation for this purpose and is willing to share it with clubs.
- 2.

New Business:

1. HOD Credit Proposal – tabled until September BOD meeting

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2. ComCast Contract – Jackie Stiff presented Board members with the specifics of the multi-year contract that CSI currently has with ComCast for internet services (\$230/month) and offered the possibility of changing service providers to CenturyLink (fiber optic service for \$65/month) and adding Goggle Voice+Text (\$10/month) for the CSI Office. Motion made to move forward with this change.

M/S/P

Resolutions and Orders:

1. Written reports from each Board member/representative are due to Jackie Stiff by **August 31, 2020**
2. Next Meeting is scheduled for Sept. 12, 2020

Adjournment: **8:22PM M/S/P**

From: [Robert Scandary](#)
To: [Tristan Cross](#); [CSI](#)
Cc: [jillian hayes1992](#); [Bill Bartel](#)
Subject: Budget and Policy & Procedures Proposal
Date: Wednesday, July 29, 2020 1:07:52 PM

Board of Directors,

We (CSI Board) routinely hear at HOD that club representation at our annual House of Delegates is skittish, Zones are under-represented, and that more people need to show up and support CSI and/or their respective Zone. This is generally presented from HOD delegate members in attendance, and always suggestive that the Board should be making greater representation and/or attendance happen.

Regretfully, those same vocal individuals haven't pursued nor persuaded their Zone/area clubs to have their delegates show up to this annual meeting.

It was decided years ago that if a club is present at HOD (one delegate member per club qualifies), then they receive a \$300.00 credit from CSI. Here's the current P&P language:

*—Year-round Club: USA Swimming club membership fee **plus** \$80 CSI club membership fee per year if registered before December 1st of the current year, otherwise the CSI club membership fee is \$450 per year. Clubs that attend the annual HOD meeting will receive a \$300 credit to their club fee for the upcoming year.*

This proposal is presented to the Board in an attempt to generate greater delegate participation at House of Delegates, especially from our athletes, and to continue to strengthen our organization.

Giving due consideration to the financial support that CSI has already provided to clubs, I would like to propose the following for the 2021-2022 Budget, inclusion in the CSI P&P Manual, and be in-effect for the 2021 HOD:

Specific to In-Person attendance at the House of Delegates, clubs will receive the following based upon club delegate attendance:

1 Delegate member = \$100 credit

2 Delegate members = \$200 credit

3 Delegate members = \$350 credit

I understand that transportation, lodging, and meals for three delegates may (almost always) cost more than the club receives back. I also believe that most coaches lodging expenses are generally covered by their respective club. While not breaking-even for the delegates, it may provide incentive for clubs to get all their delegates to this once-a-year meeting without suffering CSI finances.

