IES INLAND EMPIRE SWIMMING

Mission: Developing, Improving, and Supporting Competitive Swimming in the Inland Empire

Vision: Provide a safe and positive atmosphere for swimmers of all abilities to achieve and sustain lifelong success

March 16h, 2020

Call to Order: 8:03pm by John Pringle over Blue Jeans video app.

Roll Call: April Walkley, Don Hougardy, Holly Howard, Jade Sobek, Jeff Sutton, Jennifer Tonkyn, Jody Rash, John Pringle, Keith Lambert, Laurel Skorina, Riana Scott, Russell Whitaker, Todd Stafek, and special guest Robert Broyles

Not Present: health and certainty worldwide

Request for New Items for New Business: None added

Consent Agenda:

- The consent agenda, consisting of the BOD minutes from February 17, 2020, was submitted for approval with the brief changes submitted. A motion was made, seconded, and a voice vote to pass the minutes as submitted. The final minutes are to be posted on the IES website.

Old Business:

- **2020 AG Zones Update:** Jody Rash reported that the Finance Committee met. The group, consists of Keith Lambert, Jody Rash, Don Hougardy, Vicki Marsh (SR) and Timothy Wong (SR), will continue to work in determining many of the backbone planning pieces for the August event.
    - Jody, with her previous experience in running a high-level meet, will be the primary source for budget planning information. The group have come up with a general budget and they will work to refine it over the next several months. Don Hougardy also relayed that the committee members will all be at the event, and so if the budget categories are exceeded, then the group is fully prepared to meet and address each situation.
    - Don spoke that the profit sharing split with Snake River was 60% IES and 40% Snake River. The amount will be after all other expenses have been taken. The use of those profits has not been decided.
    - Don has been asked to Chair the Finance Committee and will be opening a new checking account to keep finances separate.
    - Utilizing service organizations as volunteers is certainly in the plans. It was decided to give clubs in IES the first shot at providing 20 plus volunteers for one/more of the days. If there are still openings after that, then Oregon Masters Swimming will be contacted regarding their potential ability to provide volunteers.

- Jody stated that the finance committee plans to meet in the near future to sign contracts with USA Swimming regarding branding and logos.
    - Due to Coronavirus there has been some delay in connecting with NW Design.v
- Oregon Swimming voted to exempt Sectionals & AG Zones this coming summer from the 12under tech suit ban.

- **P&P, By-Laws/Leap 1 Progress:** Keith Lambert reported that Jeff Sutton worked through the policies and procedure manual and drafted an outline so that more detailed work on it may be achieved quickly.

- **Governance Committee:** Nominating Sub-Committee
  - Elections for new Board members needs to be voted on at the Spring HOD meeting.
  - The current nominating committee consists of Robert Broyles, Todd Stafek and Andrew Lambert. An additional member is needed and Keith Lambert discussed different options. The terms of the committee members should be 3 years, 2 years and 1 year, 1 year.
  - The role of the Committee (no current board members permitted) is to review the positions to fill, then reach out to potential new members. The committee then submits a slate of board members for voting on at the spring HOD meeting. There may be no self-nominating, though names from the floor of the HOD may be submitted. The HOD voting members then vote for the slate.
  - Current open terms are for General Chair, Senior Chair, Secretary, Safe Sport.
  - With the recent adoption of the by-laws the terms of the current board members have been reset.

- **Safe Sport and Operational Risk**: There was continued discussion regarding the combination of the Safe Sport (April Walkley) and the Operational Risk Committees (Jeff Sutton). While there is certainly overlap between the two areas, it was decided that for the current time, they would be kept separate and would continue to collaborate closely. Additional members on these committees would be beneficial for IES.

- **Financial Report:** Don Hougardy reported that USA Swimming has decreed that for the fiscal year 2021 that our LSC needs to pay for either a professionally sanctioned audit or review. Don reports that based on the current IES budget, that a review will be acceptable and that future costs need to be factored into budgets.
  - Audit for the year 2019, the financials have been turned over to Whitworth College Auditing class (Tara Lambert). The students will work through the statements, being thorough in cross checking different expenses and how they are tied to the bylaws and procedures and documentation. They will meet before the audit committee to ask additional questions and seek clarifications. When both sides are satisfied, then the audit committee will sign off and the audit will be completed.

- **IES Scholarship**: John Pringle reached out to former Senior Chair, Dan Lawson, and heard no reply regarding additional scholarship applications for last year's scholarship for college bound swimmers. It was decided that Eli Engledow's application would be bestowed with the $350 scholarship (every penny counts). Todd Stafek will connect with Eli's parents and distribute the funds.
  - Sean Muncie will update the scholarship for 2020 and make sure that it is posted.

- Senior Athlete Representative Riana Scott expressed concern that her transcript from her school was sent to her and not directly from the school and wanted to make sure something like that could be acceptable. She was reassured that if it was a pdf that came from the school and that that email could be forwarded, that it should be accepted.
- **Diversity Information:** Russell Whitaker had no action and his report was table until the next meeting.

New Business:

- **HOD:** Meeting scheduled for April 19th in Moses Lake has been altered due to the national concern regarding Coronavirus and the USA Swimming instructions regarding gatherings. It was agreed that there was a need for the vote new Board Members and that that could be addressed electronically. Nominations from the floor will be accepted.
  - Committee reports should be submitted to Secretary Holly Howard by March 27th and she will compile and send out/post the reports as well as all the minutes from the monthly board meetings since the fall HOD gathering by March 30th. This will be in compliance with the bylaws for proper notification.
- **Athlete Leadership Summit: Riana Scott**
  - The Athlete Leadership Summit cannot be held in April. There was discussion regarding holding it in early June, however graduations, SAT testing, and pairing it with a large summer meet did not appear to be logical to encourage athlete participation. It was suggested to postpone the conference until the spring HOD (preferably in May 2021). A Swimposium may be potentially scheduled for spring of 2021 and further talk about not having those events be held simultaneously. The funds that the Summit was awarded should be able to be used in 2021. Additional discussion will be held at the April BOD meeting.
- **Treasurer as staff (New approved by-law) Policies and Procedures**
  - The Policy and Procedures Committee/Personnel needs to come together and draw up a contract for Todd Stafek to be the on-staff treasurer. Don Hougardy, John Pringle, Keith Lambert and Laurel Skorina will communicate in the next several days.
- **Reallocation of Meet Fees for Championship Meet Pool Rentals:**
  - Todd Stafek proposed a distribution of unused meet fees to be spent for the pool rental during Championship meets. The maximum amount awarded is $4,500 for 3 meets that equals the budget line of $13,000. If the allocated $4,500 is not used by the host club for the pool usage, then that amount may help offset other pools with higher costs. The motion will be effective from 1/1/20. The motion was made, seconded and passed by a voice vote.
- **Spring meet schedule changes:**
  - At least two swim meets have been cancelled because of the Coronavirus and that expects to impact the LSC budget by approximately $5,700. The budget will be reviewed and adjusted appropriately.
- **Olympic Year Interest Surge:**
  - This is an Olympic Year (perhaps not). The previous bump in swimmers joining the LSC has been small. Sean Munchie spoke on ways to expand our impact over the LSC. Todd Stafek mentioned that capacity based on pool usage may not allow some teams to grow/absorb additional swimmers. Robert Broyles encouraged thinking beyond the usual channels to increase swimmers in some underutilized markets.

Motion to adjourn meeting 9:57pm. Next meeting is scheduled for Monday, April 20, 8pm.