

Midwestern Swimming Board of Directors Meeting Minutes
Tuesday 23 July 2019
Via Conference Call

DISTRIBUTION: posted to Midwestern Swimming website, mswim.org, and via email

CALL TO ORDER: Carol Olson, Midwestern Swimming General Chair, called the meeting to order at 8:35 PM.

ATTENDANCE:

General Chair	Carol Olson	Present
Administrative Vice Chair	Jay Thiltgen	Present
Senior Vice Chair	Mike Witt	Present
Age Group Chair	Sean Froemming	Absent
Secretary	Jeff Nelson	Present
Treasurer	Stefanie Martinez	Present
Registration	Scot Sorensen	Present
Finance Chair	Jason Hiley	Present
Technical Chair	Jimmy Parmenter	Present
Officials Chair	Betsy Purcell	Present
Operational Risk	Starre Haney	Present
Safe Sport Chair	Betsy Purcell	Present
Coaches' Representative	Sam Bach	Present
Safe Sport Representative	Aiden Cho	Present
Athlete Representative	Lauren Mayo	Present
Athlete Representative	Alana Palmer	Absent
Athlete Representative	Kaitlyn Witt	Absent
Athlete Representative	Kayden McCullough	Absent
Delegate At Large	Bruce Schomburg	Absent
Delegate At Large	Louie Balogh	Absent
Delegate At Large	Toby Rees	Absent
Delegate At Large	Brinker Harding	Absent
Diversity/Inclusion	Betsy Purcell	Present
Executive Secretary	Betty Kooy	Present
Elected Guest	Emma McEntaffer	Absent
Elected Guest	Marti Walstadt	Absent
Elected Guest	John Tysdal	Absent
Elected Guest	Keri Paup	Absent
Elected Guest	Steve Marchitelli	Present

AGENDA PREVIEW: Betty has one addition to the agenda, approval of the Olympic Trials volunteers.

DECLARATION OF CONFLICT OF INTEREST

Carol Olson read the following to the Board of Directors:

“Is any member aware of any conflict of interest, that is, of a personal interest or direct or indirect pecuniary interest, in any matter being considered by this meeting which should now be reported or disclosed or addressed under the Midwestern Swimming Conflict of Interest Policy?”

If a Board member determines there to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and/or action is being taken, a declaration of a conflict of interest should be made at that time.

MINUTES

The minutes of the previous meeting, held on 7 May 2019, were reviewed. A motion to approve the May minutes was made by Mike Witt. Second by Starre Haney. A vote was conducted with all in favor. The May minutes are APPROVED.

CONSENT AGENDA

Motion to review and approve the Consent Agenda by Betsy Purcell. Second by Jimmy Parmenter. A vote to approve the Consent Agenda was had with all in favor. The Consent Agenda is APPROVED.

NEW BUSINESS

Trials Volunteers

Betty announced the MW Swimming volunteers who will help Arlene McDonald with the Olympic Trials. Volunteers include Sam Bach, Betsy Purcell, Kerry Paup, and John Tysdal. A vote of approval was asked for by Betty. The vote was had with all in favor of these volunteers.

Financial Review by Jason Hiley

The Midwestern Swimming balance sheet is unchanged. YTD Profit and Loss Statement shows MW Swimming with a current \$10K loss, knowing that \$21K loss is budgeted. Budget vs Actual Statement shows nothing significant, as we are close to budget at this point in the year. The registration report indicates that registrations and splash fees are both down for the year. The lower income may need to be considered as we move forward. Swim year over swim year shows we are nearly even.

Midwestern Swimming Fees

A committee consisting of Jimmy Parmenter, Bruce Schomburg, Jeff Nelson, Jay Thiltgen, and Betty Kooy has been working to update MW Swimming Fees. Jimmy introduced the proposed fee structure. Steve asked, "Are the increases enough?" Some discussion ensued. Carol reiterated the reality that facility fees are going up, especially at Fremont, UNL, and Common Ground. Betty reminded the group that the last fee increases were in September 2016. There is no date for implementation, but January 2020 is suggested. Sam asked, "Do clubs with meet bids already in place need to make changes?" Betty suggests no fee changes for meets already in place. Jimmy reminded the group that each host has some leeway in establishing the fee, depending on the facility cost. Sam suggests he doesn't want to overcharge. A motion to approve the new fee structure, with a January 2020 start date, was made by Jimmy Parmenter. Second by Sam. A vote was had with all in favor. The new fee structure is APPROVED. The new fee structure will be shared with the House of Delegates, for their information only.

Midwestern Swimming Document Retention Policy

Carol and Betty have been meeting to discuss document retention. They have also consulted with Randy Julian, from USA Swimming, who leads Club Development. Banking documents need to be kept for 3 years. BOD and HOD minutes need to be kept permanently. Other documents have various retention requirements. Betsy asked, "Can documents could be kept electronically? Do Bylaws require a hard copy?" Betty reminded the group of our obligation to follow the Sarbanes Oxley Act. Tax returns and Audits need to be retained forever. Most other documents need to be retained from 3-7 years. Betty has been burning old documents in her fireplace. Mike suggested a daily backup on the cloud. Betsy is accustomed to total redundancy in her profession, utilizing flash drives and hard drives. A motion to adopt the Document Retention Plan, and update this in the Policies and Procedures, was made by Betsy Purcell. Second by Mike. A vote was had with all in favor. The Document Retention Plan is APPROVED.

ANNOUNCEMENTS/INFORMATION

Friday 27 September 2019 – Clinic for Coaches, Brownell Talbot, Brett Hawke is the speaker

Saturday 28 September 2019 – Board of Directors Meeting, Brownell Talbot, In Person

Sunday 29 September 2019 – House of Delegates Meeting, Brownell Talbot

Sunday 29 September 2019 – MW Awards Banquet, Brownell Talbot, Olympic Swimmer as guest speaker

Jimmy asked if a flyer could be prepared to distribute at MW Swim Championships. Jimmy has the Swanson Auditorium reserved for the coach's clinic and MW Awards, and the Upper School Library will be available for the HOD meeting. Jimmy asked again if MW Swimming would be willing to subsidize the coaches fee for attending the clinic and social gathering after the talk. Carol will work on the fee for coaches.

Carol reports that 11 have signed up for the convention in St Louis. Jay has reserved 2 vans to take folks to St Louis.

Starre Haney made a brief statement about each club being required to have an Emergency Action Plan (EAP), which is specific for their practice site. The Report of Occurrence should be available on mobile platforms soon.

Carol reports that APT is showing up on USA Swimming DeckPass. Certificates can be printed. The survey at the end of the training is required to complete APT.

MOTION TO ADJOURN: Starre Haney made the motion to adjourn. Second by Aiden Cho. Meeting adjourned at 9:22 PM.

RESPECTFULLY SUBMITTED: Jeff Nelson, Secretary

**Midwestern Swimming strives to maximize opportunities
for growth and success through competitive swimming.**