

Adirondack Swimming House of Delegates Spring 2012 Meeting Minutes

Date: Sunday, May 6, 2012

Time: 10:36 AM – 11:55 AM

Location: Mohawk Golf Club, Niskayuna, New York

Attendees:

	Representing:		Voting?
Rosemary Lanzi	Albany Starfish	non-athlete	yes
Tim McElrath	Albany Starfish	non-athlete	no
Emerson Wells	Albany Starfish	athlete	yes
Mike Momrow	Ballston Spa	non-athlete	yes
Heidi Larkin	Ballston Spa	non-athlete	no
Kate Gawrys	Ballston Spa	non-athlete	no
Sandy Stanislawsky	Ballston Spa	non-athlete	no
Sue Cortright	Canajoharie	non-athlete	yes
Matt Phillips	Clark Sports Center	non-athlete	yes
Amy Zemmering	Delmar	non-athlete	yes
Sue Rokos	Duanesburg	non-athlete	yes
Lori Tocco	Kingston	non-athlete	yes
Jenna Tocco	Kingston	athlete	yes
Dave Burns	Ravena	non-athlete	yes
RaeAnn Burns	Ravena	non-athlete	no
Victor Romanov	Schenectady-Sara.	non-athlete	yes
Bobby Rowledge	Schenectady-Sara.	athlete	yes
Patty Rowledge	Schenectady-Sara.	non-athlete	no
Elizabeth Flanigan	Uncle Sam	non-athlete	yes
Jerry Adams	AD Board	non-athlete	yes
Niko Brosnihan	AD Board	athlete	yes
Jenn Dixon	AD Board	non-athlete	yes
Sean Caron	AD Board	non-athlete	yes
David Connor	AD Board	athlete	yes
JoAnn Faucett	AD Board	non-athlete	yes
William Faucett	AD Board	non-athlete	yes
Kathy Furman	AD Board	non-athlete	yes
Steve Hall	AD Board	non-athlete	yes
Peter Kalish	AD Board	non-athlete	yes
Ann Korzun	AD Board	non-athlete	yes
Carolyn Manor	AD Board	non-athlete	yes
Steve Hall	AD Board	non-athlete	yes
Olivia Samson	AD Board	athlete	yes
Scott Seligman	AD Board	non-athlete	yes
Art Young	AD Board	non-athlete	yes
Jenn Nelson	AD Board	non-athlete	yes

Fall 2011 Meeting:

The minutes from the fall 2011 House of Delegates meeting were accepted.

Treasurer's Report [Mr. Peter Kalish]:

Taxes are in process, and are due May 15. Finances are healthy, with balances increasing roughly \$35K since spring 2011 (taking into account that some expenses have not yet cleared the bank, such as short course zone expenses and athlete reimbursement for sectionals). Variances year-over-year are relatively small.

Budget -

Mr. Kalish gave a powerpoint presentation of the new budget structure that has been created. In this new budget, income and expenses are linked where possible, and displayed side-by-side. The budget projects an excess of about \$10,000 of income over expenses. The projected numbers in the budget are determined by key assumptions and formulas, so that projections and impact on the budget are well defined. Any changes to the budget or the driving assumptions will be discussed by the Finance Committee between board meetings, and brought to the Board for acceptance.

Asset accounts -

Mr. Kalish reported that we currently have a checking account and CD at Bank of America. He suggested that we change to Key Bank for no-interest checking, easy transfers, money market savings at a better interest rate, and a 12 month CD. These changes are projected to earn about \$500 more than we are earning now.

The budget and asset accounts plan were approved.

The report was accepted.

Sanctions & Times Chair [Mr. William Faucett]:

Sanctions went well during the 2011-12 season. One team still needs to pay meet fees from a January meet, and Mr. Faucett will follow-up with that issue.

Mr. Faucett reminded meet directors to use the current template when setting up a meet announcement, so that all mandated changes will be included verbatim.

