

Colorado Swimming, Inc.
Board of Directors Meeting
SATURDAY/SEPTEMBER 12, 2020

Call to Order: 10:02AM and ZOOM Meeting

Roll Call: Tristan Cross, Dale Ammon, Erik Eikenbary, Vinny Pryor, Robert Scandary, Bill Bartel, Steve Hanson, Huari Lai, Shawn Smith, Linda Eaton, Jackie Stiff, Brian Wixted, Char Sorensen, Rich LeDuc, Lane Bretschneider, Bob Jenkyns, Cody Allen, Ingrid Briant
GUESTS: Andrew Brand, Barbie Baker

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

New Business - Technical Planning request

Adoption of Agenda and Acceptance of Consent Agenda: (pulled reports listed)

Technical Planning and Zone 2 Report **M/S/P**

Reading, Correction, and Adoption of July 25, 2020 and August 12, 2020, Meeting Minutes:

M/S/P

M/S/P

Report of Board of Directors (voting members)

General Chair - Tristan Cross

Administrative Vice Chair - Dale Ammon

Finance Vice Chair - Jillian Hayes

Senior Vice Chair - Eric Eikenbary

Age Group Vice Chair - Vinny Pryor

Secretary - Robert Scandary

1. HOD Credit Proposal

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

1. USA Swimming update
2. Request from Technical Planning Committee

Officials - Mike Dilli

Report of CSI Staff

Executive Secretary - Jackie Stiff

1. LEAP 3 – Request for Extension - Jackie will be requesting further extension from USA Swimming – Due to issues related to CoVid19, COSI has not been able to pursue LEAP status with USA Swimming.
2. Reimbursement Request Policy– tabled until September 2020 meeting
3. Swimposium Planning

Membership/Registration - Jackie Stiff

Records/Times - Linda Seckinger

Colorado Swimming, Inc.
Board of Directors Meeting
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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, Lindsy Bradbury, Bob Jenkyns

Lane Bretschneider – Zone 2 Report – Lane requested the Board allow the host teams for the Zone 2 Age Group meet to be the following: ACES 2021, STAR 2022, and FST 2023

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. Cloud Storage for CSI BOD – Dale - tabled to December 2020 or until more information and plan options are available
2. Western Zone Team selection process – Vinny – will revisit this when more information is available, and a proposal is presented to the Board
3. Athletic Leadership Summit – Erik - tabled to December 2020
4. Administrative Review Board – Dale - tabled to December 2020
5. HOD Credit Proposal for 2021 – **M/S/P**
6. Reimbursement Request Policy – **M/S/P**

New Business:

1. Swimposium Planning – Jackie Stiff – Jackie informed the Board that we now have an expanded Zoom license that will afford more meetings to be held simultaneously than originally planned. This will definitely aid us during Swimposium. Additionally, Jackie presented information about an electronic voting program that she tried out earlier this week to see how it might work for HOD voting. Cost considerations are being looked into to afford HOD delegates voting opportunities, whether in-person or via Zoom.
2. Request from Technical Planning - Shawn presented information to the Board for Technical Planning to pursue, plan, and develop a COSI sponsored swim meet at EPIC Pool in accordance with USA Swimming guidelines for upper level swimmers in our LSC. After he informed the Board that he has already had conversations with FAST Coach Mike Novell and that the EPIC Pool had been reserved for December 3-5, 2020, a motion was made for Technical Planning to move forward with the formalities of finalizing such a meet. **M/S/P**

Resolutions and Orders: Written reports from each Board member/representative are due to Jackie Stiff by **September 28, 2020**

Adjournment: 11:11AM M/S/P

Technical Planning- CSI Board Report
Shawn Smith
Sept 12, 2020

Winter Juniors to be replaced by a virtual championship. LSC's will be encouraged to host meets within the LSC to create in-person competition as allowed by local public health code and facility availability. Virtual Championship will score individual events, no relays. Virtual competition will have qual times of Futures plus 1%. Actual in person qual times/meet format can be determined by LSC.

US Open will be invitation only in multiple sites of 25-40 athletes.
TYR Pro Series will be replaced by virtual competition for 2020 locations.

