

**Minutes of the January 11, 2014
VSI Board of Directors Meeting**

The meeting was called to order at 2:00 p.m.

Present were: Steve Hennessy, Leanne Hillery, TJ Liston, Mary Turner, Terry Randolph, Bill Geiszler, Kevin McHaney, Bryan Wallin, Ted Sallade, Art Anthony, Lisa Liston, Catherine Webb, Caroline Henry, and Jerry Hayes.

The minutes of the Board of Directors meetings for Sept. 27 and 29, 2013 were approved as amended. Leanne will send out amended minutes to board members.

Treasurer's Report – Bill Geiszler gave the report for Bob Rustin. He discussed the latest financial statement which was unanimously approved. Bob will reformat the budget spreadsheet and send it out to BOD members in a more readable form. There was discussion concerning late meet reports. Currently, there are five that are late over the 60 days deadline. Notices of the fines will be sent out. Bill will talk to Bob about sending out receipt confirmations when payments are received. Terry indicated that she would like to receive a copy of the fee summary reports from the Treasurer. There needs to be follow up on identification of the five late teams and if Bob or Lisa will send out the fines.

The Safe Sport Committee should notify Bob when clubs meet their safe sport requirements for reimbursement. He needs official notification from the Committee in order to do this. Jerry will contact Bob to see exactly what he needs to receive from the Safe Sport Committee.

Safe Sport Report – Jerry reported on the Rewards Program for clubs that get 25% or higher of parents to take a safe sport training. If a club reached 25% parent participation, it receives a \$100.00 refund and another \$150.00, if 40% is reached. He received results from Presidium on participation for the first quarter (Sept. 1-end of the year). During the first quarter, only one team got 25% participation. He has not received any feedback from teams on participation. Officials and coaches safe sport training does not count toward the team total. Jerry will work with Presidium to determine if the parent training numbers reset to zero each year or cumulate. Bill suggested that the Committee put in a budget request for this program. The Finance Committee will be meeting soon to determine next year's budget.

Annual Awards Banquet – In September, the House of Delegates approved the motion that the annual Awards Banquet would switch to the spring by 2015. This cannot be done in spring 2014 because no facility has been booked yet and the athletes need to work on determining the venue. In order to do this in 2015, the event will need to be included in the FY 2015 budget and a task force will need to be formed to look at all the details and logistics of such an event.

The task force members include Lisa Liston (Chair), Mary Turner, Kara Morgan McHaney, and Caroline Henry. The task force will consider several items including: the purpose of the banquet, the time standards for All State Awards, the viability of the Competitive Spirit Award, who will be invited to attend, and getting input from teams and athletes. The recommendations will be taken to the House of Delegates in April. The task force needs to determine what it wants to do by summer in order to book venues.

VSI Athlete Travel Reimbursement – Bill indicated that during the Sept. 27, 2013 BOD meeting we discussed that the Senior and Coaches Committees would work together to recommend options for Athlete reimbursement for travel to higher level meets. They would then send these recommendations to the Finance Committee to review. He wanted to know if there had been any progress on this. Ted indicated that no work had been done yet. Discussion ensued on the topic of the purpose for athlete reimbursement, the need to provide it so swimmers will attend higher level meets, and what meets are considered for reimbursement. The Senior and Coaches Committee will continue to work on this.

Recruitment and Retention of USA-S/VSI Officials – Bryan reported that the Meet Referee for Age Groups will be Mike Sizemore and the Administrative Referee will be Mary Turner.

He will be sending out a call to all Team Officials Chairs to see how they handle their officials. He will take this information and determine some best practices. The Officials Committee is working on creating a Welcome package for all new officials to receive when they are certified. This will be in place shortly. In April, the Committee will begin to look at certification requirements in order to expedite the process. They will look at options such as web-based training, offering a greater number of clinics, and requiring fewer sessions for certification. Discussion ensued concerning the requirements for different positions and the need to streamline and simplify the process. The BOD members agreed that such a review was necessary. Bryan indicated that the Committee also needs to establish policies and procedures to improve this process. Steve asked the Officials Committee that between now and spring to have a plan in place and a report on what changes have been made in training and procedures.

VSI Board Meetings – Steve indicated that the BOD needed to set up a meeting schedule for the rest of the year. After much discussion, the following schedule was established:

- **VSI Board Teleconference** – Sunday, February 16, 2014 at 7:00 p.m.
- **Spring meeting/House of Delegates** – April 12-13, 2014
 - BOD Meeting – Saturday, April 12 at 2:00 p.m.
 - Sunday, April 13, 2014 meeting schedule
 - Age Group Committee – 8:00-9:00 a.m.
 - Senior Committee – 9:00-10:00 a.m.
 - Technical Planning Committee – 11:00-12:00 p.m.
 - Coaches Committee – 11:00-12:00 p.m.
 - Athletes – 11:00-12:00 p.m.
 - BOD Meeting – 12:15-1:15 p.m.
 - House of Delegates – 1:30 p.m.-
- **VSI Board Teleconference** – Thursday, June 19, 2014 at 7:00 p.m.
- **BOD Meeting** – Saturday, August 23, 2014 at 2:00 p.m.

