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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, May 6, 2020 - 7:30 pm, Zoom Conference Call

Attendees	Jacki Allender, Jim Bowe, <del>Jody Braden</del> , 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, <del>Heather Thomas</del> , Rex Watkins, <del>Paul Windrath</del> 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 7:04 pm by General Chair Shelly Rawding, who welcomed the attendees via Zoom conference call. She reported that the draft letter was finished last night- the OSI proposal to the governor of Oregon outlining our rationale and plan of action to open pools. We will add this to the top of new business tonight.		
Debbie Laderoute would like to add an update in new business about seasonal membership, it really starts once we start up again for 150 days. Fallon DeWitt will talk about the athlete summit and making sure we get some response from teams for athlete representatives. She has only heard from 18 club rep.'s thus far. There will also be an update about chairs discussing championships, such as an alternate meet instead of zones.		
For the Saturday athlete webinars, Elizabeth Beisel will be the presenter this week		

Treasurer's Report- Paul Windrath
Paul Windrath submitted a treasurer's report, due to the pandemic we are not generating any income. The treasurer's report was approved. See attached below.

Past Minutes
The OSI Board meeting minutes from April 1, 2020 were approved with some minor revisions. The minutes from the additional April 15th, 2020 meeting were approved as presented.

Chair Reports
General Chair Report
Admin Chair
Senior Chair
Age Group
Coaches Rep.
Officials
Risk

Safe Sport	No report.	
Diversity	Diversity, Equity & Inclusion- no report	
Athletes	No report	
Other	No other submitted reports such as Age Group Camps, Zones and Office reports. Meet scheduling was discussed in New Business, see below.	
<b>New Business</b>		
USA Swimming – Call In & Proposed Pools Re-Opening Letter	<p>Juan Caraveo from USA Swimming called into the meeting, to make himself available to answer any questions about the recently released USA Swimming document about reopening pools. He will also be available for the virtual OSI/ USA Swimming town hall meeting; which Shelly says is scheduled for May 19<sup>th</sup>.</p> <p>Juan said that each team should have a good relationship with their facility and come up with a plan. Phase one should be for getting back into the water and bringing swimmers back to interact and be a part of the team, and phase two should be growing from that initial platform. It would be better to come up with a plan before the mayor or the City Council from your area does so first.</p> <p>Victor Brasil said that we need to emphasize the difference to Parks and Recreation department's that this is different than recreation swims and it would be good to have a direction that orients towards swimming and gives us more control.</p> <p>Juan emphasized that there are many ideas now such as different days of practice for various groups, dropping swimmers off, limiting access to the facility such as locker rooms- there are many ideas- ways to keep everyone healthy.</p> <p>The proposed letter to Oregon Governor Kate Brown was looked over. Several amendments and suggestions were brought forward. Shelly Rawding suggested that we add the USA swimming document / algorithm to show that this has been thoroughly considered. Brad Robbins said the we should emphasize swim teams are more like golf and tennis i.e. non- contact sports which positions us differently. Mark Rieniets added that we are segregating ourselves from the general public and limiting exposure to the facility- the USA swimming document would be helpful in spelling it out.</p> <p>Shelly will take the suggestions and present a final copy that we could look at with a detailed review on May 1<sup>st</sup>, 2020 via a Zoom workgroup meeting.</p>	Shelly will bring changes to the proposed governor's letter- follow up meeting on May 1st
Seasonal Registrations	Debbie Laderoute said that she is fine to wait to discuss the seasonal registration topic; we can look at that at our May 20 <sup>th</sup> meeting.	Defer to May 20 <sup>th</sup>
Summer Champs Meets	<p>Chris Pfaffenroth, Administrative Chair brought up the topic of hosting the 11 &amp; Over Championship meet this summer, and others such as 10 &amp; Under's. Several States do not want to host any championship meets due to the pandemic but might host other types of meets to remove pressure on athletes. These might be smaller to include social distancing guidelines.</p> <p>The athlete representatives weighed in on the subject, some said they would want to go but that it might not be a reality for all swimmers, and some families could not afford the expenses. Victor Brasil said that he does not think we could have an event that large and in thinking outside the box he does not think it would be happening.</p>	See next page