Technical Planning committee will begin process of constructing a meet to serve as the platform for Winter Virtual Championships within Colorado Public Health Orders/New Capacity Calculator
<https://covid19.colorado.gov/safer-at-home/social-distancing-calculator-for-indoor-and-outdoor-events>

ACTION ITEM: Request committee authority to re-design (and potentially re-assigned host) for "Pioneer Open" per committee direction if needed to host "the right event" in the "the right facility." This would be done in coordination with DU (assigned host) and any other potential host.

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Governance and Nominating Committee Report

Candidate Recruitment: This was the focus of our last couple months. We successfully ran a presentation for those interested in running for a position on the board and were able to peak the interest of two people who later put their name in the running.

We were able to get at least two candidate for every position, except the Treasurer position which was our goal.

Name	Team	Position	Email
Barbie Barker	ACES	Admin Vice Chair	
Allie Sanchez	TOPS	Athlete Representative	allieleighsanchez@gmail.com
Elizabeth Brock	STARS	Athlete Representative	jbrock@desertskygroup.com
Andrew Webber	FUSION	Age Group Vice-Chair	coachandrew@northglennfusion.com
Emily Lighthart	5280	Athlete Representative	greg@swim5280.com
Richard Hall	ACES	Governance Committee	rhall290472@gmail.com
Bernie Dickman	LIFE	Admin Vice Chair	BDickman@lt.life
Laila Khan-Farooqi	ASPEN	Athlete Representative	theawkf@yahoo.com
Vinny Pryor	Foothills	Age Group Vice-Chair	vinny@foothillsswimteam.com
Bill Bartel		Treasurer	bill.bartel@gmail.com
Ingrid Briant		Governance Committee	ibriant@comcast.net
Ken Ebuna		Governance Committee	bunatuna@aol.com

Next Steps: We are shifting our focus onto board orientation materials after this Board Meeting.



Colorado Swimming Board Report
Coaches Rep
8/31/2020

1. Coaches Coffee Talk

- a. Matt Kredich
- b. Sponsored by Speedo
- c. Took an hour out of his day to spend time with coaches and to answer any and all questions that were thrown at him
- d. ***Free Event***
- e. We had about 20 or less on this one, was hoping to get more coaches involved on the next one if Speedo sets us up to do it again
- f. Recording was set to coaches in CO to watch and also a survey to get feedback

2. Coaches Meeting at Swimposium

- a. Had a meeting with Luke (co-coaches rep) to prep for the upcoming swimposium
 - i. Focusing talk on MEETS
 - ii. How are they running
 - iii. What are we doing right and well
 - iv. What didn't work
 - v. Putting something together to help teams start running meets (handbook of sorts)
 - vi. Virtual Meets Concept
- b. What does competition schedule look like for CO Swimming Future
 - i. What do coaches want
 - ii. What do athletes want
 - iii. How do we make something work

3. Coaches Coffee Talk/Meeting

- a. Trying to find time and days that work with coaches to meet
 - i. Weekly
 - ii. Bi-Weekly
 - iii. Monthly
 - iv. Place to share ideas and help others with COVID
 - v. Record and Share

Eric Eikenbary

Senior Vice Chair Report

Colorado Swimming BOD Meeting Sept 12, 2020

Over the past few weeks I have reached out to a number of senior level coaches asking for input on their most pressing concerns. I heard some concerns repeated numerous times.

REPORT-

- Concern about under-served Senior athletes. Specifically, Senior age athletes that do not have Sectional cuts. These athletes have no club championship P/F meet at the end of short course season. (This topic is not new. While many coaches and athletes agree with the sentiment, I am not aware of any significant progress by CSI to implement such a meet. I believe we presently have more pressing concerns. I do think this is worth revisiting post-COVID.)
- If the Pro Series and/or Winter Juniors are cancelled can CSI organize and execute an elite level meet in or out of Colorado? (I like the “take the bull by the horns” approach, but I don’t feel it is reasonable given the current COVID circumstances.)
- Create an inclusive environment for dual meets and other competitions amid COVID. It seems the meets that have run in Colorado have been very exclusive. (Given current COVID restrictions, swim meets will be very exclusive for the foreseeable future. It is that or nothing. Coaches of all teams must “take the bull by the horns” and seek out meet opportunities for their athletes. Some teams have been cooperative at Lowry, and a few Colorado Springs area teams are discussing a series of meets hosted at a couple different facilities, culminating in a championship p/f meet. I’m sure there are other relationships being formed for the sake of competition, but these are what I am aware of.)
- The continued closing of many school district pools is crippling some of the LSC’s largest club teams. The growing concern is causing many sleepless nights.

