

Minutes of the August 23, 2014 VSI Board of Directors Meeting

Present: Steve Hennessey, Leanne Hillery, Terry Randolph, Bryan Wallin, Mary Turner, Kevin McHaney, Art Anthony, David Strider, Kara Morgan McHaney, Matthew Hopkins, Ted Sallade, Jessica Simons, Lisa Liston, TJ Liston, Bill Geiszler, Maureen Tolliver, Steven Phillips, Peter Maloney, Gordon Hair, Bob Rustin, Kevin Hogan

The meeting was called to order by Steve Hennessey at 2:20 PM.

A motion was made and seconded to approve the minutes from the June 19 BOD teleconference. The minutes were approved.

Treasurers Report - Bob Rustin presented the Treasurer's report. Mary moved to approve the report, Lisa seconded, and the Treasurer's report was approved. Bob presented four items for requiring approval from the BOD. **Bob reported that VSI practices internal audit each year. He suggested that an external audit be performed every four years. Bob made a motion to accept this proposal, Gordon seconded. This item was approved.**

Bob proposed that the dual signature requirement be eliminated. This practice was not mentioned in the VSI bylaws or in the practices and procedures. Peter made a motion to accept and Mary seconded. This item was approved.

Bob next discussed the need for Document retention and Whistleblower Policies. Discussion was deferred until the Rules and Regulations discussion. Bob also raised the need for a list of exception approved by the BOD for documentation. This item was also deferred until the R & R discussion.

Speedo Contract with VSI – Steven introduced Speedo representative Julie Lestyan who discussed how Speedo supports LSCs. Speedo sponsors teams, LSCs, events, etc. Advantages of a sponsorship include the outfitting of the Zone Team, athlete appearances at clinics and as banquet speakers, and members of the Coaches Advisory Board can be contracted to speak at coaches clinics. Speedo would expect VSI to have a four year contract (less is possible with reduction in support) and to have Speedo approved dealers at meets. After her presentation, Julie answered questions from the group. At the conclusion, Steve expressed appreciation for her coming to answer the group's questions. Discussion will be reintroduced under New Business.

Proposed By-laws, Policy, and Procedure Changes – Kevin H. distributed an updated report of proposed by-laws and procedures changes. He prefaced the discussion by stating that items could not be voted on now because they were not offered for consideration seven days in advance. If an electronic vote is needed, it can occur seven days after the meeting. Otherwise, votes can be taken at the next BOD meeting. He stated that all recommendations and amendments must be put out by August 26 for HOD review.

The first item for consideration dealt with warm-up procedures involving snorkels. Should they be allowed? Right now they are primarily used by college teams during warm-ups. Steve asked how coaches feel about the use of snorkels. Those in attendance felt that it would be fine for the meet referee to make this decision. **Kevin will make the amendment and it can be voted on at the next BOD meeting.** The next item was the Conflict of Interest Statement. **The BOD approved the recommended changes and voting on them at the next HOD meeting.** The proposed Whistleblower Policy was discussed as was the Document Retention and Destruction Policy. Neither could be voted on at this meeting. Discussion ensued on the Document Retention Policy concerning the stated timeframes and responsible parties for the documents.

Failure to Appear Fines – Kevin proposed that these fines should be eliminated from the Policies. There is not a scratch policy in place. The policy and corresponding procedures were written so a statement could be placed in meet announcements. There is currently a procedure in place. This new procedure could be added into the existing language. Discussion ensued concerning the existing scratch rules and how this would fit into them. If there will be a fine, there should be something in the policies to support it. **Mary found language in the existing procedures and suggested that any remittance of fines should go to the Treasurer and not the General Chair.**

Elimination of Registration Chair from BOD – It was recommended that this be tabled until after this item was voted on at convention.

Change of Notification Requirements for By-law and Policy Amendments – Kevin stated that this proposal suggests that this change would bring the VSI bylaws in line with the USAS convention proceedings. The current VSI bylaws do not offer flexibility to make notification within a shorter timeframe than 20 days. The time can be longer, but not shorter. Terry felt that this was fine as it is. Steve felt that better documentation could make a difference and that 30 days might be a good length of time. Discussion ensued on the 30 days' notice and if this was too long.