Respectfully submitted,

Robert Scandary

		Colorado Swimming, Inc.					
			4 Year Actual AVG	2019-2020			2020-2021
			2015-2019	Budget	Actual	Difference	Budget
				12Month	10 Month		12Month
					July. 2020		
INCOME			\$ 531,680	\$ 653,850	\$ 365,199		\$ 447,011
EXPENSES			\$ 478,346	\$ 686,100	\$ 343,753		\$ 483,084
BUDGET TOTAL			\$ 53,334	\$ (32,250)	\$ 21,446		\$ (36,073)
MEMBERSHIP							
Transfer Fees	2003.0		\$ 1,189	\$ 2,200	\$ 1,238	\$ 962	\$ 1,452
Athletes	3001.0		\$ 74,832	\$ 86,000	\$ 78,030	\$ 7,970	\$ 56,760
Athletes - Flex	3002.0		\$ 1,598	\$ 5,000	\$ 4,210	\$ 790	\$ 3,300
Athletes - Seasonal	3004.0		\$ 7,188	\$ 7,800	\$ 2,037	\$ 5,763	\$ 5,148
Clubs	3010.0		\$ 6,799	\$ 7,200	\$ 6,780	\$ 420	\$ 4,752
Clubs - Seasonal	3012.0		\$ -	\$ 400		\$ 400	\$ 264
Non-Athlete Registration	3020.0		\$ 9,777	\$ 11,800	\$ 9,120	\$ 2,680	\$ 7,788
USA Swimming Gear	3020.5		\$ 785	\$ 3,150	\$ 3,464	\$ (314)	\$ 2,079
LEAP FUNDS							
USA Swimming LEAP Funds	3025.0		\$ 2,500	\$ 2,500		\$ 2,500	\$ 2,500
LEAP Expenses	3026.0		\$ 315	\$ -		\$ -	\$ -
MEETS							
Meet Sanctions	3030.0		\$ 8,291	\$ 9,000	\$ 3,765	\$ 5,235	\$ 5,940
Registration Fine	3035.0		\$ 938	\$ 1,800	\$ 845	\$ 955	\$ 1,188
Meet Surcharges	3040.0		\$ 158,639	\$ 161,500	\$ 113,743	\$ 47,757	\$ 106,590
Sectionals							
Revenue	3041.0		\$ 3,182	\$ -		\$ -	\$ -
Expense	3041.1		\$ 1,908	\$ -		\$ -	\$ -
Age Group State							
Revenue	3051.0		\$ 26,829	\$ 32,850	\$ 32,679	\$ 171	\$ 21,681
Expense	3051.1		\$ 25,447	\$ 32,850	\$ 29,721	\$ 171	\$ 21,681
Expense - Awards			\$ 1,387		\$ 2,958		
Senior State							
Revenue	3053.0		\$ 14,846	\$ 18,850	\$ 22,840	\$ (3,990)	\$ 12,441
Expense	3053.1		\$ 14,525	\$ 18,850	\$ 22,317	\$ (3,940)	\$ 12,441
Expense - Awards			\$ 212		\$ 473		
Silver State							
Revenue	3055.0		\$ 22,743	\$ 26,850	\$ 25,610	\$ 1,240	\$ 17,721
Expense	3055.1		\$ 22,093	\$ 26,850	\$ 24,218	\$ 1,240	\$ 17,721
Expense - Awards			\$ 685		\$ 1,392		
Long Course Championships - 12&Under							
Revenue	3056.2		\$ 28,704	\$ 29,200	\$ -	\$ 29,200	\$ 19,272
Expense	3056.1		\$ 15,892	\$ 29,200	\$ -	\$ 27,669	\$ 19,272
Expense - Awards			\$ 1,453		\$ 1,531		
Long Course Championships - 13&Over							
Revenue	3057.2		\$ 20,227	\$ 28,400	\$ -	\$ 28,400	\$ 18,744
Expense	3056.1		\$ 12,098	\$ 28,400	\$ -	\$ 28,285	\$ 18,744
Expense - Awards			\$ 303		\$ 115		
Seasonal Championship							
Revenue	3059.0		\$ 13,331	\$ 16,350	\$ -	\$ 16,350	\$ 10,791
Expense	3059.1		\$ 8,393	\$ 16,350	\$ -	\$ 13,180	\$ 10,791
Expense - Awards			\$ 997		\$ 3,170		
Age Group Circuit- Bronze			\$ -	\$ 8,000	\$ -	\$ 8,000	\$ 5,280
Expense	6005.0		\$ -	\$ 3,500	\$ -	\$ 3,500	\$ 2,310
All Star							
Revenue	3060.0		\$ 20,816	\$ 21,900	\$ 22,656	\$ (756)	\$ 14,454
Expense	3060.1		\$ 8,145	\$ 41,500	\$ 4,048	\$ (739)	\$ 27,390
Expense - Transportation	3060.11		\$ 6,752		\$ 9,830		
Expense - Gear	3060.12		\$ 7,833		\$ 11,259		
Expense - Lodging	3060.13		\$ 4,397		\$ 5,714		
Expense - Chaperones Back Ground Check	3060.14		\$ 97		\$ 76		
Expense - Food	3060.15		\$ 4,233		\$ 7,491		
Expense - Meet Entry	3060.18		\$ 2,641		\$ 3,678		
Expense - Other	3060.17		\$ 1,946		\$ 143		
Western Zone							

