



Board of Directors Meeting

Tuesday July 18, 2023 • 8:30 PM

Zoom Meeting – See Info Below

MEETING AGENDA

1. Welcome and Roll Call
2. Declaration of Conflict of Interest Statement
3. Review and Approve May 16, 2023 Meeting Minutes
4. Consent Agenda
 - Executive Secretary Report
 - Financial Reports
 - Operational Risk – P & P updated
4. Current Business
 - Swimposium Update
5. Announcements/Information
 - BOD Orientation: Sunday, Sept 17th
 - HOD Meeting: Sunday, September 17th
 - Awards Presentation: Sunday, Sept 17th
6. Adjournment

Join Zoom Meeting

<https://zoom.us/j/93026011293?pwd=WVBYcktXWm1Md1FqU0kreDZlZDhJdz09>

Meeting ID: 930 2601 1293

Passcode: 077130

One tap mobile

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General Chair	Betsy Purcell
Adm Vice Chair	Toby Rees
Senior Vice Chair	Heather Farris
Age Group Chair	Emma McEntarffer
Treasurer	Stefanie Martinez
Finance Chair	Jeff Steiner
Safe Sport Chair	Aidan Cho
DEI Chair	Carol Olson
Coaches' Rep	Paige Skidmore
Sr Athlete Rep	Drayton Beber
Jr Athlete Rep	Kate Novinski
At Large Athlete	Elsie Olberding
Delegate At Large	Sam Bach
Delegate At Large	
Governance Chair	Starre Haney
Operational Risk	Lori Howard
Technical Chair	Erica Storms
Registration Chair	Leslie Mayo
Officials Chair	Debra Pearson
Past General Chair	Carol Olson
Executive Secretary	Betty Kooy



MINUTES DRAFT

DATE: 05/16/2023

TIME: 8:30 p.m.

LOCATION Zoom Conference Call

Call to Order

- Midwestern Board of Directors
- Board Meeting
 - Called to order – Betsy Purcell 8:42 p.m.
 - Purpose of Meeting: Regular BOD Meeting
- Roll Call by Zoom sign-in
 - BOD Attendees: Betsy Purcell, Toby Rees, Emma McEntarffer, Stefanie Martinez, Carol Olson, Elsie Olberding, Betty Kooy
 - HOD Committee Chairs/Coordinators Present: Starre Haney, Lori Howard, Erica Storms, Leslie Mayo, Debra Pearson
 - BOD Absent: Heather Farris, Jeff Steiner, Aidan Cho, Paige Skidmore, Drayton Beber, Kate Novinski, Sam Bach, Docker Hartfield
 - HOD Committee Chairs/Coordinators Absent:
 - Guests: Jimmy Parmenter, Amber Bargstadt
- Declaration of Conflict of Interest Statement: Read by Betsy Purcell; no declarations

Approval of Previous Minutes

- No corrections to minutes.
- Motion to Accept April Minutes – Stefanie Martinez; Seconded, Carol Olson; Approved

Consent Agenda

- Documents – Discussion needed
 - Membership/Registration Coordinator Report/MW Stats since 2016
Stats trends were pointed out
 - Executive Secretary
Noted Short Course Championship bid dates (March 8-10, 2024)
 - Financial Reports
Reports fun May 15, 2023; noted issue with pre-paid registrations; trying to get resolved
- Motion to Accept Consent Agenda Items –Stefanie Martinez; Seconded-Carol Olson; Approved

Current Business

- Operational Risk Proposals
 - Changes to MW Policies and Procedures - items in 8.6 and 8.7
 - Safety Marshal items need to be updated – changes from USA Swimming
 - Discussion surrounding each P & P proposed item
 - Number of marshals needed – 2 for smaller meets; 4 for larger meets and meets with 2 pools
 - Requirements for taking the online USA Swimming Meet Marshal Training Program and Certification test – is required; submit test results to own club
 - Locker room monitoring – two persons of same gender

