

# Virginia Swimming

## Board of Directors Meeting

**Date:** February 5, 2017

**Time:** 2:00 pm to 5:00 pm

**Location:** Doubletree by Hilton Conference Center, Midlothian, VA

**Attendees:** Drew, Jessica, Gordon, Bill, Ashby, Ted, Matthew, Grace, Alex, John Stanley, Mary Turner, Bryan Wallin, Jill Rhyne, Kevin Hogan, Michael Braum, Kevin McHaney, David Strider, Bob Rustin, Kara Morgan McHaney

Call to Order at 2:03pm by John Stanley. The meeting was turned over to Steve upon his arrival. General Chair

Ashby presented minutes from previous board meeting. No edits were made and the minutes were passed. Secretary

Treasurer Report Bob Rustin

Due to the way registrations are invoiced from USA Swimming, every other month shows a negative cash flow. Jessica made motion to approve treasurer's report. Seconded by Bill, approved.

Consent Agenda Steve Hennessy

1. PSDN Club Development Grant
2. CCA Waiver of Service Fee
3. VSI Executive Director and LSC Administrative Assistant Position Descriptions

Motion to add Arts proposals into the agenda for today. Seconded and approved.

Item number 3 was pulled from consent agenda. Bill move to approve the revised content agenda. Seconded and passed.

Finance Division Reports Bill Geiszler  
Report Submitted

- Bob, Gordon and Bill met to discuss finances. Have done an audit which shows financial records do accurately reflect activities of LSC. Bob has completed the 990 form and has submitted this to USA Swimming. This will bring us up to date with filing financial documents. Committee will be meeting soon to put together a budget for next year. New positions may be included in this budget. Bill asked Matthew Whalen to be an athlete member of Finance Committee.

Club Development Grant Committee Bill Geiszler  
Report submitted

- We received a nice report from Tide about the grant they were given. Their yearly increase in membership is 46%.
- Request granted to PSDN for club development involving another site, and the committee is currently considering a request from another club.
- The Club Development Grant (?) Committee includes Karen Sizemore, Will Murphy, Kevin McHaney, Bob Rustin and Bill Geiszler is the coordinator. All doing a great job for the LSC.

John Stanley

Administrative Division Reports	Report Submitted
<ul style="list-style-type: none"> <li>Sanctioning process almost done for short course. Working on Long Course season now.</li> </ul>	
Rules	Kevin Hogan Report Submitted
Registration/Membership	Mary Turner Report Submitted
<ul style="list-style-type: none"> <li>Mary is pleased by the numbers she is seeing. Will add more info during new business section.</li> <li>Technical Planning</li> <li>Club Development</li> <li>National Times Verification Officer – no report</li> <li>Records</li> <li>Equipment &amp; Webmaster – No Report</li> </ul>	Jessica Simons Report Submitted Vacant Terry Randolph Jessica Simons Report Submitted Michael Braum
Age Group Division Reports	
<ul style="list-style-type: none"> <li>Age Group – no report</li> <li>Disability</li> <li>Zone Team Manager – no report.</li> </ul>	Scott Baldwin David Strider Report Submitted Maureen Tolliver
Senior Division Reports – no report	Ted Sallade
Coach Division Report – no report	Kevin McHaney
Athlete Division Report – no report	Alix Neilan
Safety Division Report – no report	Gordon Hair
Unfinished (Old Business)	
<ul style="list-style-type: none"> <li>Time Trial Results for Zone Consideration. Maureen sent Jessica a report. Would rather not collect split times, but will go with will of the LSC, which wants to be able to use splits.</li> <li>Liberty University Pool Update</li> </ul>	Jessica Simons Mary Turner
<p>Liberty is interested in hosting meets when it becomes available. At this point, the anticipated opening is in November, 2017. This facility is easily accessible. They want to host LSC, YMCA and National level meets if eligible.</p> <p>Ted spoke with facility manager and felt he was not interested in hosting local meets, but would consider maybe Age Group Champs/Senior Champs and above. Must have lots of seating for these meets.</p>	

Mary has spoken with the facility as a possible site for the 2019 Zone Diversity Camp. She has received info packet from Liberty, and she has sent them info about the camp to be held in Buffalo summer 2017. Liberty is the host of Commonwealth Games. Swimming will not happen there this summer. The camp would be held in June of 2019, so this should not conflict with games. Jessica has also been asking about UVA as a location. We will pursue both locations by giving them the information that we have. We are putting out bids only – not a signed contract. ***Mary will ensure this is reflected in documents, and we will see what happens.***

Mary and Ted both shared that a facility needs a proven track record before hosting Championship meets.

#### Vacant Board & Advisory Positions

Steve Hennessy

- The following positions are still available; if anyone has a recommendation, please let Steve know.
  - Club Development Coordinator
  - Camps & Clinics Coordinator
  - At-large Athlete – this has been filled.

#### New Business

Steve Hennessy

#### Office Staff Position Descriptions – Executive Director and Administrative Assistant

- Kevin remarked that these were hefty job descriptions. Steve told everyone that he was trying to give the complete job description. Directions still coming from the board.
- Steve gave examples of why we need the Executive Director – continuity.
- Several board members had questions about the position including:
  1. Where would this position be located?
  2. Do we need office space?
  3. What is the salary for the position?
- Ashby suggested making a task force to move forward on job description and recruiting process.
- Motion made to accept job descriptions. After some discussion, this motion was withdrawn and another motion was made to form a task force to come up with a plan for hiring the Executive Director. This motion was voted on and approved. Members of the Hiring Task force include Ashby Marcey, John Stanley, Gordon Hair, Drew Hirth and Kara Morgan McHaney. The task force will work on defining the hiring process, coming up with a salary range and editing the job description. Their findings will be reported to the board by March 15, so the board can hopefully vote to approve this position and the hiring plan and then present this to the HOD at least 30 days prior to their meeting.

