

## **Minutes of the January 3, 2015 VSI Board of Directors Meeting**

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

The meeting was called to order by Steve Hennessey at 1:00 PM.

Steve H. distributed copies of the VSI mission statement and read it to the group. He stated that he would read this prior to this meeting. All discussion should be based on these values.

Lisa made a motion to approve the minutes from the October 5 BOD meeting. Terry seconded. The minutes were approved.

**Treasurers Report** - Bob Rustin presented the Treasurer's report. A motion to approve the report was moved and seconded, and the Treasurer's report was approved. Bob also stated that he would be filing the IRS 990s next week pending approval. A motion to approve was made and seconded. Approval to file the 990s was granted.

**Rules and Legislative Update** – Kevin H. provided an update on changes mandated by USAS. These changes were outlined in a report submitted via email. Kevin discussed each action item and noted that the HOD will need to vote on them in April.

Kevin reported that language in the VSI by-laws was updated to reflect the elimination of an LSC-level Board of Review. However, the BOD needs to determine if VSI wants to create an Administrative Review Board (ARB). The BOD needs to have a recommendation to submit to the HOD. Steve agreed to look at items which would be reviewed by an ARB. TJ asked if issues reviewed by an ARB were the same those issued to the Executive Board or if an independent body is necessary. Steve and Jessica stated that there is a need for a separate body in order to get a wide cross-section of the LSC. Kevin suggested that everyone go away and review the documentation and hold a discussion at the next BOD meeting. Steve agreed. The BOD needs to discuss and make a recommendation for the HOD in April.

Kevin continued by discussing the addition of 605.3.2 to the VSI by-laws which prohibits LSC employees for serving as voting members of the BOD (effective January 1, 2016). The BOD needs to determine which positions are affected and how any conflicts will be resolved. Kevin stated that currently only one position would be affected by this change (Registration/Office Manager position). He proposed that the BOD review and discuss during the next BOD meeting to develop a recommendation for the HOD in April. Steve agreed that this would be the best way to serve the LSC and the qualifications of the affected position.

The next item involved the revision to reflect that a quorum of the BOD consists of a majority of the voting members and not just a simple majority of those present. Steve asked if we need to call for a

quorum at each meeting. Kevin determined that there were currently 22 voting members of the BOD and that 12 were needed for a quorum. A quorum was called and 18 voting members were present.

Kevin next reported on the corrected language in the policy concerning fines for failure to appear for finals at VSI championship meets. Kevin stated that HOD does not want fines in this circumstance and that the BOD should consider rescinding this position. Kevin made a motion to this effect and TJ seconded. The motion passed.

**[Action: Kevin asked for comments and thoughts on the above items. He will prepare a packet for review prior to the Feb. 15, 2015 BOD Teleconference.]**

TJ reported that he checked the new USAS bylaws template. VSI is in compliance except for the status of the Safety Coordinator. USAS has this position as a voting member of the BOD. VSI needs to officially add the Safety Coordinator as an official board member.

**[Action: Kevin will add this position to the BOD membership and will check into if Steve Woolfolk will become a voting member of the BOD.]**

Discussion also centered on that USAS states that all BOD positions should be elected. VSI is currently appointing several positions. Steve asked Kevin to check into this. VSI may need to make a change to the bylaws.

**[Action: Kevin will investigate if at large positions on the BOD can be appointed or if they must be elected.]**

### **Water/Air Quality – Next Steps**

Gordon submitted a report on water and air quality issues via email. The report included a set of best practices. The report counted as a motion and Peter seconded. A lengthy discussion ensued. Gordon stated that the report and best practices are meant to educate people. A range of questions and concerns were voiced concerning how the information could be presented in the bid process and how host teams can mandate this information when it is facilities that have the responsibility.

**[Action: Steve will collect specific questions and send them to Gordon to answer them.]**

Terry stated that we can't do much about what the facilities do. However, clubs can help by planning meets to not exceed specified numbers and the length of time that the pool is in use. It is possible to control and plan for a rest period for the pool and not to use all of the lanes. TJ suggested educating facility operators about pool chemicals and the appropriate levels. This will help facilities to understand the issues. Kevin H. suggested developing a facility sheet that would provide education and best practices to operators. The size of meets should be controlled. Investigate air quality problems that appear in meet reports and educate swimmers about what they can do to improve the environment. Lisa suggested communicating air quality issues to the Technical Planning Chair and advocated for meet

reports to be posted online. Jessica and Bryan stated that not all reports contain information on environmental quality.

**[Action: Steve stated that it would be very helpful to the Tech Planning Chair to receive portions of meet reports that have information on air quality. Bryan agreed to forward this information when available.]**

Peter suggested that athletes need to receive this information possibly via the VSI website on the "Athletes" page. The Athlete Reps could post information. Steve asked Matt how it would be best to reach the athletes with this information. Matt stated that it would be difficult to talk to swimmers directly. The information would need to come from another source. Kevin M. suggested using the LSC Facebook page. Matt felt this would be a good thing to try.

