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Mission Statement: To promote and support the achievement and development of athletes, coaches, volunteers and clubs in competitive swimming.

OSI Board Meeting

Wednesday, April 15, 2020 - 7:30 pm, Zoom Conference Call

Attendees	Jacki Allender, Jim Bewe, Jody Braden, Victor Brasil, Quinn Brown, Gabby Calvi, Julie Carpenter, Fallon DeWitt, Dan Gipe, Jeff Gudman, Andrew Huang, Debbie Laderoute, Marilyn Loitz, Jessica Maeda, Emily Melina, Lissa Parker, Christopher Pfaffenroth, Shelly Rawding, Mark Rieniets, Brad Robbins, Russell Scovel, Heather Thomas, Rex Watkins, Paul Windrath Guest(s): Juan Caraveo & Jaime Lewis (USA Swimming)
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TOPIC	DISCUSSION/ RECOMMENDATION	ACTION/ FOLLOW UP
Welcome, Agenda Items/Consent Agenda, Special Announcements		
The meeting was called to order at 7:30 pm by General Chair Shelly Rawding, who welcomed the attendees via conference call. There were no announcements today. Shelly asked if we could start meeting a little earlier, as coaches are not currently on deck. After discussion it was decided to have the next meeting at 7:00 PM. Items to be pulled for discussion from the consent agenda was the old business topic of the OSCA committee. We will also discuss the topic of financial assistance for teams, and ideas from the weekly meeting that some members are having to brainstorm ideas for this. Planning for LC season and the topic of Age Group Zones will also be discussed.		
Treasurer's Report- Paul Windrath Paul Windrath submitted an updated treasurer's report- no additional comments for this. See attached below.		
Past Minutes No past minutes were presented.		

Chair Reports

General Chair Report	See submitted report below.
Admin Chair	No report.
Senior Chair	No report
Age Group	No report.
Coaches Rep.	No report.
Officials	No report
Risk	No report

Safe Sport	See submitted report below.	
Diversity	Diversity, Equity & Inclusion- no report	
Athletes	No report	
Other	No other submitted reports such as Age Group Camps, Zones and Office reports. Age Group Zones scheduling was discussed in New Business, see below.	
<b>New Business</b>		
Age Group Zones	<p>Shelly Rawding said that she would like to bring up whether OSI would consider sending swimmers to Age Group Zones this summer; she has a meeting on Friday with members from other Western Zone teams. Jody Rash, Allstar Head Coach has submitted a question to the OSI Board to discuss this. Do we have time to pick a team? At this time it is planned for the same date. Discussion was held about if we would even be in the water, these points were looked at:</p> <ol style="list-style-type: none"> <li>1) Does not make sense if we are not in the water by July</li> <li>2) Set some markers so it's not a last minute decision</li> <li>3) Some teams may be able to practice sooner vs. later</li> <li>4) Unknowns in terms of social distancing, pools schedules etc. and if parents would let swimmers go or not</li> <li>5) What are other LSC's doing? (Central Zone has canceled theirs)</li> <li>6) Earliest Mt. Hood pool might be open is mid -May</li> <li>7) Gatherings over 50 people may not be allowed</li> </ol> <p>If we are in the water by June 1<sup>st</sup> we could consider letting swimmers go, but not send swimmers if we are not in the water by the 1<sup>st</sup> of July.</p>	<p>Not send OSI swimmers to the Zone meet unless in water by June 1, 2020</p>
Supporting Clubs, Athletes	<p>Shelly Rawding brought up ideas to support athletes, clubs and volunteers during this COVID-19 shutdown.; we have a weekly meeting about this online on Wednesdays.</p> <p>Emily Melina spoke about hosting athlete webinars, open to OSI swimmers and getting our athlete rep.'s involved in the choices about presenters and planning. Other LSC's are doing educational webinars. We can provide funding from our camps budget to pay \$500.00 for an hour with a high-level athlete. We are definitely not going abroad now or to S. California in the fall or holding the age group camp.</p> <p>Shelly added that we are proposing doing 5 webinars i.e. once every two weeks- with professional leadership / athletes such as Jacob Pebley. Emily said that there is a list of available athletes.</p> <p>Comments were made that this is a great idea, and the primary goal should be retention and engagement. It would also serve a larger group of athletes. Also discussed was the best time of day to do this- after discussion it was proposed to have these available between 4-6 PM (not past 8 PM) and/ or on a Saturday morning, as many swimmers are also doing online schooling.</p> <p>Fallon DeWitt as athlete rep. agreed that this would be a great opportunity. Emily said that there is a USA Swimming platform that can be used for this. A motion was made, and <u>this was approved to do 5 webinars, to not exceed the cost of \$2,500.00</u>. See discussion below about financial issues- club options.</p>	<p>Approved Hosting 5 Athlete Webinars for OSI members</p> <p>OSI and Athlete Rep.'s will be conduit for info.</p> <p>(For all OSI/ LSC members)</p>
Clubs Finances/ Options	<p>Another COVID-19 issue that is being discussed regularly is finding ways to support clubs financially. Shelly Rawding brought up the possibility of clubs applying for Safe Sport grants, USA Swimming will award clubs with financial incentives for completing the program, achieving Safe Sport recognition.</p>	