			4 Year Actual AVG		2019-2020		
			2014-2018		Budget	Actual	2020-2021
						Difference	Budget
BUSINESS OFFICE					10 Month		
					July. 2020		
Hale Adams Scholarship	3092.1	\$	1,250	\$	1,500	\$ -	\$ 1,500
Janet Kralik Scholarship		\$	750	\$	1,500	\$ -	\$ 1,500
Office Payroll	3200.0	\$	39,175	\$	43,500	\$ 39,875	\$ 3,625
Office Operations	3205.0	\$	10,087	\$	10,200	\$ 3,030	\$ 7,170
Payroll Service	3205.1	\$	1,067	\$	1,200	\$ 1,148	\$ 52
Payroll Taxes	3210.0	\$	7,176	\$	5,900	\$ 4,069	\$ 1,831
Computer/HyTek	3225.0	\$	2,183	\$	3,200	\$ 3,161	\$ 39
Phone / Fax / Internet	3230.0	\$	541	\$	2,000	\$ 2,728	\$ (728)
Postage	3240.0	\$	1,843	\$	3,000	\$ 795	\$ 2,205
Office Supplies	3250.0	\$	1,418	\$	1,500	\$ 288	\$ 1,212
Accounting	3253.0	\$	618	\$	700	\$ 730	\$ (30)
Facility Consultant		\$	-	\$	2,500	\$ -	\$ 2,500
OPERATIONS							
CSI Regular Meetings	3265.0	\$	978	\$	700	\$ 390	\$ 310
Workshops	3266.0	\$	1,886	\$	3,800	\$ 2,258	\$ 1,542
Awards Banquet							
Expense	3268.0	\$	6,918	\$	25,000	\$ 16,986	\$ 8,014
House of Delegates	3267.0	\$	3,957	\$	-	\$ 15,886	\$ (15,886)
Annual Athlete Swim Clinic	3269.0	\$	1,899	\$	5,000	\$ 241	\$ 4,759
Convention	3300.0	\$	4,378	\$	25,000	\$ -	\$ 25,000
Transportation	3300.2	\$	3,391			\$ -	
Lodging		\$	2,609			\$ -	
Registration	3300.5	\$	2,193			\$ -	
General Chair	4000.0	\$	653	\$	2,000	\$ 79	\$ 1,921
Administrative Vice-Chair	4100.0	\$	65	\$	200	\$ -	\$ 200
Coach's Chair	4450.0	\$	1,100	\$	2,000	\$ 660	\$ 1,340
Coach's Olympic Trials / Para	4452.1	\$	313	\$	150	\$ -	\$ 150
Officials Chair	4500.0	\$	5,194	\$	56,700	\$ 113	\$ 42,537
InState Travel	4500.1	\$	3,153			\$ 1,190	
National Travel Reimburs	4500.2	\$	14,574			\$ 6,969	
Meet Supplies & Rule Books	4500.3	\$	2,990			\$ 1,605	
Thank You Gift Cards	4500.5	\$	3,682			\$ 3,741	
Official Badges	4500.7	\$	483			\$ 546	
Olympic Trials	4500.8	\$	-			\$ -	
Officials - Sectionals	4501.0	\$	4,480			\$ -	
Officials Olympic Trials / Para	4505.1	\$	238	\$	-	\$ -	\$ -
Age Group Chair	4550.0	\$	133	\$	200	\$ 23	\$ 177
Technical Planning Chair	4600.0	\$	510	\$	600	\$ 144	\$ 456
Safe Sport Chair		\$	2,831	\$	7,000	\$ 1,548	\$ 5,452
Diversity Chair	4607.0	\$	1,890	\$	2,500	\$ 903	\$ 1,597
Records Chair	4705.0	\$	-	\$	250		\$ 250
Athlete Rep		\$	101	\$	-		\$ -
Athlete Reimbursements	5001.0	\$	6,824	\$	53,500	\$ -	\$ 25,811.24
Spring Reimbursement	5001.1	\$	20,769			\$ 27,689	
Summer Reimbursement		\$	13,645			\$ -	
Coach Reimbursements		\$	-	\$	15,000	\$ -	\$ 7,442.76
Spring Reimbursement		\$	5,449			\$ 7,557	
Summer Reimbursement		\$	1,130			\$ -	
Coach Mentoring		\$	-	\$	6,000	\$ -	\$ 6,000
Outreach Scholarships							
Outreach Scholarships		\$	1,612	\$	20,000	\$ -	\$ 20,000
Outreach Gear		\$	49	\$	3,000	\$ -	\$ 3,000
Oylmpic Trials	5201.0	\$	-	\$	-	\$ -	\$ -
Oylmpic Year Pool Rental	5205.0	\$	328	\$	4,000	\$ 1,960	\$ 2,040
Camps							
Catch the Spirit	6000.0	\$	5,246	\$	4,000	\$ -	\$ 4,000
Zone 1 Camp	6101.0	\$	(527)	\$	4,000	\$ -	\$ 4,000
Zone 4 Camp	6104.0	\$	2,500	\$	4,000	\$ -	\$ 4,000
Zone 5 Camp	6106.0	\$	-	\$	4,000	\$ -	\$ 4,000
Junior National Camp	6105.0	\$	3,416	\$	4,000	\$ 4,117	\$ (117)
MISCELLANEOUS							
Investment Income	3073.0	\$	13,764	\$	13,000	\$ -	\$ 13,000
Interest / Dividends	3073.5	\$	15,242	\$	25,000	\$ 16,823	\$ 8,177
Capital Gains	6500.0	\$	8,377	\$	10,000	\$ 13,069	\$ (3,069)
Bad Debt	7000.0	\$	432	\$	-	\$ 24	\$ (24)
Other Expense		\$	1,803	\$	1,000	\$ 14,881	\$ (13,881)
Capital Acquisition	6505.0	\$	848	\$	5,000	\$ -	\$ 5,000
COVID-19 Payout	6110.0	\$	-	\$	-	\$ 23,399	\$ (23,399)
COVID-19 Expenses	6110.1	\$	-	\$	-	\$ 5,250	\$ (5,250)