- Deletion of possibility of lifeguards serving as marshals – two marshals in warm-up pool
- Use of orange cones for lanes closed to racing starts
- Meet Director’s Reports required – both Timeline and Meet Marshal’s list by session; Meet Host will be fined \$25.00 if Meet Marshal form not filed with MW Office within 15 days of meet conclusion
- Discussion of items from the Standardized Meet Information
 - Medical supervision item – updated with possible wording; recommended First Aid Kits and Ice
 - Listing of Meet Marshals – one male, one female for smaller meets; two of each for larger meets, especially those with warm-up pool
 - Item regarding photographers being registered – may ‘recommend’ photographers be USA Swimming registered; strongly suggest Meet Director and Meet Referee get all information regarding photographer and make sure they are not on the Safe Sport banned list
- Motion to accept changes as discussed – Lori Howard; Seconded Erica Storms; Accepted. Betty will revise P & P and send to MW Operational Risk for review.

Announcements and Information -

- Question regarding Swimposium – Betsy explained what will be happening Weekend of September 15-18
 - Tracks for Coach, Athlete, Parents (Athletes Cody Miller and Elizabeth Beisel)
 - Small meet for Athletes – planned by athletes
 - Inclusion of Safe Sport in each track
 - BOD Orientation that weekend
 - HOD Meeting that weekend
 - Awards Presentation
- Meeting dates:
 3rd Tuesday of every other month – 8:30 p.m. via Zoom
 Next BOD Meeting – Tuesday, July 18, 2023 – reports due July 14, 2023

Adjournment

- Time: 9:50: Motion to adjourn – Erica Storms; Seconded – Lori Howard; Passed
- Submitted by: Betty Kooy, Secretary



BOD Report
Executive Secretary
July 18, 2023

- **Sanctions/Meet Schedules--.**

Summer 2023 – All meets were finalized and posted. There are 3 meets left to run. Championship meet entries are due Sunday evening.

Fall-Winter 2023-2024 –Fall/Winter 2023-2024 tentative schedule has been posted. Most of the sanction applications and fees have been paid and flyers have been submitted. Betty is working through fall and September and October meets are ready for the Sanction Committee. .

MW 2024 Short Course Championship – Sanction Committee has accepted the March 8-10, 2024 for the Short Course Championship. Meet will be held at the Fremont YMCA.

MW 2024-2025 Bids – A call was put out for Summer 2024 and Fall/Winter 2024-2025 bids with bids requested to be received by the Office by May 15, 2023. Bids are coming in. Reminders were sent – but still very few bids – definitely not complying with the MW Policy and Procedures.

MW Championship Qualifying Standards – The Sanction Committee is still looking at updating the formula for the qualifying standards for MW Championship meets. Covid and other issues have made the previous formula unworkable. MW will use the 2023 format for the 2024 Championships.
- **Zone meets:** MW will attend the 14 & U Zone meet in Lenexa KS August 3-6. Meet is a family travel meet. Applications are being received. Paige Skidmore will be head coach with Anthony Miles and Anna Capoun assisting. Open Water meet was held Pleasant Prairie WI June 15 and 16. Six athletes participated. Eric Samson supported the team as coach.
- **Athlete Reimbursement and Outreach Reimbursement** –.No changes since HOD Meeting. Reimbursement requests for national meets now have an online form and so far it is working well. To date, \$7400.00 has been sent to athletes for the US Open, Winter Juniors, theReg 8 Sectional meet, Westmont TYR Pro meet, and the CZ Open Water Championship. \$628.69 has been distributed for Outreach Reimbursement. The figures for these two programs are based on September 1, 2022 – August 31, 2023.
- **Fall HOD Meeting/Swimposium/Awards:** The Fall HOD meeting will be held the weekend of September 16-17 in conjunction with a Swimposium and MW Awards at Papillion LaVista High School. Schedules are in the final planning stages and a Constant Contact will be sent soon. Hopefully there will be flyers at both the Challenge and Championship meets.

Midwestern Swimming, Inc.

