



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

May 18, 2020

Board of Directors Monthly Meeting

Call to Order: 6:45 pm by John Pringle via Blue Jeans Video

Roll Call: Present: April Walkley, Don Hougardy, Holly Howard, Jade Sobek, Jeff Sutton, Jennifer Tonkyn, Jody Rash, John Pringle, Keith Lambert, Riana Scott, Russell Whitaker, Sean Munchie, Todd Stafek, Steve Hudlet. Not present: Laurel Skorina.

Request for Additional Items for New Business:

Audit Recap NSF policy discussion* Weekly IES Athlete Zoom Meetings * Safe Sport

Consent Agenda:

Approval of minutes April 20, 2020: Distributed by Holly Howard.

Approval of minutes from April 28, 2020, Distributed by Holly Howard—with the clarification that the funds allocated to the teams were not grants from IES, but were allotments- with no application needed and no repayment expected.

Old Business:

- 2021 AG Zones Update: Jody Rash reported that there was no current action regarding the 2021 AG Zones, and that her group leaders would likely resume meeting next month. • Policy & Procedure, By-Laws/Leap 1 Progress: No report • Senior Scholarship Form and Process: Sean Munchie.
 - An application was presented to the board to post the application immediately as the due date is June 15.
 - Jody Rash will work to see if it can be transferred into a pdf writable document.
 - Changes to be made \$350 to one male and one female IES swimmer who plans to swim in college and has swum at least one year for IES, date stamped by June 15, and have Sean's email address.
 - Motion was made, seconded, and passed to proceed with the application. It will be promptly uploaded on the IES website and links sent to teams/seniors.
- CLBM 201: Club Leadership and Business Management
 - April reported that the online four-hour class offered by USAS was well attended by and informational for IES coaches and board leaders. Jody will receive a list in the next several weeks of who was in attendance.
 - Jody reported out a list of all the clubs and their incorporation dates and the last time they (someone affiliated with them) took the business course.

- There was discussion that IES should encourage teams to stay current on the business class/management offerings. Jade suggested on a 4-year basis.
- This is actually a policy and procedures matter therefore was turned over to Keith Lambert and his committee for discussion and action.
- Summary of Help to Teams (from special meeting April 28th):
 - Todd Stafek stated that all teams that had been operating for at least one year received a \$500 check and then closely followed by a \$1,000 check as per the board's direction.
 - The Vandal club applied for the USAS grant funds and should hear by the end of May.
 - IES has done everything regarding financial assistance that USAS suggested in assisting clubs in the current situation.

New Business:

- Software to compare meeting date availability-Don Hougardy:
 - Don advocated for using Doodle to assist in setting meeting dates/times for groups.
 - April expressed interest for Safe Sport and Riana for establishing athlete meetings.
 - The discussion ranged around whether to use at the introductory level as a test or to purchase a yearly contract for \$75 which allows for one administrative user, with additional features.
 - No motion was made and the introductory level will be sampled for upcoming meetings.
- Sanctioning discussion-USA Swimming mandate: -no sanctions through 6/30/20
 - Keith shared the IES schedule (see attached)
 - The weekends available in July 17- 19 and August 7-9 (the week before Champs). Keith will reach out to WWSC and SWAT. To see if they are able to plug their meets into those dates.
 - Priority given to teams in IES, as teams from the west side might be traveling this way.
 - Wenatchee has closed their city pool (other city pools are following) for the summer.
 - Discussion not to amend the time standards for the Champs meet.
- Adjustments to budget:
 - Don and Todd discussed that IES is in a stable financial position. While revenues have been slashed through at least June, the expected expenses of travel and Zones meets have also been reduced. So, no immediate budget adjustments are in order.
 - Both Todd and Don are very diligent in tracking the accounting ledgers and keeping proper focus for IES and beyond.
- USA Registration Updates:
 - Todd stated that the LSC portion of the registration fees will remain the same for 2021 as they are now for 2020.
 - Don stated that the 2020 budget did not project a large bump in swimmer numbers from the Olympics.
 - Don mentioned that by beginning the registration process earlier, that the year-end crush on the USA Swimming side will be reduced and that swimmers currently are covered through 12/31/20 and beginning in Jun may register for the 2021 year.
 - Jody will reach out to teams to make them aware of the option of registering for 2021 beginning June 1.

Additional items: ○ 2019 Audit Committee Recap: Don Hougardy

- Don reported the feelings from the 2019 audit were extremely successful. This was thanks to the hard work and time spent by the Whitworth College Audit class's culminating project. The group led by Professor Tara Lampert reviewed all the financials,

budget, bylaws, policies and procedures and had tracked and thoroughly investigated revenue and expenses for the 2019 year.

- This process is open for one more year, before USAS requires a true audit or review.
- Two areas pointed out where tighter action could be taken. The process for handling NSF checks (non-sufficient funds) and the reconciliation of memberships with USA Swimming. Both areas are being addressed currently. NSF checks if returned once must be resubmitted by the family in the form of a cashier's check. A spread sheet, tracking membership dues and the related USA Swimming share will make it easier to total and crosscheck the amount that USAS withdraws automatically from the account each month.
- Don proposed that IES make a reasonable donation to the Whitworth accounting club and he will contact the school to make arrangements and come back to the board for approval.

- Non-Sufficient Funds: Todd Stafek
- An issue with an NSF check that is nearly 12 months old having been submitted twice by the family and having been returned both times. How should these funds be obtained and what penalty should be assessed.
- Keith states that in section 2.7 of the policy and procedures that if a member is delinquent in paying fees that they may lose their membership and the right to swim in additional meets.
- After board discussion, it was decided that Todd will send a certified letter to the family requesting payment within 14 days via cashier's check. The coach of the team will also be notified. If no action is taken then the swimmer will not be permitted to swim.
- Athlete Calls: Riana Scott
- Senior Athlete Representative reported that over the past 6 weeks that the athletes have been having almost weekly calls. The topics have been training options and have also included top level swimmers to provide a different insight into swimming in college and beyond. ○ Riana reported that the calls have been mostly well received and that between 20-40 swimmers have participated. There is a trivia night planned in the near future.
- April and Jody have also been involved as adults on the call.
- It was suggested that Junior Representative Laurel Skorina be tagged with planning and putting on the upcoming training call and additional meetings this summer/fall.
- Safe Sport: April Walkley
- April reported that Spokane Waves Aquatic Team has become Safe Sport recognized. And that two other teams are close to completing that level as well.
- Safe Sport trainings weekly and are held from 3:00-4:00pm EST (Noon - 1:00 PM Pacific Time).
- Wednesday- Parent Training
- <https://zoom.us/j/93724361466?pwd=OVF4RFINZFpaMHhqSEVVRGwzbmpQUT09> ○
- Thursday – Athlete Training
<https://zoom.us/j/97633664936?pwd=YnpXZmljME5PcldacW9ZQ0w5YTFIZz09>
- Friday - Coach Training
<https://zoom.us/j/98698656108?pwd=NzQ5TGdjWkRDc0lrcK9tWHpJL1hkQT09>

Meeting adjourned 8:25pm

Next meeting scheduled for June 20, Time to be settled via Doodle poll.

Be Well, Stay Well,

Respectfully submitted by Holly T. Howard, Secretary