Summer Champs Meets Contd.	Rex Watkins weighed in on this and has concerns with numbers. We could consider later in the summer such as August. A motion was made to cancel championship meets that are currently scheduled In July 2020. This was approved.	Approved
Virtual Meets/ Opens Swims/ Other Ideas	<p>Shelly Rawding said that we can explore other options such as postal swims once we are back in the water. Emily Melina, Senior Chair said that there are many ways to do this, she has information such as running virtual meets and combining the data from several pools and locations. This brought up the topic of providing enough officiating and how to end up with sanctioned results.</p> <p>These ideas were discussed:</p> <ol style="list-style-type: none"> <li>1) Limited numbers of referees- can we do several meets at once?</li> <li>2) Can we speed up referee training- still have to follow USA guidelines?</li> <li>3) We have about 60 referees in Oregon, they are willing to help</li> <li>4) We might not have enough staff and pools at this time</li> </ol> <p>Also briefly discussed were open water swims, which need to be regulated by a different set of guidelines.</p>	Ideas brought forward, no action plans at this time
Athlete Summit Update	Quinn Brown updated the group on the OSI athlete summit. It will be online - similar to a webinar. The costs should go down, but we do not have the speakers settled for it yet. Fallon DeWitt said that we could end up with a higher profile speaker and more options to open it up. Rex Watkins made a motion to make this summit online and this was approved	Athlete Summit now online- more to come
Fall HOD and Top 5	Shelly Rawding said that we have a task force working on the Top 5 candidates and ceremony, as we may be affected by the limiting of group gatherings due to COVID- 19 regulations. Victor Brasil brought up which times we would select for criteria for these athletes- would it only be for short course season? Mark Rieniets also brought up the HOD- should we plan for an electronic get together instead? We will consider this at next month's meeting.	More to come on this next month
New Team	A new team from Bend- <u>HDA- High Desert Aquatics</u> has submitted an application to Oregon Swimming. (Chris Pfaffenroth recused himself from the discussion). Rex Watkins said that they should register themselves with the state of Oregon, and also brought up that there is a seasonal team named High Desert swim team in Eastern Oregon. Also brought up was that clubs by their second year of membership are required to take the club leadership course from USA Swimming. This club was approved- we will ask them to register with the State if they have not yet.	Approved High Desert Aquatics- new club
OSCA Committee Verbiage	The revisions to the Oregon Swimming Policy and Procedures manual was sent out ahead of this meeting, primarily for adding the OSCA committee, and containing a few cleanup areas. Several commented that there are many revisions that still need to be done, this will be worked on and brought to the next meeting.	Clean up P&P, look at next meeting
<b>Old Business</b>		
Office Lease Expiring Soon	Shelly Rawding had reported in her General Chair report about the OSI office lease. Recently we have discussed moving the office to a central location, which would be closer for Debbie Laderoute to commute to. Shelly is proposing that since we are not generating any income at this time if it would not be a better idea for Debbie to operate the office out of her home.	See next page

