

# Virginia Swimming Board of Directors Meeting

Monday November 25, 2019  
8:00 pm  
Conference Call

## MINUTES

### Call to Order

Bryan Wallin

Meeting called to order at 8:01 pm

### Consent Agenda

- Minutes from September Board Meeting
  - Motion to accept minutes passed.

Emily Fagan

### Safety Division Reports

- Safety Committee
- Safe Sport Committee
  - Two recognized clubs as Safe Sport programs – RAYS & NOVA.
  - VSI is now ranked 6<sup>th</sup> in the country along with other LSCs.
  - Eight more teams have started the recognition program. Completing the program will help down the road if there is a Safe Sport issue. Maureen thinks within the next two years it will be a required component.
  - Maureen and Gordon are working on a one-page safe sport briefing to be used at meets by the referee, meet marshals and meet directors. They hope to roll it out by the beginning of the year and have the briefing implemented by completely in 2020.
  - Any questions about a Safe Sport issue in the LSC need to be directed to the crisis management spokesperson, Kevin McHaney. Members of the BOD should not comment publicly especially on social media. The Crisis Management Plan was developed as part of Leap 2. Mary will send out the Crisis Management Plan to members of the BOD.

Gordon Hair

Maureen Tolliver

### Athlete Division Report

- Athlete Committee
  - T-shirt design contest details are forthcoming. The committee is working with SRVA to create.
- Scholarship Committee
  - One person has submitted a scholarship to date. The deadline for the scholarship is January 31.

Madison Wallin

### Executive Directors Report

Mary Turner

- See report.
- Facilities available for championship meets in 2021 goes out in February around the time we ask for bids.

### Finance Division Reports

- Finance Committee
- Treasurer Report
  - Bob sent out the treasurer's report. October was a heavy cashflow month. November has been quieter.

Bill Geiszler

Bob Rustin

### Administrative Division Reports

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- Officials Committee Dan Demers
- Technical Planning Committee Jessica Simons
- Open Water Committee Stephanie Suhling
- Disability Committee David Strider
  - Report submitted
- Diversity Committee Peter Maloney
  - Report submitted for the Black History meet
- Rules and Regulations Coordinator Kevin Hogan
- Equipment Coordinator Michael Braum
  - Report submitted
- National Times and Records Coordinator Terry Randolph
- Hall of Fame Committee Bob Herlinger
  - All Hall of Fame recipients have been notified. Mary has not heard back from Wanda Smith and Jeff Rouse. The committee will decide on the type of award to give. Three recipients have sent photographs and one sent additional information to be included. Bill has agreed to write the bios.

## Age Group Division Reports

- Age Group Committee Drew Hirth
  - District Champs meet announcements have been edited and updated. The templates will be sent from the office. Regional champs meet announcements have been reviewed. The committee is reviewing the Age Group Champs meet announcement.
- Zone Team Coordinator Maureen Tolliver

## Senior Division Reports

- Senior Committee Steve Hennessy
  - Mary reports that the Senior Champs meet announcement close to being finalized. It will go out next week sometime.

## Coaches Committee Reports

Mike Salpeter

- A few coaches reached out following an article about mental health in the coaching profession. Morgan and Mike will address the article and present to coaches in the LSC.

## Old Business

- Endowment Task Force
  - The Endowment Task Force convened several times via teleconference and once in person in Charlottesville. They were given a short presentation at the in-person meeting from the Charlottesville Community Fund.
  - The task force has proposed using a community fund to serve as nonprofit grant management. The endowment management fund allows nonprofits to pool their funds and be managed by the investment fund for a small fee. The fee is approximately 1 ¼ %. The cost to get in is less than creating traditional endowment. You can be active with as little as \$10,000.

There are two proposals for the board.

- **Proposal 1:** An athlete scholarship program that will be funded through the endowment. People will donate money to be applied to scholarships. VSI will need to supplement the fund initially. John estimates that \$200,000 – 250,000 is needed to support the endowment for the scholarship fund. The management company will send the funds directly to the schools not

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the recipients as well as take care of the NCAA compliance and IRS requirements. The parameters to manage the scholarship and selection of recipients are already set up through VSI. The fund would manage the financial end of the program. It would be charitable donation. By doing this through a community fund, the program is set up and locked through the fund. There would be a reasonable assurance that the money would be spent on the purpose of what it is intended.