NO ACTION ITEMS

Thank you.

Eric Eikenbary

Senior Vice Chair



Mission Statement:

Colorado Swimming is dedicated to competitive excellence in our sport.
We P.L.E.D.G.E to keep swimming fun.
Performance***Leadership***Education***Diversity***Governance***Excellence

Vision Statement:

Colorado Swimming aspires to enable our members to achieve excellence in the sport of swimming and in life.

**Jackie Stiff
Executive Secretary
Sept 2020 (as of 9-1-20)
Board Report**

Membership Type	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 ytd	2021 ytd
Athletes (all types)	6057	6325	7216	7303	8688	8547	9125	8876	8979	7193	730
National percentage growth	1.5%	3.3%	about 13%	-0.2%	-.99%	-.3%	5.54%	- 2.2%	-.066		
Colorado percentage growth	3.2%	4.4%	14%	1.2%	8.4%	-5.1%	6%	- 2.8%	1.1%		
Individuals—coaches, officials, other non-athletes	711	718	697	817	856	930	925	969	1057	868	86
Coaches	291	361	379	353	366	430	424	436	494	416	42
Officials	239	246	227	310	303	392	402	420	428	362	18
Other non-athletes	181	111	98	89	92	139	110	132	159	120	27
Y-R Clubs	71	72	69	70	67	64	66	65	67	69	
Season 1 clubs	23	24	20	20	21	21	19	22	24	8	
Season 2 clubs	7	5	1	1	3	2	3	4	5	NA	
Organizations/Leagues		6	5	6	6	6	6	7	5	4	
YR athletes (Premium)					7479	7180	7564	7431	7184	6607	540
FLEX YR athletes									612	392	178
Outreach	119	131	122	84	88	101	90	85	98	55	12
Athletes with a Disability	34	37	43		46	71	84	88	119	102	7
Open Water Athletes	4	2	28	0	0	0	0	11	0	10	
Season 1 athletes	1500	1579	1546	1395	1063	1184	1249	1254	1084	363	
Season 2 athletes	243	241	259	112	173	189	199	113	101	N/A	

Virtual Swimposium: We now have an enterprise license up to 500 people. We will use breakout rooms to divide everyone up.

In-person HOD: We will be having, if all requirements of social distance remain at the levels they are now, an in-person HOD on Oct 4th at 9:00am at the Marriott Colorado Springs.

Lobbyist Updates: Most up to date information to be given at the meeting.

Officials Committee Report

Colorado Swimming BOD Meeting Sept. 12, 2020

2020 Officials Committee

Mike Dilli Chair, Todd Yee Zone 1, Scott Powell Zone 2, Suzi Mishmash Zone 3, Terry Kidd Zone 4, Troy Brovold Zone 5, Erika Anderson Seasonal, Officials Coordinator Mike Urbanowicz and Athlete Rep. Isabella Wederquist

REPORT:

Will implement after Meets start:

A – Offered the first CSI Zoom/Webex clinic for Recertification and Provisional Officials – very successful – had 62 Attendees

B – Offering every clinic via webex/Zoom around Swimposium – working out all details – fyi invited Alaska Swimming to have officials attend any of our clinics, positive response

C – Will have a Zoom Officials Seminar during Swimposium

Several Dual and Intra-squad Meets have been held – all with different ways to follow guidelines – have heard no issues – the 3 I have attended were run very professionally.