Jillian Hayes <jillian.hayes1992@gmail.com>

Computer etc.

1 message

Jackie Stiff <csiswimoffice@swimcolorado.org>
To: Jillian Hayes <jillian.hayes1992@gmail.com>, bill.bartel@gmail.com

Tue, Jul 14, 2020 at 12:47 PM

Attached is the specs for the computer, monitor and docking station.

Dell Laptop = \$2424.90

Dock = \$223.46

Monitor = \$229.39

Team Manager = \$ 269.00 for the upgrade but may must need to update our championship license and I do not remember that price as it is not listed on the web

Office via tech soup runs about \$40 for a 2019 copy, currently have 2016.

Total =\$2917.75 roughly

Jackie Stiff

Colorado Swimming

Executive Secretary

PO BOX 816

Frederick, CO 80530

720-616-7937

SwimColorado.org



US_QUOTE_3000064966969.1.pdf
74K



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No. 3000064966969.1
Total \$2,978.48
Customer # 144133741
Quoted On Jul. 14, 2020
Expires by Jul. 21, 2020

Sales Rep Johnly Thomas
Phone (800) 456-3355, 5130753
Email Johnly_Thomas@Dell.com
Billing To JACQUELINE STIFF
COLORADO SWIMMING INC
P O BOX 816
FREDERICK, CO 80530-0816

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Johnly Thomas

Shipping Group

Shipping To	Shipping Method
JACQUELINE STIFF COLORADO SWIMMING INC P O BOX 816 FREDERICK, CO 80530-0816 (720) 616-7937	Expedited Delivery

Product	Unit Price	Qty	Subtotal
Dell Latitude 9510	\$2,424.90	1	\$2,424.90
Dell Thunderbolt Dock- WD19TB	\$223.46	1	\$223.46
Dell UltraSharp 24 Monitor - U2419H	\$229.39	1	\$229.39
<i>DBC as low as \$90.00 / month^</i>			
Subtotal:			\$2,877.75
Shipping:			\$0.00
Estimated Tax:			\$100.73
Total:			\$2,978.48