Office Lease Expiring Soon Contd.	<p>This led to a discussion with several ideas brought forth:</p> <ol style="list-style-type: none"> <li>1) Could also rent storage space, keep phone number or forward it</li> <li>2) Mail is forwarded for a year, so not an issue</li> <li>3) This could become an issue down the road if we change staff</li> <li>4) There is not much foot traffic coming into the office right now</li> <li>5) The rent has been increasing on a regular basis from month to month</li> <li>6) There's a value in having an office space in the long run</li> </ol> <p>After further discussion the motion was made to let the lease expire on the current office, and it was amended to move the office temporarily to Debbie's home until we can find a suitable location. This was approved.</p>	Approved to let OSI office lease expire, use Debbie's home in interim plan
Official Elections	Discussion was also initiated about the timing of the officials meeting, and whether or not this should be in person or via an online platform. Julie Carpenter said that it may be postponed until June. More to come on this.	More to come on this
Nominating Committee-Treasurer	<p>A motion was made to table other business until the next OI Board meeting on May 20th. We will have a special meeting on May 13th to discuss the letter to the governor and come up with a final document.</p> <p>The treasure's discussion was deferred until next meeting.</p>	Defer to next meeting
<b>Next Meeting (s) at 7:00 PM</b>		
<ul style="list-style-type: none"> <li>• Zoom work group meeting May 13<sup>th</sup> to finalize the letter to the governor</li> <li>• Zoom OSI Board conference call scheduled for May 20, 2020</li> <li>• Zoom OSI Board conference call scheduled for June 3, 2020</li> </ul>		
With no other business, the meeting was adjourned at approximately 8:57 PM.		

Submitted Reports: OSI Chair report for May 6, 2020, Shelley Rawding

The last two weeks have brought us some new **initiatives** – USA Swimming's Club Grant program and the new funding for the 2<sup>nd</sup> Round PPP Loans among them. Clubs are getting on board with working towards their Safe Sport Club Recognition status to earn the \$1,000 grant. And USA Swimming's Convention will be held virtually and not in person in Jacksonville as had been planned.

There is a lot of work behind the scenes happening now towards getting **back in the water**. Multiple webinars were available this past week on this subject, USA Swimming has come out with a document to help guide us, and on Saturday we had an LSC discussion on what clubs are doing and how we can all move forward together. Tom Holt has assisted in creating the discussion points for the Saturday meeting, and is also assisting in the wording on a letter to the Governor's office, that when ready we will bring to the board for approval/changes before sending to Salem. The meeting was well received. This morning's meeting with Juan and Jamie from USA Swimming and coaches from OSI, Colorado and Sierra Nevada was recorded, and they will send out the link.

At our **Brainstorm** meeting – we are now meeting at 1:30pm on Fridays if you would like to join in let me know – we clarified the wording to send out to clubs if they were applying for the USA Swimming Grant funds. We discussed the discussion points for the call that we were getting ready for on Saturday. All are in agreement that we will need to financially support our clubs once we get back swimming but are waiting to see what the needs are before creating a final plan on what exactly that will look like.

With Convention going virtual, that brings up the discussion on social distance requirements and our own OSI **House of Delegates** and **Top 5** Awards Ceremonies, and how they may need to change in order to adapt to the new requirements. I would like a task force to gather and take a look at how we can best move forward with meeting our needs for a HOD Meeting, AND our need to celebrate our athlete's accomplishments this past year in ways that work for all. There is a meeting this coming up Friday at 9am to discuss how to run a virtual HOD meeting. Please contact [Jane.grosser@usaswimming.org](mailto:Jane.grosser@usaswimming.org) if you can attend.

As for additional swimming competitive opportunities – I have been conversations with coaches on hosting **Postal Swims** this summer to give our athletes some other goals to shoot towards, as well as running **virtual meets** – either dual/invitational/entire LSC. Also, how to help our pool coaches learn how to coach in **open water**. There are already swimmers in open water on their own. Our coaches need to be prepared to help our athletes do this safely.

And in the middle of all this, our **office lease** expires the end of this month. As we have been discussing the past few months, we are looking to move the office closer to a more convenient location for Debbie. Currently with the Covid19 crisis Debbie has been working out of her home office and without registrations to process Linda has not been working. The building we are in will not let us rent month by month, and the initial rent increase was steep, so we had decided not to try to stay. They have since said they would allow us to have one more year at the current rate, but we currently aren't using the building at all. It is safer for our staff to work from home. Debbie has the time to go thru all our office items, to organize this while we are looking for a new space and while we figure out how to navigate this new normal. Mail will be forwarded to Debbie's house address so there is no change in address yet for anything.

(Treasurer's Report and Policy & Procedures Drafts as attached documents)