- **Proposal 2:** An endowment fund set up through a community group by creating an agency endowment. VSI would fund certain aspects of our own operations. VSI would use the fund as a vehicle for financial management. It is restricted in that any money given to the fund can only be used for its intended purpose. The managers would distribute an amount of money back to VSI (no more than 4% plus the fee of 1%.) The return on the fund is between 5-10%. The funds would be directed towards direct athlete activities like camps and/or clinics, travel reimbursement, recognition activities, and Zones participation.
- The full report is attached to the agenda.
- Splash fees could be an ongoing revenue source for the fund (.20 per splash to the fund.) \$25,000-35,000 per year could be raised from splash fees. Estate planning and donations would also be welcome to fund it.
- Bob Rustin commented he is comfortable with the structure of the community fund with the return on the investment. The community fund also does the paperwork for the NCAA and IRS. As we are currently incorporated, we cannot actively solicit for people to give us money. We would need to change our nonprofit corporate structure with the State Corporation Commission before we could solicit and accept funds. The rules on the SCC website indicate the change could be made within a couple of months. We currently have \$100,000 in CDs earning 2% interest that will come due in the next 7 months. Bob suggests that VSI consider using the CDs as an initial funding round for the community fund.
- The next step is to work with Kevin Hogan to create a language ready proposal for the spring. The funding sources would go into the VSI policies and procedures. This could be part of the investment policy. The House of Delegates would vote on the investment policy
- The endowment committee will create a proposal to present in February.
- VSI Equipment status
  - A list was given in the Equipment Report submitted by Michael Braum. A motion to disperse the excess equipment was approved by the board.
- LSC Select Camp Task Force
  - A meeting is at 10:00 am on November 27 to discuss.
- Black History Meet Proposal
  - Peter Maloney created a proposal to attend the meet as an LSC on the even years and teams would represent their teams on the odd years. A report is attached to the agenda. A motion to approve the proposal was passed.

## New Business

- Webmaster

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- The contract for the webmaster/website will expire in August of 2020. Contractually, we are obligated to put the website out for bid by June 1, 2020. In an effort to look at all options, John Stanley has reached out to Team Unify to get a feel for what they can provide for the LSC versus what we currently have or another alternative. There will be more to report in February. We need to notify the current webmaster of the board's intentions by June 1.
- John proposes that we increase the pay for the webmaster through the contract expiration. There is already money budgeted for a pay increase for the webmaster position. A motion to increase the salary of the webmaster was approved.
- Policy and Procedures
  - Kevin added the Hall of Fame and Scholarship committee to the P & P and some housekeeping items were addressed. A motion to accept the changes was approved.
- A Governance Committee needs to be appointed. The Governance Committee will act as the Nominating Committee.
- Mary was contacted by the Woodberry Forest coach informing that the school will host a swim camp this summer. He would like to publicize the camp on the VSI website. In keeping with current practices, the board decided to not publicize it on the VSI website.
- Mary sent out a concussion management training and coach advantage training reminder earlier this month to coaches and will send out a reminder about concussion management to officials.
- Mary asked about the number of officials needed at meets with chase starts. The officials committee was going to review it. Bob Rustin offered there has been no official action, but it is fundamentally understood that you must have two referees and two starters in order to run chase starts.
- Mary wanted to know if guidelines have been created for the clinics that VSI sends coaches, so we are fair and equitable when offering the opportunity to coaches. The coach committee tries to alternate between regions and coaches to make it fair. The coach committee is open to any suggestions especially if the dates are known in advance so they can try to vary the opportunities across the state. Nothing formal has been created, but if coaches are interested in a specific opportunity, they should reach out to the coach committee.
- Omega staff has been at Liberty to run the timing equipment. John and Mary have discussed asking the staff to be at Liberty for Senior Champs and Zones to run the timing equipment. There would be a cost associated with having the person on site (around \$1000 per meet.) Virginia Swimming would absorb the cost. Mary will confirm the amount. The board supports using Omega to run the timing equipment at VSI Senior Champs and Eastern Zones.

## Adjourn

The meeting was adjourned at 9:33 pm.

In attendance: Bryan Wallin, Maureen Tolliver, Bob Rustin, Morgan Cordle, John Stanley, Mary Turner, Emily Fagan, Drew Hirth, Jenni Ryniewicz, Maddie Wallin, Chad Onken, Mike Salpeter, Dave Henderson, Kevin Hogan.