Officials Committee will recommend an extension of all official's credentials and training – after we see Meets starting – possibly 2020 is a “mulligan”

No Action Items – this time 😊

Mike Dilli
Colorado Swimming Officials Committee, Chair
Sept. 12th, 2020

Safe Sport Chair Board Report

Linda Eaton

September 12, 2020

Past/Current Activities:

Contacting clubs that are close to having enough points to be Safe Sport Recognition certified to see what more they need to reach that goal. Will be sending out reminders to clubs regarding MAAPP requirements for this coming season's registration. Also letting them know of the separate sign in now available for their club portal that is restricted to the Safe Sport section of their club portal. Working on setting up Zoom Safe Sport presentations for FST and DSA. Held preliminary conversation with LOVE and MACS regarding Safe Sport presentations.

Data from August, 2020 Safe Sport Newsletter for Quarterly Survey Question: What do you want to see from Safe Sport this year?

Top 3 answers:

1. More hard materials to use
2. Increase in overall communication
3. Promotion of Safe Sport Programs

Action Item: None



Board Report 8/31/2020

Zone 1 Report

- The teams in Zone 1 are trying to schedule a meeting to discuss the future

2021 Budget and Policy & Procedure Proposal

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 as it applies to credit and HOD voting membership:

*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.*

Member Clubs and Leagues are entitled to appoint voting representatives to the CSI House of Delegates, as specified in Section 4.1.1 of the CSI Bylaws.

Current COSI By-Law language defines delegate and/or group member (club) representative and the manner in which they may present delegates to vote at House of Delegates:

ARTICLE 4 HOUSE OF DELEGATES

4.1 MEMBERS - The House of Delegates of COSI shall consist of the Group Member Representatives, the Board of Director Members, the Non-Athlete At-Large House Members, and Athlete At-Large House Members.

.1 GROUP MEMBER REPRESENTATIVES - Each Group Member in good standing shall appoint from its membership three (3) Group Member Representatives one of which shall be an athlete member. The appointment shall be in writing, addressed to the Executive Secretary of COSI and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw one or more of its Group Member Representatives or one or more of its alternates and substitute a new Group Member Representative or new alternate by written notice, addressed to the Executive Secretary of COSI and signed by the chief executive officer or secretary of the appointing Group Member. The representatives of any Group Member are not required to be Individual Members of COSI or USA Swimming.

This proposal is presented to the Board in an attempt to generate greater delegate participation at House of Delegates, especially from our athletes, as we continue to work 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 House of Delegates:

Specific to In-Person attendance at the House of Delegates, clubs (group members) will receive the following credit based upon club delegate attendance [Two (2) non-athlete delegates and One (1) athlete delegate]:

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 this proposal may not be a break-even proposition, 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
COSI Secretary

Zone 2 Rep Board Report
Lane Bretschneider
August 31, 2020

I have received word from Tammy Florez at VMAC that they will start accepting applications again for pool rentals in mid to late September. For now, I am reaching out to the Zone 2 teams with a poll to get a consensus on the meet host rotation for the next three years of Zone 2 Age Group meets. I will have the results of that poll by the time we meet on September 12th, and then I will get the application in for the 2022 VMAC rental with that host team as soon as applications are reopened.

Administrative Vice Chair Report
September 12, 2020
CSI Board Meeting

Key Issues:

Covid 19 continues to be an issue obstructing the growth to normal activity for Colorado Swimming. Colorado is one of the States that is mostly back in the water and has found ways to compete with the facilities that are open, albeit on a much smaller competition scale than normal. There are some teams that remain out of the pool and some that do not appear to be able to restart any time soon. Several clubs have been able to use HOA Pools for practice facilities over the period of Covid. Many have negotiated to keep those pools open longer than the normal Labor Day Shutdown. Some may even be going to the end of October

CSI continues to engage the CO political and school establishment in an attempt to gain movement forward on opening of Indoor facilities as we approach the winter months. We have had significant success in engaging our target audiences, but only minor success to date in moving our position forward. Schools and their administrations continue to be a stumbling block for all movement forward as they resist the engagement from CSI and any of our HS coaches to open the doors to rentals at this time. As we say, it is much easier to say no to opening rather than braving the decision to say yes and learn how to use their facilities in a safe and successful way right now.