He also reminded teams of the procedure for high school swimmers to have times from observed meets entered in the SWIMS database. It is up to the swimmers to make requests to have their times loaded to SWIMS, using the forms which can be found on the AD website, high school page. This must be done before or at the meet, as requests are not accepted after the meet is over.

The report was accepted.

Registration [Ms. Kathy Furman]:

As of May 6, 2012:

2090 year-round athletes are registered (including 20 outreach athletes), plus 65 Season I athletes. There are 143 coaches, 82 officials, and 75 other non-athletes. The grand total is 2449 registrations. Among the athletes, 63% are female.

The percentage of coaches out of compliance is only 7.5%, which is a much lower rate that we have had in the past.

The report was accepted.

Club Development Liaison [Ms. Ann Korzun]:

Ms. Korzun reported on the Eastern Zone Workshop, April 20-22, 2012 in Cambridge, MA, attended by Ann Korzun, JoAnn Faucett and Kathy Furman. The workshop provided informative training for registrars, times managers, officials, and others involved in LSC management, focusing on the SWIMS national database, and the many interactive applications it provides. The primary purpose of the database is to record official times for swimmers, but there are many expansions and offshoots, tools and reports that can be obtained. LSC and team personnel have an important role in maintaining the integrity of the data.

A workshop for new and experienced club registrars, meet entry coordinators, and meet computer operators is planned for Fall 2012 (immediately following the Fall 2012 HOD meeting).

The report was accepted.

Board of Review [Mr. Art Young]:

There was no need to convene the Board of Review since the last board meeting.

The report was accepted.

Officials Chair [Ms. JoAnn Faucett]:

New officials must be registered as "officials", not "other non-athletes", even if they have yet to be certified. This is so that they will be listed in the Officials Tracking System, and so that a level 2 background check will be required.

A training clinic for new officials will be offered in late spring in Duanesburg if there is enough interest.

Regarding observed meets: if a situation occurs where the observing USA-S officials are not allowed on deck to observe, or if the officials do not show up, the times from that meet will not

be entered in the SWIMS database. If already loaded to SWIMS, the times could be removed at any time, if there were problems with the official observation of the meet.

At meets which utilize "real time results", times from individual heats may be posted to a website immediately, however, the results are not final until the entire event is reviewed and posted.

The report was accepted.

Safety Chair [Ms. Carolyn Manor for Ms. Paula O'Donnell]:

The number of incidents reported within the Adirondack District continues to be lower than the national average. While this is good news, everyone is encouraged to report any safety incidents, accidents or injuries that occur. Reporting forms can be found online at the AD website.

The report was accepted.

Top 16/Records Chair [Ms. Jenn Dixon]:

All records have been updated and are current. A few resident records will be checked and corrected.

The report was accepted.

Athlete Representatives [Olivia Samson, Niko Brosnihan & David Connor]:

Ms. Samson introduced Bobby Rowledge (Junior Representative - elect) and Emerson Wells (Athlete-at-large to be appointed). She reported that \$100 was raised through the recycling effort at swim meets, and a check was handed over, to benefit the USA Swimming Foundation.

Mr. Brosnihan reported that about \$700 was raised in the sale of breast cancer awareness swim caps. There are a few more caps to sell. This money will be donated for breast cancer research.

The report was accepted.

Coaches Representative [Mr. Scott Seligman]:

There was no report.

Outreach [Mrs. Carolyn Manor]:

Ms. Manor reported that the first year for the Outreach Committee programming has been very successful. With \$5000 funding from the LSC, 13 grants (with optional match) were awarded. In addition, 20 outreach memberships were approved. None of the applicants (all with documented financial hardships) had to be turned down this year. It is expected that in future

years the selection and prioritization process will lead to applicants being denied grants due to limited funds.

There is \$1500 remaining in the fund, so outreach applicants for the long course season will be considered. 9 have applied so far, and funding is available for approximately 10 swimmers.

Information about outreach funding is available on the AD website.

