Niagara LSC Board of Directors Summit Meeting Minutes September 11 -12. 2015 Held at the Courtyard Marriott Brighton

Introduction: On September 11 and 12, 2015, the Niagara LSC Board of Directors held a planning summit. The agenda for the meeting was as follows:

Agenda

Friday, September 11, 2015

 Start End

 3:00PM Room Check-in

 5:00PM 6:30PM Defining the LSC Goals

 6:30PM 7:30PM Dinner

 7:30PM 9:00PM Strategic Planning Based off of Goals

Saturday, September 12, 2015

 Start End

 7:00AM 8:00AM Continental Breakfast

 8:00AM 8:30AM NI Divisions Review – Age Group

 8:30AM 9:00AM NI Divisions Review – Technical Planning

 9:00AM 9:30AM NI Divisions Review – Coaching

 9:30AM 10:00AM NI Divisions Review – Open Forum Athlete and Coach

 Development

 10:00AM 10:15AM Break

 10:15AM 11:00AM NI Divisions Review – Finance and Budget

 11:00AM 11:45AM NI Divisions Review – Administrative

 11:45AM 12:00PM NI Divisions Review – Open Forum Administrative and

 Finance

 12:00PM 1:00PM Lunch

 1:00PM 5:00PM Further Open Forum and Discussion

 5:00PM Adjournment

As this was an open planning forum, traditional Robert’s Rules for Niagara Board Meeting were not used.

**Roll Call:**

The following individuals attended the planning session

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Incumbent | Present | Absent |
| General Chair | Eric Lind | X |  |
| Administrative Vice-Chair | Adam Zaczkowski | X |  |
| Senior Vice Chair | Ryan Callan | X |  |
| Co-Age Group Vice Chair | Joanne Butters |  | X |
| Co-Age Group Vice Chair | Christine Regelsberger | X |  |
| Finance Vice Chair | John Kingston |  | X |
| Secretary | Sara Smith |  | X |
| Treasurer | Steve Snyder |  | X |
| Senior Coach Representative | Becky Sapio | X |  |
| Junior Coach Representative | Chris Musshafen | X |  |
| Senior Athlete Representative | Nick Burdo | X |  |
| Junior Athlete Representative | Jared Kettinger | X |  |
| Safety Committee Chair | Chris Torell |  | X |
| Technical Planning Chair | William Chidsey | X |  |
| Member/Registration Coordinator | Eric Stimson | X |  |
| General Chairman Appointment – 1  | Bob Matlack | X |  |
| General Chairman Appointment – 2  | Jim Stromski | X |  |
| General Chairman Appointment – 3 | Greg Danner | X |  |
| General Chairman Appointment – 4 | Shawn Parkhurst | X |  |
| Immediate Past General Chair | Jim Bowen | X |  |

The information below details the discussion topics and action items from the meeting:

**Friday, September 11, 2015:**

**LSC Goals**

* After a review of the LSC mission statement, discussion centered around Education Programs and clinics. The following observations were made
	+ Swimposium: a potential Swimposium for the Niagara LSC is being led by E. Stimson and M. Callan (FAST).
	+ Coach training – limited clinics at the HOD meetings. Typically coach’s rep will talk at the coaches meeting
	+ Team hosted clinics for athletes have been primary clinics within LSC
	+ Official clinics for certification have been done internally at the N2 level and funded travel at the N2 and N3 level, nationally
	+ LSC sponsored events focused on NI athletes only. Smaller ones were undersubscribed, so they have ceased. Club run clinics have done well in past, needed to turn athletes away.
	+ Lack of coaching clinics in the past. Realization that one coach can impact a much larger pocket of swimmers.
	+ Teams in the LSC lack of understanding money available for coach training
* Competitive Programs:
	+ Discussions centered around offering programs that will retain coaches, officials, and teams will come due to our ability to host good meets. Additionally, coaches will want to coach in Niagara.
	+ Achievement – the following factors were listed that should evaluated at the LSC level
		- Retention of coaches and athletes
		- Recruitment of officials
		- Time improvements
		- Average splashes by swimmer
		- Percentage of swimmers meeting motivational times
		- LSC portal used to evaluate ourselves relative to other LSCs
		- Speedo participation relative to other LSCs
		- Athletes selected into the levels of USA Swimming “Performance Pyramid”
	+ LEAP – Currently NI LSC is LEAP level 1. Consideration given to further LEAP levels.
	+ Recognition – Discussion how LSC can recognize athletes in all areas (i.e: Olympic Trials qualifiers, college-bound athletes, age-group performance improvements)
		- **ACTION: E. Lind will look at this and provide suggestions**
	+ Multi-sport athletes: Discussion on the benefit of multi-sport athletes (lower burn-out rate, etc.)
	+ Discussion on clinics for coaches. Where to they go and how they use.
	+ Discussion on improving performance through meets with cut times throughout the year to promote higher level swimming (as opposed to meets for profit).