Clubs Finances/ Options for Safe Sport Team Membership	<p>Jackie Allender provided an attachment and link- materials are available for teams and their members. Shelly Rawding has sent this out.</p> <p>There are podcasts that can be listened to as well. Courses are for both the parents and athletes that they can login into the USA Swimming page to access. However, team engagement is key; the percentage of members completing this course in any given club to complete is 10% of their members. This allows for clubs regardless of their size and membership. Clubs also need to have their board policies and procedures up to date.</p> <p>Also discussed was how to allow teams such as YMCA clubs to participate as they may not allow contact with their members at this time; there may be other clubs with similar constraints. Teams need the LSC portal access, even if members such as YMCA are furloughed. However OSI membership/ teams can be emailed, and information posted and sent out.</p> <p>There are staggered incentives that start at \$1,000.00 and then stair stepped down from there over several weeks. (see attached).</p> <p>A minor change was made to the proposal in wording, and <u>this was approved</u>.</p>	Approved to offer money/incentive program to OSI members for Safe Sport Club Status
Other Financial Incentives	<p>Victor Brasil brought up other LSC's providing cash to athletes such as \$20.00 per member and government incentives. Some coaches are collecting unemployment. Debbie Laderoute and Shelly Rawding said that an OSI financial impact survey has been sent out a couple of times, however out of about 60 + Oregon clubs only 25 have responded to the survey. The responses are at this time more concerned about keeping athletes engaged rather than financial hardship (except for one club). We need to have a long-haul, sustainable program.</p> <p>There is a subcommittee talking about this regularly, and issues such as PPP / small business loans are being discussed. There is discussion as well about reducing splash fees once we are allowed to host meets again. We may not be able to host meets again well into the fall, which is a revenue source for teams. Concerns about not depleting our OSI financial reserves were brought up, and not just distributing money to members randomly.</p>	Ongoing process
<b>Old Business</b>		
Sanctioning Meets	<p>Shelly Rawding brought up the timeline for sanctioning meets- right now we have no sanctions allowed until May 1, 2020. Juan Caraveo from USA Swimming reported that there is nothing out yet from USA Swimming leadership, we hope to have more information from the end of this week. We are still moving as in 30-day blocks. Juan said that another factor is what decision will be made about national meets and their scheduling- this will give us direction once it is sent out.</p> <p>Rex Watkins said that we would need time beforehand in the water when we get back, we might have a clinic instead. Most teams have probably already canceled their meets. Their team canceled their LC meet- silly to host one with only a few days of practice allowed beforehand.</p> <p>Mark Rienets said that we don't have coronavirus testing readily available now, so it's not realistic to open in May. Chris Pfaffenroth added that we need long term direction from USA Swimming, as a Board should we be making decisions that give our membership some concrete guidelines as an LSC. Concerns were brought up about even hosting State meets in July- i.e. due to distancing guidelines from Victor Brasil. A motion was made to not to sanction meets in May (not until after June 1, 2020) and we will revisit this topic at the May OSI Board meetings. <u>This was approved</u>.</p>	Motion was made to not sanction meets to be held until after June 1, 2020 and approved