Balance Sheet As of July 18, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
102 Wells Fargo	97,590.70
122 Savings Wells Fargo	65,135.74
124 CD FNBO	116,243.50
129 PayPal Account	0.00
Bill.com Money Out Clearing	0.00
Total Bank Accounts	\$278,969.94
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
119 close out of investments	0.00
410 Kirkpatrick Pettis	0.00
412 American Express	0.00
414 Dain Rauscher	0.00
Payroll Refunds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$278,969.94
Fixed Assets	
181 Depreciation	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$278,969.94
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
204 Credit Card - Kooy, Betty	0.00
209 Credit Card - Scot Sorensen	0.00

Midwestern Swimming, Inc.

Balance Sheet As of July 18, 2023

	TOTAL
Total Credit Cards	\$0.00
Other Current Liabilities	
2001 Acct Pay	0.00
201 Prepaid USS Registrations	0.00
2100 Payroll Liabilities	0.00
211 Accrued PR Taxes	2,187.42
301 Payroll Tax	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$2,187.42
Total Current Liabilities	\$2,187.42
Total Liabilities	\$2,187.42
Equity	
3000 Opening Bal Equity	0.00
3900 Retained Earnings	271,913.24
Net Income	4,869.28
Total Equity	\$276,782.52
TOTAL LIABILITIES AND EQUITY	\$278,969.94

Midwestern Swimming, Inc.
Budget vs. Actuals: 2023 Budget - FY23 P&L
January - December 2023

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
420 Interest Income	42.86	25.00	17.86	171.44%
421 All Star Meet	7,615.95	5,400.00	2,215.95	141.04%
423 Zone Meet		4,400.00	-4,400.00	0.00%
425 Officials Income	1,021.00		1,021.00	
431 MWS LSC Long Course		32,000.00	-32,000.00	0.00%
432 MWS LSC Short Course	37,946.00	35,000.00	2,946.00	108.42%
441 MWS Sanction Fee	3,175.00	3,250.00	-75.00	97.69%
442 MWS Splash Fee	28,464.00	80,000.00	-51,536.00	35.58%
442.1 Splash Fee - SC Championships	4,452.50		4,452.50	
Total 442 MWS Splash Fee	\$ 32,916.50	\$ 80,000.00	-\$ 47,083.50	41.15%
443 MWS Fines	200.00		200.00	
451 USS Athlete Membership	15.00	17,664.00	-17,649.00	0.08%
451.1 Athlete-Premium	5,921.28		5,921.28	
451.2 Athlete-Seasonal	537.60		537.60	
451.31 Athlete-Flex	1,497.60		1,497.60	
451.4 Athlete-Outreach	620.00		620.00	
451.5 Athlete-Txfr	250.00		250.00	
451.6 LateRegFee	45.00		45.00	
Total 451 USS Athlete Membership	\$ 8,886.48	\$ 17,664.00	-\$ 8,777.52	50.31%
452 USS Nonathlete Members		2,600.00	-2,600.00	0.00%
452.1 Non-Athlete Coach	1,013.76		1,013.76	
452.2 Non-Athlete Official	353.28		353.28	
452.3 Non-Athlete Adminstrator	115.20		115.20	
452.4 Other	169.92		169.92	
Total 452 USS Nonathlete Members	\$ 1,652.16	\$ 2,600.00	-\$ 947.84	63.54%
453 USS Club Memberships	3,960.00	5,040.00	-1,080.00	78.57%
489 LSC Awards Banquet Income		2,500.00	-2,500.00	0.00%
490 Coaches Clinic Income		2,500.00	-2,500.00	0.00%
495 Miscellaneous Income	135.00		135.00	
Total Income	\$ 97,550.95	\$ 190,379.00	-\$ 92,828.05	51.24%
Gross Profit	\$ 97,550.95	\$ 190,379.00	-\$ 92,828.05	51.24%
Expenses				
521 All Star Meet Exp	14,437.05	14,000.00	437.05	103.12%
523 Zone Meet Exp		15,000.00	-15,000.00	0.00%
523.1 Zone Open Water	200.00	2,000.00	-1,800.00	10.00%
Total 523 Zone Meet Exp	\$ 200.00	\$ 17,000.00	-\$ 16,800.00	1.18%
526 Diversity Support		12,500.00	-12,500.00	0.00%
526.1 Outreach Meet Support	580.17		580.17	
Total 526 Diversity Support	\$ 580.17	\$ 12,500.00	-\$ 11,919.83	4.64%
527 Safe Sport	1,000.00	2,500.00	-1,500.00	40.00%
528 Athlete Leadership Committee	43.99	250.00	-206.01	17.60%
531 MWS LSC LongCourse		26,000.00	-26,000.00	0.00%
532 MWS LSC ShortCourse	37,923.07	28,000.00	9,923.07	135.44%
541 Athlete Reimbursement		22,000.00	-22,000.00	0.00%
541.1 Sectional & Open Water	3,200.00		3,200.00	