Travel Fund Criteria – Kevin introduced this as a way to amend the athlete travel fund criteria to allow for more flexibility in the attended meets for which an athlete can be reimbursed. Lisa expressed concern of section 2 (a) 2. Mary thought there had been rewording and a reworking of the time standard. Bob agreed that the wording was not totally clear. Discussion ensued on the pool of athletes, who is qualified for reimbursement and the potential reworking of section 2 (a). **The decision was to leave Section 1 as is and change Section 2 (a) to include wording about requiring a USA Junior Nationals Cut to quality. Kevin H. will rewrite and reissue. Ted indicated that the Senior Committee will review that list of excluded events annually to ensure expanded opportunities. Steve asked if a list of approved events should be published annually. Mary will get a list from the Senior Committee of approved events for the HOD meeting in October.**

Registration Payment Policy – Kevin indicated that this policy emanated from the last BOD meeting. The Executive Committee met on July 5 to discuss. Lisa expressed that she was not sure that this policy solved the problem of non-payment. Discussion ensued concerning the submission dates for payment and timeline for penalties. Mary felt that this policy is fair to all clubs in the LSC regardless of size and means. PayPal was instituted for payment with processing fee that will be passed on to the teams.

Steve explained the registration process and problems that can occur due to technology issues. Lisa stated that other LSCs must have similar problems. Mary stated that all require payment upon registration. Mary likes this policy because there are no exceptions. It also does not make a significant difference in workload and it doesn't penalize those that follow proper procedures. TJ asked for clarification of the dates and timelines for penalties. He thought they were too long and needed to be shortened. Steve concurred that the timeframe should be shorter for fines to begin. Mary clarified that fines would be incurred immediately after the first fifteen days. Several members felt that the 60 timeframe was too long. It should be 30 days. Bill stated that it was a big step forward to have a written policy that provided guidelines for the registrar, the treasurer, and VSI how to respond to nonpayment. Gordon called the question. Kevin H. read through the changes to the policy. **There was discussion concerning the term "expected" vs. "due/required" in section 1. Change 60 to 30 days in section 3. The amendments were approved in a vote (2 were opposed). A separate vote was taken on the amendment to section 5 (change 90 days to 60 days). The amendment passed (2 opposed.)**

Zone Team and Championship Report – Maureen distributed her report to the group. She reported that the new application process worked well. A total of 170 applied for Zone Team membership. 99 athletes attended the meet. The Team finished 3rd overall with the men in 2nd place and the women in 4th. Outfitting was flawless. There were no entry inquiries from coaches, nor were there any code of conduct violations. Maureen asked for an Executive Session to discuss an incident that occurred. After bringing the full Board back in session, there was further discussion. Mary asked if the application deadline should be changed to Wednesday instead of Monday following Summer Awards. Jessica felt that it should not be changed. By posting applications earlier, there is more time to consider the opportunity. The deadline of Monday will remain for next year. Steve indicated that he would like to see the Zone Team coach selected by Sept. 1 or by January 1 at the latest. This way the head coach can make sure that the application for assistant coaches is online earlier. The entire coaching staff could be selected by April 1. The coaches could be involved in the planning. Jessica stated that this would need to go to the Coaches Representative who solicits the applications. Mary indicated that there were 68 refunds of application fees due to not qualifying or other reasons. She thought this would increase next year. Other LSCs pay at the point of qualification. She indicated that once all application materials are received, additional emails will need to include additional information. It was also discussed that there needed to be more publicity for the application process. There was also discussion about posting the names of athletes that have signed up. Kevin M. suggested a once a week update of signups and updates on who has qualified. **Jessica will compile the lists and asked that she be notified of meet results especially if qualification was obtained at an out of state meet.**

Admin Division Reports

Admin and National Times – No report.

Officials – Bryan submitted his report via email. There was no discussion.

Registration and Membership – Mary acknowledged made by Ann Homewood to the Boy Scouts. She also indicated that one new club was applying for membership to the LSC. She continued with several action items for discussion. The first concerned invitations to the banquet. **Mary asked that the**

nominees for Swimmer of Year be added to the invitation list and that those names be passed on to her. Jessica made a motion to accept, TJ seconded. The motion passed.