OSCA Update	<p>The OSCA Committee proposal and changes to make the committee members up to 5 members was discussed by Mark Rienets with Jody Braden and Rick Guenther previously. This would add two other general members to the Chair, Vice Chair and Secretary positions. Their terms would be for every two years elected by coaches only at HOD.</p> <p>Rex Watkins brought up whether geographic breakdowns for membership should be considered, as well as team size. Comments were made about the Chair selection as well- at this point this is a drafted proposal. Mechanics of how this might work was discussed, and the merits of having committee members elected vs. appointed.</p> <p>The Board asked if we should keep this as an elected position- this was agreed upon. Mark would prefer we don't over-legislate this in the beginning. The Chair does go to convention as well.</p> <p>Jody Braden commented that it is hard just getting members involved, we do need to encourage members to get some new blood from all over the state.</p> <p>This will be sent out in the next OSI Newsletter.</p>	Proposal – 1 <sup>st</sup> Draft needs to go to Jody & Rick again
Another Topic	<p>Fallon DeWitt is asking that we send out a notice in the OSI Newsletter about clubs submitting names for their athlete representatives. We need to get names in- submitted by each club.</p> <p>A suggestion was made to get word out to your club athletes, even during the shutdown it could be done electronically.</p>	Put notice in newsletter about club athlete rep.'s needed
Next Meeting		
The next regular Board meeting by Zoom conference call is scheduled for May 6, 2020 at 7:00 PM		
With no other business, the meeting was adjourned at approximately 8:51PM.		

Submitted Reports: Chair report for April 15, 2020, Shelley Rawding

The weekly newsletters have been well received. Debbie and I will continue to work on those and get sent out every Thursday. And thanks to Greg for getting the Covid19 tab on the website up and running. Have met with the Brainstorm group the last two weeks and there are 2 proposals for tonight. One for funding athlete webinars (up to 5 approximately every 2 weeks, at \$500 each so would be max of \$2500). The other for encouraging clubs to become Safe Sport Certified. Doing this encourages first keeping our athletes and coaches safe. Second it will help keep the engagement level high between coaches and parents and athletes to complete this. It also would provide a little funding now when needed. Please see Jacki's proposal.

The survey results from the club survey.

[https://docs.google.com/spreadsheets/d/1JWP8cUu4Y8y0qoQJqiD\\_qsqXjl7diTKs-R8GFqm4Ok/edit#gid=25611292](https://docs.google.com/spreadsheets/d/1JWP8cUu4Y8y0qoQJqiD_qsqXjl7diTKs-R8GFqm4Ok/edit#gid=25611292)

USA Swimming has not given us their guidelines yet for meets for May, and the governors office hasn't extended the social distancing guidelines yet either. It makes sense for us to wait until they make their decisions before we discuss May swim meets.

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Oregon Swimming Safe Sport Recognized Club Incentives  
 Proposed by Brainstorm working Group to the OSI BOD April 15, 2020  
 Completed: \$1,500  
 TEAM Eugene- 1st Safe Sport Recognized Club in Oregon Swimming

Completion by May 15, 2020: \$1,000

Completion by June 30, 2020: \$750

Completion by July 31, 2020: \$500

For YMCA teams where coaches are not permitted to contact swimmers while YMCA is closed, time will start with the first day that coach contact is permitted.

YMCA schedule as follows: Completion by 30 days: \$1,000 Completion by 70 days: \$750 Completion by 100 days: \$500

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## OREGON SWIMMING FINANCIAL INFORMATION – 4/15/2020

### **Asset Values (as of 4/15/2020):**

- \$223K - Operations Account
- \$1,509K - Travel Endowment (\$4K in available funds)

### **Outstanding Payments:**

- A couple of clubs owe small amounts of money on 5/1 (\$250). **Upcoming Expenses:**

- Office Lease expires end of May.
- Nominal OSI expenses (wages, rent, etc.) are projected to be ~ \$30K (April – August) and ~\$60K (Sept – Dec) which includes Convention, HOD, and Top Five – all of which are “at-risk” for cancellation.
- Championship revenue and expense are basically off-setting.

### **Revenue Losses – Actual/Likely/Possible (FY 2020):**

- \$10K – membership revenue loss (through August 2020).
- \$30-35K – membership revenue (Sept – Dec)
- \$40K – Travel Fund revenue loss (no April & May meets)
- \$60K – Travel Fund revenue loss if no competition in June/July/August
- \$25K-30K – Travel Fund revenue in October – December.

### **Net Expenses not incurred if:**

- ~\$35K – no national travel reimbursement (Futures, Juniors, Officials)
- \$27K – if no WZAG Championship in August (difference between athlete’s payments and exp)
- \$18K – if no World Cup or Senior Training Trip in 2020
- \$15K – if convention in Jacksonville is cancelled
- \$10K – if HOD or Top Five events are cancelled

### **Comments/Suggestions:**

- Travel Endowment is invested in a “ladder” structure which means funds are not immediately accessible. During any given month, \$10-20K in bonds/CDs mature and reinvested. Any thoughts of tapping the TE must take this into consideration.
- OSI has a \$90K emergency fund that resides within the TE. Generally speaking, it is not liquid and requires BOD approval to use.
- The Operations Account (checking) will easily cover nominal operations through December