**Saturday, September 12, 2015**

* **Age Group Report – C. Regelsburger**
	+ Report centered around Zone Team administration for SCY and LCM teams. Focused primarily on logistics and clothing for team.
	+ Concerns identified by Age Group Chair
		- Putting expenses on personal card – would like to have LSC card
		- Perhaps include more chaperones at LCM zone to handle potential safety issues
	+ Need to relook at by-laws for Age Group Chair as lot of things identified are not being done due to time constraints
	+ Also discovered that 200 Fly in the LSC is generally a weak event and there are not enough swimmers that had times to enter in LCM zones.
* **Tech Planning – R. Callan and W. Chidsley**
	+ Co Chairs worked well together
	+ For voting among committee members, Survey Monkey was used to help streamline process and get consensus to move items forward.
	+ Meeting were set-up that allowed for discussion among committee members
	+ Consideration among the committee to have Team of the Year. No decision made.
		- **ACTION – J. Bowen recommends that all teams that have Niagara awards for championship meets be consolidated and dropped off to Technical planning.**
* **Senior Chair – R. Callan**
	+ Focus is on swimming for athletes 13 and older through college
	+ Assists Age Group chairs as needed
	+ Primary function is to oversee the reimbursement policies, travel reimbursement for national level meets for athletes.
	+ An area of improvement identified is to do more with coaches clinics
* **Athlete Representatives – G. Danner/N. Burdo**
	+ G. Danner main role as an advisor to Sr. and Jr. Athlete representatives
	+ Email communication would provide better feedback in addition to HOD athlete meeting
	+ Email blast directly to athlete to attend the HOD meetings
	+ There were discussions that centered around how to get more athlete involvement
		- B. Sapio recommended to have both junior and senior athlete representative by team to help get more involvement and grow athlete representation within the clubs.
		- Consideration on conducting athlete clinic during HOD meeting to entice athletes to attend HOD meeting.
	+ N. Burdo commented that other LSC have athlete meetings between sessions at LSC championships. Could be a way to get more athlete representation.
* **Officials Chair – J. Stromski**
	+ Main focus is two-fold
		- Recruit – club-based to ensure clubs can host meets
		- Train and Certify- throught the following methods:
			* Local LSC clinics (stroke/turn, Ref/starter, AO)
			* N2 certification program
	+ If officials at N2 level, can certify others
	+ Officials get lodging for N3 certs at higher level meets
* **Investment Policy – A. Zaczkowski**
	+ Proposal was prepared for discussion. However, since no Treasurer or Finance Vice-Chair present, discussion was tabled.
* **Sanctions – E. Stimson**
	+ Covered sanctions process. Key things to note
		- Use checklist prior to request
		- Conflicts resolved at the board level
	+ Observed meets tend to be problematic as not all information was submitted on time
* **Finance – J. Bowen**
	+ Discussed centered around the state of current financial situation
	+ **ACTION: J. Bowen agreed a 2015-16 budget due to no Finance Vice-Chair**
	+ Reminder that new purchases require 3 competitive quotes prior to submission
	+ Discussion on LCM Zone team review tabled until Treasurer’s numbers can be reviewed.
	+ Identified 15 meets that did not have sanction fees paid.
* **Internal Audit – A. Zaczkowski**
	+ Recommended that this be done every year. Has not been done in last 3-4 years
		- **ACTION: Conduct internal audit and go back 18-24 months**
	+ Propose to the HOD that BOD would like to get three quotes to conduct external audit (USA Swimming may have someone to audit as well).
* **Open Water – J. Stromski**
	+ Open water swimming growing within USA Swimming
	+ Look to find ways to incorporate open water swimming in planning cycle
	+ Methods for offsetting expenses
		- Piggyback off of triathlons for open water competitions
		- Sponsorships
		- Look into stipends or money available.
* **Technical Planning – W. Chidsley**
	+ Discussion centered around size of LSC championship and how to control size due to venue restriction
	+ Faster cut-times and elimination of events (primarily in the 11-12 age group considered)
	+ Technical planning committee will make recommendation to bring before the board.

Meeting was adjourned after last discussion.