The second item was to set the Swimposium dates for next year. Mary indicated that the dates will need to be earlier since convention will be late (September 27-Oct. 4, 2015). The date of September 19-20, 2015 was selected and will be announced during this year's Swimposium and at the HOD meeting.

Mary next discussed the information included in her report concerning seasonal registrations. Lisa suggested that this information be sent back to the Committees to discuss, since they voted it down last year. Peter asked for clarification on what it is for exactly since clubs already do high school programs. Mary replied that seasonal registrations provide a less expensive opportunity for a chance to join USA Swimming. **Steve asked Mary to compile a report with annotations and points to send to all of the committee chairs to discuss and vote on during meetings.**

Finance – Bill discussed the PayPal service fee report. He explained that VSI pays PayPal for the convenience of using the service. Next year, PayPal will be open to use for payment of registration fees (\$66.00 per swimmer). A shipping fee of \$.30 for each transaction would be added for a total of \$67.65 total charge. With this fee, VSI would lose \$.13 on one swimmer, but gain \$.02 on 2 swimmers. A 2.5% shipping fee will ensure that VSI will not lose money on PayPal and will actually make money. TJ stated that the Executive Committee voted to approve a 3% fee so that VSI would be guaranteed not to lose money on PayPal service. Discussion ensued concerning the service fee of 2.5%. Lisa called the question. A vote was taken on the Finance Committee recommendation of a 2.5% service charge, which would vote down the Executive Committee recommendation of 3%. There were 15 “yes” and 3 “no” votes. The service charge will be 2.5%.

Technical Planning – Lisa discussed the need to determine at what rate QDD will pay splash fees for their developmental meets. She has not yet received the meet information for these meets yet, but thinks they should pay the same fees as other 8 and under meets. Discussion ensued concerning the types of fees currently paid by other 8 and under meets, the exemptions that apply and how this works. Bill clarified that this year, 8 and under meets do not have a swimmer fee, but have a \$.35 splash fee. The BOD decided to keep fees as is for the time being.

Club Development – Steven announced that Jason Lezak will be the banquet speaker and will hold an athlete's clinic during Swimposium. He also reported that a program has been set up during Swimposium based on suggestions from coaches. The program for coaches will cover on deck protocol presented by Kevin Hogan. He is currently trying to determine a time. It will probably be during a transition. Mary indicated that she needed a time in order to reserve a room.

There were no reports presented for Equipment, Records, Safe Sport, Safety, or Webmaster.

Age Group Division Reports

Age Group Report - Scott submitted his report via email. There was no discussion.

Diversity – David submitted his report via email. He thanked officials who worked during the Special Olympics.

Senior Division Report

Senior Report – No report

Open Water – Gordon reported that he will be presenting the Open Water update during convention. He said that Jim Miller stated that life guards in open water are different than those in pools. He suggested they work in pairs. He also suggested that things should move more quickly. The course should be 1 K instead of 500 meters. The timeline should move more quickly using chase starts. Tattoos for numbering worked really well.

Ted stated that there is a lack of interest in open water in the LSC. It is difficult to get volunteers as a host team. There is also a lack of good venues. He worked with Gordon and Stephanie to learn about open water and how to set up the event for Zones and thanked them for their assistance.

Unfinished Business

Annual Awards Event Update – Lisa reported that the contract was signed with Kings Dominion for the awards banquet.

Phillip 66 Outstanding Service Award– Steve reported that he received nominations from the BOD and past winners. There were five nominees which were ranked by the past winners. He submitted all of the names. The results will remain secret until the HOD meeting.

USA Swimming Lifetime Membership – Steve reported that he received nominations from existing lifetime members. Most of the nominations were the same names. These names were submitted. The results will remain secret until the HOD meeting.

Maxwell Excellence in Officiating Award – Bryan will submit a nominee to USA Swimming.

Walter Smith Volunteer Award – This is an internal award. Anyone in the LSC is eligible for this award and it is not limited to one per year. Teams will be notified to send nominations.