541.2 TYR Pro/Futures	200.00			200.00	
541.3 Nat, Jr Nat, Open, Int Trials	1,000.00			1,000.00	
Total 541 Athlete Reimbursement	\$ 4,400.00	\$ 22,000.00	-\$ 17,600.00		20.00%
554 Club Rebates		1,500.00		-1,500.00	0.00%
566 Insurance	356.00	320.00		36.00	111.25%
567 Repairs	64.20			64.20	
568 Service Charge	3.50	100.00		-96.50	3.50%
571 Administration	319.21	1,800.00		-1,480.79	17.73%
571.1 Admin - HBE Monthly	3,852.37	10,000.00		-6,147.63	38.52%
571.2 Admin-Intuit	675.00			675.00	
571.3 Admin-Tax/Audit	3,450.00			3,450.00	
Total 571 Administration	\$ 8,296.58	\$ 11,800.00	-\$ 3,503.42		70.31%
572 Office Supplies	216.13	500.00		-283.87	43.23%
573 Admin Internet-Google/Constant Contact	370.39	840.00		-469.61	44.09%
574 Admin Office Internet	599.94	200.00		399.94	299.97%
575 Admin Postage		100.00		-100.00	0.00%
576 Admin Travel/Training				0.00	
576.1 Admin Travel-Mileage Reimburse	406.10	500.00		-93.90	81.22%
Total 576 Admin Travel/Training	\$ 406.10	\$ 500.00	-\$ 93.90		81.22%
577 National Workshop/Bus Mtg		8,000.00		-8,000.00	0.00%
577.2 Travel & Hotel	2,567.25			2,567.25	
577.3 Meals & Incidentals	1,007.05			1,007.05	
Total 577 National Workshop/Bus Mtg	\$ 3,574.30	\$ 8,000.00	-\$ 4,425.70		44.68%
578 Officials Expense	58.05	6,500.00		-6,441.95	0.89%
578.1 Evaluator & Certification	1,272.35			1,272.35	
578.2 Meet Costs-Shirts/NameTags	1,480.99			1,480.99	
578.3 Officials Reimbursement	1,440.67			1,440.67	
578.4 Champ Ref/Admin Lodging	716.23			716.23	
Total 578 Officials Expense	\$ 4,968.29	\$ 6,500.00	-\$ 1,531.71		76.44%
579 USA Swim Conference Expenses		500.00		-500.00	0.00%
581 Exec Secretary - Wage	15,575.00	26,700.00		-11,125.00	58.33%
582 Payroll Taxes	1,191.49			1,191.49	
589 LSC Awards Banquet		5,500.00		-5,500.00	0.00%
590 Coaches Clinic		5,000.00		-5,000.00	0.00%
592 Social Media/Advertising		1,200.00		-1,200.00	0.00%
595 Miscellaneous Expense	860.06	500.00		360.06	172.01%
596 BOD Meeting Expenses	10.62	250.00		-239.38	4.25%
Unapplied Cash Bill Payment Expense	0.00			0.00	
Total Expenses	\$ 95,076.88	\$ 192,260.00	-\$ 97,183.12		49.45%
Net Operating Income	\$ 2,474.07	-\$ 1,881.00	\$ 4,355.07		-131.53%
Net Income	\$ 2,474.07	-\$ 1,881.00	\$ 4,355.07		-131.53%

Tuesday, Jul 18, 2023 04:37:06 AM GMT-7 - Cash Basis

Midwestern Swimming, Inc.