Hiring task force - John, Ashby, Drew, Gordon, Kara, due by March 15<sup>th</sup> to be done by email

CCA Request for Waving of Service Fee

Mary Turner

- This item was approved by the BOD.

Philips 66 Outstanding Service Recognition

Steve Hennessy

- This is the time of year that we look at who we recognize. In the past we have sent out emails to past recipients asking for their input and final approval.

***This requires input from the group – please make suggestions to Steve.***

Bob Rustin, Kevin Allen have been suggested. Ashby Suggested Laura Razzolini. ***Mary to send out a list of past recipients***

- Lifetime USA Swimming Membership – also seeking nominations for this award. Drew suggested Diane Cayce.

Meet formats and opportunities

Gordon Hair

- Gordon looks at the following: Access, Diversity, Safety
- Make-A-Splash started in 1997 – this past year funded 200,000 kids learning to swim. In the past year, several teams have developed bridge programs. Gordon is suggesting that we lower the expense of swimming. Inter-squad meets or dual meets. We could put a lot more energy into 8 and under meets in smaller clubs.
- Gordon challenged teams to try new idea and think out of the box to bring in additional swimmers. Discussion ensued:
- Mary likes what the eastern portion of the LSC has done with their 8 & Y meets. They have lower rebate fees.
- Terry relayed that USA swimming has suggested smaller meets. She would like to see different meet options, and smaller meets.
- Jessica asked if we could sanction virtual meets.
- Ted said the group should come up with alternatives for clubs to choose which will benefit their club.
- John- everything discussed goes into what he wanted to talk about regarding Meet fees and timelines. Renting a facility can be expensive and scary for a smaller team. Parents are the ones who make decisions on coming to a meet – we need to review multiple options – cost, length, etc. amount of time spent on deck should be a consideration – maybe we need to look at a variety of different formats.
- Bill – sharing best practices would be beneficial to everyone.
- Kara – don't take away from big meets, develop template for something that works well for younger kids. Give incentives for others to try new formats.
- Kevin – Thinks 4 hour parameter is important and we should try to stay with this. Feels LSC should not legislate how much teams can charge for meet expenses.
- Bill – Several years ago VA Swimming gave suggestions on meet fees, this may need to be re-evaluated. The fee schedule may no longer be needed.
- Mary suggested that maybe it is time that we let clubs charge what they want since teams can now choose which meets can attend.
- Steve stated that they put fees in place to set standards, but we are well past

that in our history.

- Bill G explained meet fees were set at least 5 years ago, and those charging more would be the exception. Should this be in the policies, and if so do the fees need to be increased? Could fee schedule be eliminated? May be time to remove fees since teams can go where they want and are not restricted.
- Jessica said the majority of meets are higher than the recommended fees from past.
- Mary suggested that the end of season championship meet fees might need to be different as teams are assigned regions to attend these meets. May need standard fees across the state for Championship meets.
- Steve stated that obviously there is interest in making these changes. We could discuss this all night and not have an answer. We need to form a task force:
  1. What are alternative meet formats?
  2. How are you making income?

Meet Fees and Timelines – see notes above.

John Stanley

- John volunteered to take on task force – wants to focus on the athletes, and parents...how can we improve meets for both groups. Agrees we should have different options for teams. He has a few people in mind and will reach out to them.

Coach Certification Pre-meet Deadline

Mary Turner

- Deadline is usually Wednesdays at 5pm for certification updated. Motion to accept Wednesday at 5:00pm as the deadline for all registrations. Approved.

SwimJitsu & Additional Swimposium Sessions

Mary Turner

- Do we want swimjitsu? Mary reviewed costs. Kevin made a motion to table the Swimjitsu discussion. Terry seconded the motion. Motion passed.
- Should we have a parent's session during the athlete clinic – discussion topics would be nutrition and college recruiting. Ted recommended Dr. Miller, who gives wonderful nutrition talk, and also suggested a rep from U of R admissions that can talk about the college process.
- ***We would like Art to host STSC during swimposium. Only one session is needed.***
- ***Zone workshop – Mary to contact people that they recommend attend to see if they can go.***

VSI Meet Announcement Templates

Jessica Simons

- ***Jessica to work on revising/reformatting meet templates. The information needs to be updated. Jessica and Mary will be working on this starting in May. Will ask for input from senior and AG committee.***
- There are teams that do not follow guidelines in terms of when meet invitations need to be received at Tech planning and sent out to other clubs

Safe Sport

Art Anthony

- Mary suggested for the facebook page to be post only – people cannot post on this facebook page. There need to be controls on Twitter. Jessica moved to accept Arts' proposals. Motion seconded, motion carried.

Report submitted

Diversity and Inclusion:

Peter Maloney  
Report submitted

- Bill moves Peter's report be added to the agenda
- Jessica moved we accept Peter's recommendation that we send two representatives to the Women's Leadership Summit, which will be April 7-9 in Black Forrest, CO. Peter may choose who gets to go to this meeting. Bill seconded the motion. Motion carried.

Announcements

- Terry Randolph has a lot of meets that we will be observing meets for HS swimming. She reviewed the order, which she uses to put info into swims. She starts with USA swimming. HS athletes who are entered with USA swimming number, their results will pull into Team manager. They cannot do anything about team unify.
- Michael Braum asked would we like to be able to post real time results on website for championship meets? Ted made motion that we discontinue live results. Drew seconded the motion. This motion did not pass.

Adjournment 5:12 pm

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