Revenue Split (Non-VSI Championship Meets) – Bill led the discussion on the topic of if VSI should support individual clubs hosting championship level meets (Age Groups, Senior Champs, Sectionals, etc.) or if the LSC should bid for the meet and then delegate it to a club. Right now Hokies and Poseidon are the only clubs hosting these high level meets. Is there a standardized way that this possibility could be opened up to more clubs to host these meets? This could be too much work and expense for a single club to host a large high profile meet without LSC support. The burdens could be removed by a financial split and a designated rebate fee. This has worked in the past. VSI assigns officials, awards, travel, and collection of rebate fees. Discussion ensued. **Steve asked Bob to put together 4-5 models for running such a meet. The Age Group model could be included. This item will stay in Unfinished Business.**

New Business

Board Structure - This topic will be moved to Unfinished Business for the next BOD meeting.

VSI Speedo Contract – During this discussion session, many members expressed concerns and a need for updating the contract with specific language on topics such as speakers and vendor requirements. Art stated that if Speedo isn't happy with the contract, they can drop the sponsorship and VSI would not lose anything. Maureen stated that she already gets the discount that Speedo offers in the sponsorship deal. More discussion ensued. **Steve will contact Speedo and ask for a written agreement on questions that were raised. He will get answers to questions and request a coach to speak every two years.**

Policy Regarding Hosting Non-sanctioned Events – Terry stated that open water non-sanctioned meets are going out to teams. They are doing this because it is too much trouble to follow the safety protocols. Do we want to have a policy as to how to handle this? She stated that we do not post these meets on the VSI website and can post a disclaimer. There is nothing in the manual referring to this scenario. Gordon stated that this is something that should be discussed at convention. **Steve deferred action on this item until after convention. He asked Gordon to ask about this at convention. Steve will talk to Dan McAllen and John Morse about what can be done.**

Bids for 2015 Eastern Zone Meets – Mary we will bid for hosting Sectionals in the spring and will bid Poseidon for Zones in summer. Jessica stated that we should bid for Open Water Zones. If we don't have a host team, the LSC can host. Bob stated that it does not need to be the same club hosting the pool and open water. Discussion ensued concerning hosting the open water meet. Gordon suggested bidding on Zones without open water. There is not enough support in the LSC with only five clubs interested in Open Water meets. Jessica stated that the Zone Open Water 5K winner got an invitation to Nationals. **Ted suggested bidding on both pool and open water this year. Poseidon will hold it on the same weekend as this year.** David congratulated Gordon on instituting the USAS safety measures. **Gordon will talk to the location about expanding to a 1K course.**

VSI Make a Splash Grants – Gordon reported that the grant period was extended. Grant applications have been received from several clubs and organizations. The program was very successful in Charlottesville. Scholarship clubs have received goggles and suits donated by Dolphin. Grants have also been submitted to Nike.

Schedule for Fall HOD Meeting – Mary asked for the schedule for the HOD meeting to be set so that finalized room reservations can be set.

Schedule for Saturday, October 4

Swimposium – 8:00am-12:00pm; afternoon with team officials chairs

Coaches CPR Training – 9:00am-12:00pm

Athlete Clinic – 10:00am-2:00pm

12:00-1:00pm – Lunch (Must guarantee 40)

12:00-1:00pm – Coaches Symposium

1:00-2:30pm – Age Group Committee Meeting
2:30-3:30pm – Senior Committee Meeting
3:30-4:30pm – Technical Planning Committee
4:30-5:30pm – Coaches Committee Meeting

Sunday, October 5

8:00-10:00am - BOD Meeting
9:15-10:30am – Athletes Meeting
10:00am-12:00pm - HOD Meeting
1:00pm - Banquet

Announcements

LEAP Update – Steve announced that he had gotten official notification that VSI received its new LEAP 2 certification. He recognized Mary and Terry for compiling all of the information and submitting it promptly. The LSC received a \$.50 per swimmer incentive of \$2,500. We have until May 2017 to complete LEAP 3. Mary added that the comments were very complimentary of the LSC. Metrics are being developed to evaluate LSCs. VSI scored in the top 5 in every developed metric and top 3 in undeveloped. Currently, we rank very high in every category being measured.

Webmaster Search – Terry announced that the Webmaster Search Committee had received applications and interviewed candidates for the position. They will make the announcement once they have spoken to the successful candidate.

A motion to adjourn was moved and seconded.

The meeting adjourned at 8:00 pm.

Respectfully submitted,

Leanne Hillery, Secretary