2021 PROPOSED CSI OFFICIALS BUDGET				ASSUMPTIONS
				Modified COVID BUDGET
ITEM	\$ AMOUNT	Possible additional	notes	
1	Send 2 officials @ \$1,200 to Sr. & AG Zones and 4 Corners Sectionals	0		Do not reimburse AG SR Zones Officials
1a	CSI hosts Sectionals - send up to 12 officials	0	if needed, determine each year	Make separate decision on sending officials to Sexctionals -
1b	Olympic Year - CSI pays \$100 day per official - 5 est. officials 10 days	5,000	not a yearly expense	Assuming Trials will happen
1c	Para-Olympic Year - CSI pays \$100 day per official - 3 est. officials 7 days	2,100	not a yearly expense	Assuming Trials will happen
2	Officials reimbursement @ \$700 once/year for Sectional Meet or higher	15,000	very successful - provides CSI many benefits - 30 / year	Cut 50% from "normal year - assuming NO TYR Meets but JRs and Srs may happen
3	Yearly supplies, Rulebooks, AR Stamps, Radios/repair, name Tags, New Officials	6,000	yearly expenses	Routine officie expenses - cut to \$5000
4	CSI sponsored Meets, Officials Gift cards, Hotel room for MR Team leads if needed	2,000	yearly expenses	
5	Bring in outside USA Swimming Evaluator once per year, JUNE OPEN	1,500	pays airfare and hotel, car	
5a	Bring in Swimposium speaker for Officials workshop	0	2020 funded by USA Swimming	Use CSI Officials
6	Officials gifts for working 5 sessions 14U, 15O or Seasonal State summer Meets	0	yearly expenses	
7	1st year Officials Shirts	\$2,500		
8	FRISCO Mtg Sr Officials	\$500		
TOTALS		34,600		

2020-2021 Budget Request Form

Due August 3, 2020

Budget Line Item: Safe Sport

Prior Fiscal Year Budget: \$8,000

Current Fiscal Year Requested Budget:

Based on a **NORMAL** Fiscal Year - \$7,000

Based on a **MODIFIED** Covid Fiscal Year - \$6,000

Based on a **FULL** Covid Fiscal Year (Similar to 2019-2020) - \$5,000

Justification for budget of \$ 6,000 :

Providing laminated cards for Coaching Boys Into Men for all CSI clubs (48 pages - 24 cards) and booklets for Athletes & Leaders (40 pages). Safe Sport expenses for CSI Symposium w/ travel expenses for at-meet Safe Sport tables (one for each zone). Safe Sport tools for Committee Members: Zone 2, Zone 5 and Zone 3 - still looking for Zone 1 & 4 representatives. Funding for Safe Sport Athlete Ambassadors to attend a meet and work the Safe Sport table. Provide up to \$250 per Ambassador for Safe Sport project in their zone. Appointing one SS Ambassador to SS Committee. Send Customized Safe Sport Recognition forms to those clubs who have not started the SSRP process to expedite their obtaining that certification. Other projects as needed to assist in educating athletes and parents on Safe Sport practices.

Please email this form to Jillian Hayes at jillian.hayes1992@gmail.com on or before August 3, 2020.

The proposed budget will be emailed to everyone no later than August 10, 2020 along with all proposed budget request forms for the board to look over before the board meeting being held on August 12, 2020. Please look over the information before coming to the board meeting, as we are only going to discuss major changes that have been requested.

2020-2021 Budget Request Form

Due August 3, 2020

Budget Line Item: DEI

Prior Fiscal Year Budget: \$ 2,500 ?

Current Fiscal Year Requested Budget:

Based on a **NORMAL** Fiscal Year - \$ 5,000.00

Based on a **MODIFIED** Covid Fiscal Year - \$ 2,000.00

Based on a **FULL** Covid Fiscal Year (Similar to 2019-2020) - \$ 500.00

Justification for budget of \$ 5,000.00 :

USA DEI Zone Camp \$1,000 - \$1,500
Western Zone DEI Camp and Summit \$2,500.00
LSC DEI Camp \$300.00 that includes Disability
LSC Multi Cultural Swim Meet \$500.00
LSC Outreach / DEI Funding for Championship
Meets at the LSC level \$200 - \$700.

The Zone is going to have a DEI Camp and Summit in Boise, as planned in 2020 but sponsored by Zone not USA Swimming. USA Swimming Zone DEI Camp will be every other year. Establish an LSC DEI Camp and Multi Cultural Meet. And ~~could~~ fund DEI / Outreach Athlete for LSC Championships, which is sort of mentioned but not followed through with. Commit Actual money to reimburse Outreach / DEI Athletes.