The Covid Task force continues to meet on a weekly basis to update on strategies being taken both at the local level and state engagements by CSI.

I participated in the very successful Avon Open Water Meet. The Town and Team in Avon, CO put on a great event and more people attended this year than ever before. Many were first timers to the Open Water racing style of events and terrific comments were garnered both about this particular event and OW swimming as a whole.

Local teams continue to find ways to compete at the facilities that are open right now. Athletes are gaining nice ground on times qualifications for bigger events in the future.

Planning continues for the CSI Virtual Swimposium and a combined In-person/virtual HOD meeting planned for October at the Marriott hotel in Colorado Springs.

Actions needed at this time: None

Age Group Vice Chair Report

September 12, 2020

Vinny Pryor

Meets

Midwest All Star Meet

- This is the next meet that would be on our schedule during normal times.
- As I've previously reported, there were the beginnings of talks to move the meet from Elkhorn, NE to a better facility, but those talks have stalled and have yet to resume.
- I am going to reach out to some other people that were involved in those initial talks and get a feel for any plans, tentative or otherwise, that may be in the works. However, given our state of things, I'm not hopeful there are any.

Swimposium Virtual Athlete Talk

- We currently have Katie Hoff scheduled to do a virtual talk and Q & A with our athletes on Saturday, October 3 from 10-11 am.
- This connection was made through Ingrid, and over the past few weeks, I've had conversations with Katie and her team to work out details.
- Because we cannot have a clinic for our athletes this year, and because they've missed out on so much (the CSI Select Camp, Zones, the Swimposium clinic and speakers, the banquet, etc.), I felt it was important to make this happen.
- Even after reductions to account for COVID hardships, we still have funds in this year's budget allocated towards a clinic at Swimposium. Again, since we are not able to do an in-person clinic, most of these funds are being put towards this virtual talk.
- The talk will be centered around facing, struggling with, and ultimately prevailing over adversity - something which will be very relevant for all of our athletes.



Board Report 8/31/2020

Diversity, Equity and Inclusion Chair

- There is a movement seeking the DEI Chair to have a vote on every LSC Board. The movement is also being developed at the LSC Level and the Zone Level. There is going to be a push to change the USA Swimming Bylaws at the USA Swimming House of Delegates in 2021. I would like to work on getting this proposal to the CSI HOD in 2021 also. I have contacted members of the Governance Committee in order to start the process or at least have the discussion.
- Still trying to put a DEI Committee together. Currently, I do not have representation from all the Zones. Still looking for an Outreach Member or parent as well as a Para Member or parent.
- I have a draft of job description for the committee as well as some of the goals for the committee from LSC, ZONE, and USA Swimming. I have sent it to a few folks for review. It has also been sent to folks that interested in starting the committee. Available upon request.

Disability Report
Sept 2020
Char Sorensen
Disability Chair

We are in the planning stages to hold a virtual on-line Para Swimming Officials clinic before the end of this year. More details will be coming out soon. The target audience for this clinic will be both experienced para swimming officials as well as USA Swimming officials who are interested in furthering their knowledge and learning more about the sport.

Also please note that U.S. Paralympics Swimming has a new web page which can be found [here](#).

U.S. Paralympics Swimming and the Local Organizing Committees for our fall events have been working closely together since the

onset of the quarantine and the vast COVID restrictions across the country. We held out hope that everything would improve and together we would be able to safely run events again this fall. Because our events bring athletes from across the nation, we have encountered additional restrictions with accessing facilities and running competitions.

The athletes, officials and event staff's health and safety are our top priority at this time.

We look forward to returning to competitions and seeing you all on a pool deck soon!

September 12th Board of Directors Meeting Board Report
Huarui Lai

Dear board members,

It's great to see that more teams are making progress in finding ways to stay connected or are safely getting back into practice in the pool during this unprecedented time. While it has been great getting back in the water, I know my team, and many others, are still placing heavy emphasis on safety protocols to ensure that all athletes, coaches, and families stay safe, which is more important than ever as some schools are returning to in-person learning.