Steve discussed a proposal for a new communication plan for the Board. See report online. Lisa had concerns about the appearance that with the plan communication had been reduced. She felt more communication was better than less. Steve explained that not every discussion needed to include everyone. The plan channels communication. It doesn't cut it off. Each division will be able to hold discussions and plan within their group and then present items to the entire Board. This plan provides a vehicle for certain discussions to take place within a committee or division. It is more organized, succinct, and will not exclude others. A lengthy discussion ensued on this issue.

TJ questioned the makeup of the Executive Committee and the communication channels. The bylaws thoroughly define what the Executive Committee can do. Would it be better to have these

communications go out to the entire Board? Steve agreed and indicated that “Executive Board” should be changed to “Board of Directors members.” All BOD members will be included in all communications.

Board Meetings – Steve indicated that the meeting agendas need to be simplified to Division Reports, Old Business (covered in reports - items held over from prior meetings), and New Business (any other reports not included in regular reporting). He reported that there were three positions that were not naturally tied to any division (Technical Planning Chair and two At-Large positions). He placed them in divisions based on the experience of the person holding the position. Steve asked if reordering the agenda would negatively affect meetings. Mary indicated that in the bylaws it states that we can change the agenda prior to the start of a meeting.. This will require a vote on the agenda at every meeting.

Update on Seasonal Memberships – Steve reported that he was uncomfortable with the comments not in support of seasonal memberships that were received during the meetings in September. He indicated that teams would not be forced to offer something they don’t want to offer. Seasonal memberships offer an opportunity and act as a good recruiting tool. Following the September meeting, he asked Mary to get data on what others were doing. Lisa proposed that the discussion be tabled until April when more people would be available to participate in the discussion. She suggested bringing the issue before the HOD to get more feedback. She asked if Mary could send out the Board. Ted agreed that more people needed to be present and see the information. Lisa made a motion to table the discussion. TJ seconded. Mary indicated that the data took a lot of time and effort to collect and would really like to present it. TJ withdrew his second.

Mary described that data she collected through a survey of 17 LSCs. The results showed that seasonal memberships had little or no impact on teams or LSCs. Some of the LSCs did offer seasonal memberships. Others did not. There was no pressure placed on teams that did not choose to offer seasonal memberships. High school swimming did not have a large impact on LSCs. Neither did it impact other teams or other programs offered by teams. These results were discussed. The Board agreed to table the discussion until spring. It will be discussed under Old Business on the agenda.

Membership Report - Convention will be held later this year. It ends on September 20th. A schedule needs to be set for the House of Delegates meeting in September. Also, this year will be an election year. After some discussion, the date for the Swimposium, the banquet, and committee meetings was set for Saturday, October 4, 2014. The Board of Directors Meeting and the House of Delegates meeting will be on Sunday, Oct. 5, 2014 (BOD from 8-10 a.m.; HOD at 10:00 a.m.). Mary made a motion to accept the schedule. Lisa seconded. The motion passed. Mary will talk to people about room needs and plans.

Discussion ensued concerning the timing of the Board of Directors’ meeting that weekend. There was a suggestion that the meeting take place on Saturday after the committee meetings. TJ asked if there would be a meeting on Friday evening. Steve suggested meeting only on Sunday morning before the HOD with no Friday evening meeting. Mary indicated that we could try it and see how it works.

Mary proposed offering certification clinics during the weekend. She also proposed offering clinics earlier that Oct. 4-5. Art agreed that sometime on August, during preseason, would be best. TJ suggested that possibly a clinic should be offered during Swimposium as well to get people used to doing it at that time. Art agreed. Two clinics will be offered on August 23 and during Swimposium. Ted indicated the Poseidon will host the athlete clinic.

Finance Committee Report - Bill informed the Board that a vote related to FDIC insurance was needed. VSI bank accounts are currently insured up to \$250,000. Bill made a motion that Bob be authorized to move funds from SunTrust to other institutions where we have accounts to avoid exceeding \$250,000 of funds at any one institution. TJ seconded the motion. The motion passed.

Coaches Report – TJ reported that the coaches are in favor of online training for officials. They feel it will streamline officials training. The process for selecting the Open Water Swimmer of the Year needs to be worked out. Steve asked the Coaches Committee to develop a process to be discussed during the next meeting in Old Business.