Please email this form to Jillian Hayes at jillian.hayes1992@gmail.com on or before August 3, 2020.

The proposed budget will be emailed to everyone no later than August 10, 2020 along with all proposed budget request forms for the board to look over before the board meeting being held on August 12, 2020. Please look over the information before coming to the board meeting, as we are only going to discuss major changes that have been requested.

Colorado Swimming Reimbursement Policies

1. Purpose: This Board of Directors' Travel and Expense Reimbursement Policy addresses how and when members of the Board of Directors ("Directors") are reimbursed with CSI funds for travel and other expenses related to CSI business and meetings.
2. Scope: This Policy applies to Directors. This Policy addresses Director business travel and expense reimbursement.
3. Definitions:
 - a. Approving Directors – means any 2 of the following, the Finance Vice Chair; the General Chair; and the Board Treasurer.
 - b. Reimbursement – means the method by which CSI pays a Director for personal, out-of-pocket expenses incurred for Board-approved business expenses, including travel.
4. Policy Statement and Implementation: Directors who use personal, out-of-pocket funds for CSI business travel or other business-related expenses shall be reimbursed in accordance with this Policy.
 - a. Directors Budget Allocation
 - i. Budget Allocation. Each fiscal year, Directors can request a budget for role specific requirements, except for any computer, other equipment and/or software which must be approved by the Finance Committee and purchased by the CSI Office.
 - ii. Additional Budget Allocation. When a Director may or wishes to exceed their yearly Budget Allocation, the Director shall seek advance approval from the Board before any travel or expense. The Director's request for additional Budget Allocation will be considered and voted on by the voting Board.
 - iii. Exclusions. The yearly Budget Allocation does not include Reimbursement related to CSI meetings or events. The yearly Director Budget Allocation does not apply to costs related to yearly membership to USA Swimming.
 - b. Other Possible Reimbursements
 - i. Convention. If approved for convention travel, all arrangements are made by the CSI office, unless otherwise noted in your approval for travel.
 - ii. Other USA Swimming Workshops/Events. Your position may have other workshops or events that USA Swimming requests the attendance at. These workshops/events must be approved by the General Chair for reimbursement approval.
 - iii. Specific Guidance for Travel
 1. Lodging. Directors shall seek reasonable lodging based on the location to which they may be traveling. Directors are encouraged to use the Sales/Use Exemption form for lodging and other expenses.
 2. When traveling to a conference, a director shall generally stay at the hotel hosting the conference. Exceptions may be considered for the following: • Location (regional rates) • Lack of available rooms • Seasonal rate variations • Unexpected, last-minute reservations
 3. A lodging receipt shall include the name and location of the lodging establishment, dates of stay, and separate amounts for charges such as lodging, telephone calls, meals and incidentals. Meals and incidentals on lodging receipts must be itemized. If given Per Diem, meals and incidentals will not be reimbursed.
 4. Directors shall be reimbursed for telephone, fax, and computer connection costs that are reasonable and necessary for conducting company business.
 5. Air Travel. Directors shall purchase reasonably-priced tickets available. Directors shall make timely reservations to secure advance-purchase pricing. Other expenses such as upgrades, priority boarding, preferred seating, or excess baggage are the responsibility of the Director and are not eligible for reimbursement.