Profit and Loss

January 1 - July 18, 2023

	TOTAL
Income	
420 Interest Income	42.86
421 All Star Meet	7,615.95
425 Officials Income	1,021.00
432 MWS LSC Short Course	37,946.00
441 MWS Sanction Fee	3,175.00
442 MWS Splash Fee	28,464.00
442.1 Splash Fee - SC Championships	4,452.50
Total 442 MWS Splash Fee	32,916.50
443 MWS Fines	200.00
451 USS Athlete Membership	15.00
451.1 Athlete-Premium	5,921.28
451.2 Athlete-Seasonal	537.60
451.31 Athlete-Flex	1,497.60
451.4 Athlete-Outreach	620.00
451.5 Athlete-Txfr	250.00
451.6 LateRegFee	45.00
Total 451 USS Athlete Membership	8,886.48
452 USS Nonathlete Members	
452.1 Non-Athlete Coach	1,013.76
452.2 Non-Athlete Official	353.28
452.3 Non-Athlete Administrator	115.20
452.4 Other	169.92
Total 452 USS Nonathlete Members	1,652.16
453 USS Club Memberships	3,960.00
495 Miscellaneous Income	135.00
Total Income	\$97,550.95
GROSS PROFIT	\$97,550.95
Expenses	
521 All Star Meet Exp	14,437.05
523 Zone Meet Exp	
523.1 Zone Open Water	200.00
Total 523 Zone Meet Exp	200.00
526 Diversity Support	
526.1 Outreach Meet Support	580.17
Total 526 Diversity Support	580.17
527 Safe Sport	1,000.00
528 Athlete Leadership Committee	43.99
532 MWS LSC ShortCourse	37,923.07

Midwestern Swimming, Inc.

Profit and Loss

January 1 - July 18, 2023

	TOTAL
541 Athlete Reimbursement	
541.1 Sectional & Open Water	3,200.00
541.2 TYR Pro/Futures	200.00
541.3 Nat, Jr Nat, Open, Int Trials	1,000.00
Total 541 Athlete Reimbursement	4,400.00
566 Insurance	356.00
567 Repairs	64.20
568 Service Charge	3.50
571 Administration	319.21
571.1 Admin - HBE Monthly	3,852.37
571.2 Admin-Intuit	675.00
571.3 Admin-Tax/Audit	3,450.00
Total 571 Administration	8,296.58
572 Office Supplies	216.13
573 Admin Internet-Google/Constant Contact	370.39
574 Admin Office Internet	599.94
576 Admin Travel/Training	
576.1 Admin Travel-Mileage Reimburse	406.10
Total 576 Admin Travel/Training	406.10
577 National Workshop/Bus Mtg	
577.2 Travel & Hotel	2,567.25
577.3 Meals & Incidentals	1,007.05
Total 577 National Workshop/Bus Mtg	3,574.30
578 Officials Expense	58.05
578.1 Evaluator & Certification	1,272.35
578.2 Meet Costs-Shirts/NameTags	1,480.99
578.3 Officials Reimbursement	1,440.67
578.4 Champ Ref/Admin Lodging	716.23
Total 578 Officials Expense	4,968.29
581 Exec Secretary - Wage	13,350.00
582 Payroll Taxes	1,021.28
595 Miscellaneous Expense	860.06
596 BOD Meeting Expenses	10.62
Unapplied Cash Bill Payment Expense	0.00
Total Expenses	\$92,681.67
NET OPERATING INCOME	\$4,869.28
NET INCOME	\$4,869.28

8.6.2. Host Team Responsibilities

8.6.2.1. Meet Marshals

- (a) A minimum of one (1) male and one (1) female marshal shall be appointed by the meet director.
- (b) The Marshals will report to and receive instructions from the Meet Referee regarding the meet warm-up procedures. Meet warm-ups may not start without the Meet Marshals on deck.
- (c) The Head Marshal, if utilized, has the responsibility of instructing other Marshals in their responsibilities. The Head Marshal shall be in contact with the Meet Referee prior to the meet and will organize all other Marshals.