Ms. Jennifer Dixon (member of the outreach committee) reported on a swim camp that is planned for the late summer or early fall, possibly September 9. The format would include a morning session for current athletes (1 boy, 1 girl from each team), and an afternoon outreach clinic by AD coaches with assistance from our athletes. This afternoon session would be for non-USA-registered swimmers who can swim the length of the pool.

This year's camp will be held in Duaneburg, with the goal of alternating urban and rural sites in future years. The committee will distribute a letter to coaches, a flyer to the community, and an application. Further advertising could be done through a facebook event and a press release.

The report was accepted.

Age Group Chair [Ms. Jenn Nelson]:

The Adirondack District sent 57 swimmers to the Eastern Zone Short Course Championship in April; this was the largest number we have ever sent. This group included more swimmers in the older age groups, many relays, and good swims.

The report was accepted.

Senior Vice Chair [Mr. Steve Hall]:

The recent Spring Speedo Sectional meet was attended by 36 AD swimmers, also the largest contingent at this meet in recent history. Swimmer expense reimbursements will be issued shortly.

The upcoming senior meet schedule was announced.

The report was accepted.

Technical Planning Committee [Mr. Jerry Adams]:

The host rotation for 2013 short course championships is Schenectady -Saratoga Swim Club (Gold) and Albany Starfish (Silver).

Next year Steve Hall is considering offering a weekend camp (Thursday to Sunday) for senior swimmers with a sectional cut or similar level.

The report was accepted.

Finance Committee [Mr. Sean Caron]:

Sean Caron, Administrative Vice-Chair, is the Chair of the Finance Committee. He gave a powerpoint presentation of the newly developed Financial Management Policy.

The goal is to create a policy that provides accountability, control, audit ability, and budgeting. The policy was developed in accord with the bylaws.

The 5 main points addressed in the 3-page policy are:

1. Roles of the finance committee, the Admin. Vice Chair, the Treasurer, and the General Chair.
2. Budgeting (prepared annually, based on cost drivers)
3. Reporting (types of reports and intervals)
4. Financial controls (signatories, authorizations)
5. Audits (to occur annually, requirements and results)

A motion to approve this policy was seconded, and a brief discussion ensued. Members expressed appreciation for the clear presentation of a strong policy. It was noted that copies of current financial reports (in the format of the budget just approved today) will be available by request to Carolyn Manor.

The Financial Management Policy was unanimously approved.

Old Business:

Bid Fee for Approved Meets [Mr. William Faucett]:

A board recommendation (from October 2011) to raise the bid fees for approved meets to a flat fee of \$60 was brought to the House of Delegates. An amendment was suggested, that the fee would be \$45 for the 2012-2013 season, and then raised to \$60 for the 2013-2014 season.

The new bid fee for approved meets was approved as amended.

New Business:

By-Laws [Mr. Sean Caron reporting for Ms. Kim Crouse]

The by-laws revision project has been led by Kim Crouse. USA Swimming produced a template for LSC bylaws which includes a series of acceptable choices for every topic. Kim went through the template to amend our by-laws to fit the template.

The 50+ pages of by-laws were distributed by email, plus a summary "change document" which describes each change made, and the reasoning behind the change. Mr. Caron described the highlights of the changes, noting that the most significant change involves section 604.4, restructuring the composition of the board. For example, swim-a-thon and camp coordinator

positions will no longer exist, and webmaster will no longer be a board position. The final result is a Board of Directors totaling 19 members, 10 of which are elected, and 9 of which are appointed.

A change which appears throughout the by-laws involves the use of email for voting.

Mr. Caron read the list of sections included in the summary "change document". No section was pulled for discussion by any member of the House of Delegates.

The Board of Directors recommended non-passage of the change to section 606.2, and the House of Delegates agreed with this ammendment.

Art Young moved acceptance of the new by-laws as amended, and Peter Kalish seconded the motion. The motion passed unanimously.

The Fall 2012 meeting was tentatively set for September 30, 2012.

The meeting was adjourned at 11:55 AM.

Respectfully submitted,
Ann Korzun, substituting for Kim Crouse