6. Rental Cars. Vehicle rental is authorized when it is more practical or less expensive than the use of other transportation. Recommended using USA Swimming's car agencies that cover all drivers and insurance. Car-rental company mileage charges are reimbursable, but Directors are not otherwise provided a mileage allowance for distances driven in a rental car. The cost of gas for a rental car is reimbursable. Directors shall accept the insurance coverage offered by the rental car company. The director shall follow the accident notification requirements of the rental car company. If an accident occurs, the director shall notify the office as soon as practicable, but no later than the following business day.
7. Private Automobiles. CSI shall Reimburse Directors the standard mileage allowance defined by the IRS for use of a private automobile, based on the actual driving distance by the most direct route. Such Reimbursement is made in lieu of any payment of actual automobile expenses.
8. Meals and Incidentals. Either of the two options below may be selected on a per trip basis for Reimbursement.
 - a. Actual Cost Option. Reasonable and necessary meal and incidental expenses shall be reimbursed at actual cost.
 - b. Per Diem Option. Per Diem rate when traveling to cover all meals and incidentals on a daily basis. The Per Diem rate is based on the US General Services Administration published Per Diem rates. Per Diem rate covers breakfast, lunch, dinner, and incidental costs. To cover meals and incidental costs incurred during travel days, the specific travel day Per Diem rate will be applied. Travel Per Diem rate will be determined by the published travel day rates of the U.S. General Services Administration and available at <http://www.gsa.gov/portal/category/21287>.
9. Combining Company and Personal Travel
 - a. If a Director takes an indirect route or interrupts a direct route for any reason other than company business, the CSI shall reimburse only for the portion required for business purposes. When the CSI prepaid the airfare or rental car, the Director shall reimburse the CSI for the CSI-unrelated portion of the expense. Weekends, holidays or other necessary diversions or layovers shall be eligible for Reimbursement when required for business or will result in safer or more reliable or cost efficient travel.
- c. Criteria for Reimbursement Approval the Approving Directors, or the full Board when necessary, shall consider and decide whether to approve any Director's Reimbursement. Advance approval is not required under \$100 for supplies, all travel must be approved prior. When considering approval of a request, the following factors may be considered.
 - i. Business purpose of the expense or travel is valid and directly related to official company business and service as a CSI Board of Director; and does not include unrelated business, personal travel or companion travel expenses;
 - ii. Expenses are in accordance with this Policy, reasonable and necessary and conform to any requirements imposed by the IRS and other regulatory agencies as applicable; and
 - iii. All required accompanying documents are complete and accurate.
- d. Request, Review and Approval of Director Reimbursement
 - i. A director seeking Reimbursement for business expenses shall submit a Volunteer Reimbursement Form, and any other forms and required receipts within 30 days of the expense, final invoice, or completion of travel.
 - ii. All Volunteer Reimbursement Forms shall be reviewed for approval by any two of the following Chairs, with no director permitted to review or approve their own request: Finance Chair; the General Chair; the Admin Vice-Chair; and the Board Treasurer

("Approving Directors"). When any two Approving Directors approve the expenses, Reimbursement shall be paid through CSI Accounts Payable.

- iii. If the Approving Directors are unwilling to approve a Reimbursement request, or if the Approving Directors reject all or part of a request for a Reimbursement, those Approving Directors must provide the requesting Director with written justification for their action within three business days after receipt of the request for Reimbursement. If the requesting Director does not agree with the Approving Directors, then the requesting Director may submit the request for Reimbursement to the entire Board for review or withdraw the Reimbursement request. The entire Board will consider and vote on whether to approve or disapprove the Reimbursement request.

5. Expenses that are Not Reimbursable

The following expenses are presumed not to be Reasonable or Necessary. These expenses are not eligible for Reimbursement unless the Board makes and enters into the minutes an affirmative determination that such an expense is reasonable and necessary, including a description of the circumstances and justification for that determination:

- A. Child care
- B. Dues in private clubs
- C. Golfing or green fees
- D. Gym and recreational fees, including massages and saunas
- E. In-room movies and mini-bar charge
- F. Life insurance, flight insurance, personal automobile insurance and baggage insurance
- G. Loss/theft of cash, airline tickets, personal funds or property
- H. Lost baggage or excess baggage charge for personal items
- I. "No-show" charges or penalties for flights, hotel and car service if incurred due to non-business related changes in schedules
- J. Parking or traffic fines
- K. Tolls (except for areas where it is unavoidable)
- L. Personal automobile repairs, grooming services, shoe shines
- M. Personal credit card annual fees or interest charges
- N. Charges for personal telephone calls in excess of reasonable calls
- O. Personal travel portion of a business trip
- P. Unauthorized car rentals, registration fees, etc.
- Q. Discretionary upgrades (air, hotel, car, etc.)
- R. Expenses of any person other than the Director, any other Director, employee of the CSI, or other person when for a documented and prudent business purpose.