Steve had some suggestions on how facilities could be improved including providing facility ratings as an incentive. Praise noteworthy performance. Guidelines on successful pool care for meets could be distributed.

Gordon stated that he has done research and formed a task force. He reported on air and water quality at Swimposium and posted information on the VSI website under the Safety tab. He is not really pushing things out right now. What we can do is ask facilities if they have a plan and share the best practices. Put in meet announcements for swimmers to shower. He is not currently asking for any enforcement just promote facility awareness. By asking pools to provide a plan, if they don't currently have one, they may the next time.

Steve suggested tasking meet hosts to ask facilities for these things. Kevin H. stated that meet hosts could get a packet of information including information on air/water quality. TJ asked if the BOD was going to say what appropriate numbers are for a meet. Steve said not at this point. He continued by stating that reporting is important and that meet referees should be solicited to provide a review of air quality as a regular reporting item on meet reports. Bill added that a check line for air quality could be added to meet financial reports. Discussion continued. Lisa called the question and Peter seconded.

A vote was taken on the proposal that the four best practices be added to bid requests. The motion failed.

**Registration Payment Policy** – Mary reviewed the policy and what had happened since its enactment. One club was placed on unattached status. All late payments were received upon the receipt of an invoice. The unattached club was reattached once payment was received. Overall, the process was very time consuming. However, over time as people realize that the fines will be imposed, behavior will change. Mary thanked the Executive Committee for their counsel and advice. She indicated that all that had been contacted agreed with the policy and the consequences.

Mary stated that the policy should provide for appropriate notice. When a late fee is imposed, she could contact the team directly about the fee instead of imposing sanctions immediately on the 15<sup>th</sup> when payment is due. Bill asked for clarification on the timing of the fines. Mary indicated the service

fee of 5% is imposed immediately if unpaid by the 15<sup>th</sup>. The second 5% was not imposed. A services fee should be charge each month registration goes unpaid.

Bill made a motion that when a 5% service fee is imposed, Mary will notify the club three days prior to imposition. The motion was not seconded and was withdrawn.

Ted suggested sending out communication to all of the teams of the policy and the service fees. No need to notify when a fine is imposed. Kevin H. indicated that the policy had just been passed and should be given time to play out. Teams need to be given time to adapt and we will see what happens over time. Steve stated that time will provide clarification of nuances and problems. Corrections can be made later if needed.

Steve brought up the issue of nonpayment by satellite teams. In this case, he felt the entire team is responsible. If one group is unattached, the whole team is unattached. Discussion ensued. Mary suggested that if a satellite is in financial difficulty, the initial invoice should go to the head team coach and the satellite coach. TJ stated that if this was done, the BOD could be found liable for disclosing the business of the satellite team. Ted stated we should get permission to notify the base organization of problems with satellites to protect the BOD. Lisa suggested notifying all impacted teams of problems. If something happens to a satellite, it will impact the entire team.

**[Action: Steve tasked Kevin H., Bill, and Mary to work on creating a proposal for handling satellite payment issues and submit for further consideration.]**

### **Administrative Division Reports**

Admin & National Times – No report.

Rules – See Rules and Legislative Update above.

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

Registration/Membership - Lisa asked Mary for the status an update to the “Clubs” webpage. Mary said she sent the update to the webmaster, but not sure it was done yet. Mary reported that 25% to teams send in registration forms online. Mary stated that the Volunteer Interest Survey form will be sent out soon. She asked for a clarification of meet reimbursements. Athletes can request reimbursement for one season either short course or long course. The qualifying times used for reimbursement are from SC Winter Junior Nationals 2014.

Technical Planning – Lisa submitted her report via email. There was no discussion.

Finance – Bill submitted his report via email. There was no discussion.

Club Development – Steven submitted his report via email. There was no discussion.

Safety – No report.

Safe Sport – No report.

Records – No report.

Equipment & Webmaster – No report.

### **Age Group Division Reports**

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

Disability – David submitted his report via email. There was no discussion.

Zone Team Manager – No report.

### **Senior Division Reports**

Senior - Ted submitted his report via email. There was no discussion.

Open Water – Stephanie submitted her report via email. There was no discussion.

### **Coach Division Reports**

Coaches – No report

Diversity & Inclusion/Camps & Clinics – No report

### **Athlete Division Report**

Annual Awards Banquet/Athletes – Lisa discussed the problem of registration for the banquet and what would be most effective. She presented a spread sheet she developed to assist with the process. Steve suggested getting input from coaches. Art suggested using Team Unify or other team management system to register. These systems allow for registration, shirt sizes and designate payment methods. Lisa asked that All State swimmers be listed on the VSI webpage and Mary will send invites to those on the list.

**[Decision: Teams will be responsible for collecting the attendance information in the manner that is best for them. This information can then be loaded into Lisa’s spreadsheet. Art will work on getting a standard spreadsheet from Team Unify or Meet Manager.]**

Competitive Spirit Award – Matt presented a proposal from Kara to reinstate the Competitive Spirit Award. Steve read the proposal aloud. Proposal submitted a motion which was seconded. Discussion ensued. As in the past, individual team awards would be given from team nominations. Lisa suggested

that the Competitive Spirit Award could be an LSC award determined from nominated individuals. Jessica felt that it should remain a team award. Nomination to the LSC could open up a lot of problems. TJ stated that if the LSC is paying for recipients to be there, there should be clear criteria for nominees.