8.6.2.2. Marshal responsibilities

- (a) The primary responsibility of the Meet Marshal is to enforce warm-up procedures and maintain order in the swimmer venue as per USA Swimming Rulebook 102.19.
- (b) Marshals shall be trained via the online UA Swimming Meet Marshal Training Program and shall pass the certification test.
- (c) Marshals should submit their test results to their own club's designated person and meet director.
- (d) Coaches cannot be used in lieu of Marshals. Coaches may be Marshals if they have taken the Meet Marshal Training Program and Test and are NOT coaching at the session.
- (e) Marshals are to be on deck for the entire warm-up session and during the meet for the purpose of enforcing warm-up procedures and safety procedures. Any time there is a break in the meet and the pool is open for warm-up/warm-down the Marshals must be on deck supervising the warm-up.
- (f) During the meet competition one Marshal with another person of the same gender shall make rounds of the locker rooms, restroom areas, and any team areas observing for safety practices. One Marshal shall be on deck at all times.
- (g) Marshals shall have the authority to remove from the deck (with concurrence of the meet referee) any swimmer and/or coach in violation of safety guidelines and warm-up procedures.
- (h) Other safety staff may be located at the pool entrances to be sure only coaches, swimmers, officials, and meet staff are on deck.

8.6.2.3. Warm-up pool –

- (a) If there is a separate warm-up pool, there must be a minimum of two Marshals observing that pool at all times.
- (b) If there is a separate warm-up pool, there must be a minimum of four marshals for each session.

8.6.2.4. Other safety guidelines

- (a) Host may use a sign for each lane indicating designated use during warm-up. Orange cones should be placed on top of blocks to indicate that the lane is not open for racing starts.
- (b) Warm-up announcements should be made prior to each session defining procedures.
- (c) Warm-up information should be posted at the facility and published in the meet information.

8.7. Post Meet report requirements for MWS Office

8.7.1. Electronic meet files – backup of MM files – within 24 hours of the conclusion of the meet.

8.7.2. Coach Sign-in sheet – within 48 hours of the conclusion of the meet.

8.7.3. Officials Sign-in sheet – within 48 hours of the conclusion of the meet (may be filed with other paperwork; Referee will enter all officials in the USA Swimming Officials Tracking System online.

8.7.4. Current splash fee per swimmer – within 15 days after the meet.

8.7.5. Financial recap of the meet – within 15 days after the meet.

8.7.6. Meet Director's Reports – Timeline and Meet Marshal Reports – within 15 days after the meet.

8.7.6.1. Hosts not filing the Meet Director's Meet Marshal Report within 15 days after the meet will be fined \$25.00.

Standardized Meet Info:

Facility addition:

Medical supervision available: List what the host team has available at meet location. Example: "Certified lifeguards will be present at all times. An AED, emergency telephone, and first aid kit are available in the pool area. Rescue equipment includes backboards with neck immobilizers, rescue tubes, and a shepherd's crook. Host does not offer athletic trainers or rehabilitation facilities. Ice is available for injuries." (First Aid Kits and ice for any injuries are highly recommended but not required.)

Officials addition:

"Meet Marshals: (names)"; Minimum one (1) male, one (1) female; (must have done the Marshal Training); if large meet, meet with two pools, or championship meet list four (4), both male and female, who have done the Marshal Training.

Team Supervision addition:

"Deck changes are prohibited."

"Each team must provide an adult with non-athlete USA Swimming membership to supervise the swimmers in the on-deck team area at all times. Only registered coaches, swimmers, and officials will be allowed on deck."