CSI and board members, athletes, parents, coaches, and officials have been compiling resources, assisting teams when possible, and doing whatever is possible to ensure a safe return to swimming and pool usage. I've been very fortunate to participate in COVID-19 task force meetings to see the actions that the board is working on, and provide an athlete perspective on any necessary topics.

Again, thank you for organizing meetings to discuss the current situation and ways the board can support athletes, coaches, and teams at this time.

Thank you,
Huarui

From: [Miriam Skari](#)
To: [Jackie Stiff](#)
Subject: Re: Reminder Sept 12th Meeting
Date: Monday, August 31, 2020 5:57:33 PM

In light of the last few months and hopes that we may once again return our athletes back to competitions and practices, we have been busy as ever. In serving on the Coronavirus task force, the Board of Directors, and the Governance Committee we have been striving to find creative solutions to problems that have arisen.

I had the privilege of assisting with hosting a webinar for those who are interested in serving for the Board of Directors in the future. The annual House of Delegates is rapidly approaching, and I can't wait to see the talented members that emerge from these elections.

I am nearing the end of my term as Athlete Representative myself, and words cannot express how humbling it has been working with such amazing and talented individuals. Our mission as the Board of Directors is to make decisions for the good of all swimmers, and I can safely say that has truly been the case. I can't wait to see what this team of individuals does in the future, and I know the future of all athletes in the sport of swimming rests in good hands.

Miriam Skari

Athlete Representative

On Aug 28, 2020, at 3:18 PM, Jackie Stiff <csiswimoffice@swimcolorado.org> wrote:

Hey everyone,

This is a reminder that we are scheduled to have a board meeting on Sept 12th.

Reports are due Monday August 31st.

Thank you,

Jackie Stiff
Colorado Swimming
Executive Secretary
PO BOX 816
Frederick, CO 80530
720-616-7937
Swimcolorado.org



General Chair- Board Report

Tristan Cross
September 2020

- Below is the list of weekly meetings I've been participating in. This increased amount of communication has been hugely beneficial to keep CSI at the forefront of the Covid-19 situation. They have also helped our LSC to be at the forefront of being proactive.
 - Tuesday's at 12:00pm- CSI Task Force Meeting
 - Every other Thursday at 10:00am- USA Swimming/LSC Leadership Meeting
 - Plus regular meetings with other coaches from around CSI and other LSC leaders from around the country.
- As listed above, the CSI Covid-19 task force has continued to meet weekly, or as frequently as necessary, to discuss the current state of the situation in our LSC. Our focus has continued to be centered around increasing communication, creating solutions, assistance and pathways to getting back to our normal way of operating. We are continuing to create objectives and provide feedback for our lobbyists, Nexus Policy Group. The different perspectives and location of the task force members has been very valuable as we navigate through the current crisis.
- As stated above, Colorado Swimming is continuing to work closely with the Nexus Policy Group to further advance the accessibility of pools for all teams throughout our state. As well as continuing to increase the communication and negotiations with the Colorado state government, school districts throughout Colorado and also local/state health departments throughout our LSC.
- Over the last several weeks, we have had very positive meetings with Adam Zarrin and Alexander Martin who are both policy advisers to the Governor. These meetings have allowed us to discuss the needs of the teams and athletes throughout Colorado and why it is crucial that we work towards allowing aquatics facilities to continue to open up in a responsible, ethical and safe manner as soon as possible. Our discussions with these two individuals have allowed our message to be taken straight to the highest levels of the Colorado state government. Kayla Tibbals and Patrick Boyle at Nexus Policy Group have arranged these meetings and have guided our talking points in a way that will create the most impact. We are planning to meet with Adam Zarrin and Alexander Martin in the days/week following Labor Day weekend as we continue to push our movement forward.
- Board Meeting Dates for 2020:
 - We will continue to hold periodic emergency CSI board meetings in response to any developments or announcements regarding the current Covid-19 situation. Please be on the lookout for these meeting announcements.
 - September 24-26th— USAS Convention- Will be held remotely
 - October 3-4th— Swimposium and HOD- More details to follow

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.