TJ continued with discussion of the makeup of the Coaches Committee. Mary indicated that she checked with Nationals. The LSC bylaws template says there must be 20% athlete participation. However, Dan McAllen said it is not necessary to have 20% athlete participation regardless what the template says. Counsel also said this was unnecessary. Mary thinks that based on this we are fine.

TJ indicated that during the Coaches Committee meeting in September, it was decided to eliminate the 4 hour rule for 13 & over sessions. What needs to be done now? Terry stated that the procedure needs to be changed by the Board. A motion was made to add the following statement to the procedure: “Procedure for the 13 and over does not include the 4 hour rule.” The motion was withdrawn. Mary will for more information on this process. She will inform TJ about who can make a motion via email. The Board will vote on this via email.

Lisa indicated that coaches are not being elected as it is stated in the bylaws. The bylaws need to be changed to reflect what is actually being done.

Technical Planning Report – Lisa reported that the Technical Planning Committee voted to not include outside team meets on the VSI website. The Committee said we should only post our scheduled LSC meets, sectionals, regionals, zones, and USA-S Nationals.

Lisa discussed the 4 hour rule in 13 & over meets. She had looked into a meet that had a planned 5 hour session. This meet actually ran shorter due to condensed heats. Terry indicated that generally a session should not be planned to run over 4 hours. Lisa indicated that there should be a financial penalty for going over. Steve stated that the Meet Referee should make the determination on if a penalty should be applied. Penalties are generally applied in 15 minute increments. Steve asked Lisa to have the Technical Planning Committee to develop a policy on this. Think about the fine structure and how it would be applied. It needs to go to the Board first and then to the House of Delegates in April.

Committee and Officer Reports

Senior Report – Ted reported that USA-S changed Senior Champs to follow an A, B, C format. Our Senior Champs will retain the C, B, A order. This change was approved by the Senior Committee. The Zone Open Water meet will be held on June 7, 2014 at Lake Anna. Poseidon will host. He thanked Gordon and Stephanie for their help in setting this up.

Age Group Report – Steve reported for Scott Baldwin. He asked Bill if a budget had been set for the SC Zone Team for Fall 2014? Bill indicated it had not. He also reported that Poseidon created a higher level meet for 14 and under as an alternative.

Finance Committee – The Finance Committee reviewed the \$1.00 VSI is paying to offset the USA-S membership increase. The Committee saw no advantage to doing this. The new budget will be developed for the April meeting. The Committee will be gathering information on budget needs. The Committee has added an athlete member. Kevin revised the wording for the 60 day fine policy.

Safety/Water Quality – Gordon sent out informational handouts to educate the Board and to use in educating facilities. Lisa indicated that we do not have the expertise to enforce these regulations. Terry suggested that we should plan meets to not overburden pools and facilities. Through our experience and knowledge, we can help management of these facilities improve.

Disability – Steve reported for David. David has been very active in promoting disability swimming. He would like to have articles written about disability swimmer and post them on the VSI website. Discussion ensued over concerns about where to place the content and if articles would be written for other athletes as well. Art suggest that the articles we placed under the Disability tab on the website. It was decided by the group that the accomplishments of disability swimmers would be listed on the “Achievements” page with links to articles in other areas on the website (such as the Disability page).

Art announced that there would be a Disability Clinic for autistic swimmers. It will start with two 30 minute sessions with three swimmers. A flyer is forthcoming and it will be posted on the Disability page.

Mary added that coaches should mark on registrations if someone has a disability.

Open Water – The meet template for open water meets and the scheduled meets are posted on the VSI website. Gordon Hair is a nominee for an USA-S Open Water Officials Clinic. The Board approved his nomination.

Diversity/Inclusion – Peter is in the process of setting up diversity camps. He is currently looking for camp hosts.

Unfinished Business

Parameters for Selection of Out of Zone Teams for Sectional Champs – There has been interest from out of zone teams to attend Sectional Champs. David has been in contact with three teams. Scott and David are looking into the parameters for selection. Approximately, 100-200 swimmers could be accepted on a first come, first serve basis by application only.

Develop a Procedure for Coach Certifications to be submitted no later than three days prior to the start of a meet – Mary indicated that there is no need for a formal procedure for this. This item can be closed.

Post of Dr. Miller’s PowerPoint and video on VSI website – Art indicated that these items are on the website under the “Coaches” tab.

New Business

Mary asked if the committee reports could be attached to the minutes when they are distributed. Leanne will do this in the future.

Zone workshops are coming up this year. They will be held in Baltimore the same weekend as the House of Delegates meeting. Expenses of attendees will be covered by the LSC.

Steve announced that he had been appointed to the USA-S LSC Development Committee.

Lisa moved to adjourn. It was seconded and approved.

The meeting adjourned at 5:56 p.m.

Respectfully submitted,

Leanne Hillery/Secretary