Terry felt that the award should be reinstated to what it was. We just need to add the cost to the budget. Mary stated that criteria for the awards already exists (attitude, leadership, character within their team). The athletes are asking for this. This is why we exist. Kara's report says it all.

A vote was taken. 12 in favor and 4 opposed. The proposal carried. The Competitive Spirit Award was reinstated. Honorees will receive a plaque and VSI will pay for their meal at the banquet.

## **Old Business**

Board Structure – Kevin stated that in order to decrease the length of board meetings the consent agenda should be adopted. It will be possible to approve reports in a bundle and pull out specific items for discussion. Adopting a consent agenda and having concrete proposals to discuss will increase efficiency. Kevin will develop a proposal for this.

Speedo Contract –The contract received from Speedo was written for teams and not LSCs. Lisa rewrote for the LSC. The completed contract was received late. **Steve asked that everyone review it and send their questions and comments to him by Saturday, January 10. Once consensus is reached, it can be sent to Speedo the week of January 12. Steve will email the group to begin the discussion.**

Make-a-Splash – Gordon gave an update on the Make-a-Splash grant recipients. NOVA had trouble with their kickoff. Girls Inc. is rotating through a group of after school participants. Both are satisfied with their \$2000.00 grants. The next round of grants is set to begin soon with the deadline of March 15. Grant decisions will be made by March 30.

Strategic Planning Retreat – Steve stated that he had hoped to have a retreat in the spring. However, we are currently in an election cycle with a Nominating Committee set to begin work. He will try to set a date after the election of new officers is complete.

## **New Business**

Waiving Registration Fees – Mary has received requests from two clubs to waive registration fees. The first club requested a check be issued and it was in the mail. This club does not have oversight of payments. The second club did not get an invoice, so they did not know what they owed. They sent in the registrations, but have always received invoices before they paid. They have one contact email.

Bill presented a motion that the fees for both teams be reduced by 50%. This was seconded by David. Mary offered a friendly amendment that this will only occur once.

Kevin H. asked that each situation be handled separately. This was accepted and Bill withdrew his motion.

Bill offered another motion that the penalty for the first team be reduced by 50%. Kevin offered a friendly amendment that the first club's fine be removed entirely. Bill's motion was voted down and Kevin's amendment was not accepted.

Terry proposed to rescind the fine of the first team entirely. Ted added that it should be articulated that this will not be issued again. Kevin agreed that the circumstances are such that the fee should be forgiven this once. The team acted in good faith.

A vote of 9-5 in favor was taken. The fee for the first team will be waived.

**[Action: Steve tasked Mary to document this instance, so that all of the information will be on record.]**

For the second team, Terry offered a motion to cut the service fee of the second team by 50%. The motion was seconded. A vote of 3 ayes and 9 nays was taken. The motion failed. The second team will be charged the full service fee.

Leap 3 – Mary reported that in order to obtain Leap 3 status we must have a strategic planning session. We must also offer employee benefits; provide funding for clinics, and financial assistance to attend regional meets. She will send out the full requirements to the group to determine if we want to go in this direction. We can start working after the election. She added that strategic planning provides a guideline, vision, and a way forward. However, we may not want to do everything required to achieve Leap 3 status.

Eastern Zone – VSI is hosting in Virginia Beach this year. It is scheduled for Mother's Day weekend. Mary said that it has been difficult finding housing and unfortunately, it will not be on the beach. Steve stated that we need to decide how many VSI representatives will attend. We usual send 3-4 people in three rooms. However, since it is in Virginia, we may want to increase the number of attendees and rooms.

**[Action: if you are interested in attending contact Steve or Mary. They will decide how many will go. Steve will email all BOD members about this.]**

Fines for No-Shows – Mary reported an instance where an athlete missed three events at the SW District-Region Champs meet and the fine was paid promptly by the team. The team then charged the parents. The parents contacted USAS about this.

Kevin H. stated that the policy came from the board. The team is responsible for the fines. It is not our problem what the club chooses to do.

David made a motion that the team be charged \$50.00. This was seconded. The motion passed.

Sectionals – Ted reported that everything is ready to go. They are only waiting on sponsors and logos to be determined.

Website – Jessica reported that she has experienced problems with the VSI website. There are problems with email distribution limits and items sent to the webmaster getting posted in a timely manner or does not get posted correctly. Others had also experienced similar problems. Michael and Jill are working on a new website in the background of the current one which has caused some display issues and functionality problems.

**[Action: Steve asked those with website concerns to contact Terry within three days. She will work with Michael and Jill to update changes and improve response times.]** TJ asked Terry to indicate that concerns have been raised at the Board level.

A motion was made and seconded to adjourn.

The meeting adjourned at 5:13 pm.

Respectfully submitted,

Leanne Hillery, Secretary