Niagara Board of Director's Meeting Agenda
July 17, 2017 9:15PM

- Call to Order
- Roll Call
- Approval of Agenda
- Approval of Minutes from June 19, 2017 BOD meeting
- Unfinished Business
    - Discussion of Attendees to USAS Convention – E Lind
    - Discussion of Business Manager – E Lind
    - Coach Mentoring Program – P. Baretela
- New Business
    - Approval of Safety Chair Appointment – E. Lind
    - LSC Leadership Course Requirement – E. Lind
    - Athlete Recognition – E. Stimson
    - Non-Athlete Recognition – E. Stimson
    - Niagara Grant Program – E. Stimson
    - Life Membership Award Criteria – E. Stimson
    - Approval of Treasurer to attend USAS Convention – E. Lind
- Officer Reports
- Committee Reports
- Executive Session
- Adjournment

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Niagara LSC Board of Directors Meeting Minutes for August 21, 2017

Call to Order:

- The meeting was called to order by Eric Lind at 9:15 pm

Roll Call:

Position	Incumbent	Present	Absent
General Chair*	Eric Lind	X	
Administrative Vice-Chair*	Brad Boyle	X	
Senior Vice Chair*	Kim Corby	X	
Age Group Vice Chair*	Sara Smith		X
Finance Vice Chair*	Doug Evans	X	
Secretary	Sara Smith		
Treasurer	Adam Zaczkowski	X	
Senior Coach Representative*	Chris Musshafen		X
Junior Coach Representative*	Phil Baretela	X	
Senior Athlete Representative*	Jared Kettinger		X
Junior Athlete Representative*	Spencer Schultz	X	
Technical Planning Chair	Ryan Callan	X	
Member/Registration Coordinator	Eric Stimson	X	
General Chairman Appointment	Brooks Howard	X	
General Chairman Appointment	Greg Danner	X	
General Chairman Appointment	Shawn Parkhurst		X
General Chairman Appointment	Jim Stromski	X	
Immediate Past General Chair	Jim Bowen	X	
Diversity Chair	Mike Switalski	X	
Guest	Seth Williams	X	
Guest	Molly Hewett	X	

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Approval of Agenda:

- Motion to accept meeting agenda (E. Stimson); seconded; all in favor; motion carries

Approval of Minutes (June 19, 2017):

- Motion to accept meeting agenda (E. Stimson); seconded; 1 abstention (Adam Z) all others in favor; motion carries

Unfinished Business

- Discussion of attendees to USA Swimming Convention
  - Everyone that has votes will be attending the meeting.
    - General Chair, Admin VC, Senior Chair, Age Group Chair, Senior Coach Rep and Senior Athlete Rep
  - Board Previously Approved Officials Chair, Registration Chair, Junior Athlete Rep and Diversity and Inclusion Chair
  - Rooms are already reserved (athletes have been paired by USA Swimming
    - Room reservations (dates needed) should be sent to Adam
    - Adam will send out a sheet to confirm
  - Adam will also do the bulk registration to USA Swimming for convention attendance
- Discussion of Business Manager Position
  - Much of this model was adopted from Wisconsin LSC
    - Please review and send comments to Eric or Brad and be prepared to approve at the next meeting
    - Comment from Eric S. – Sweeping changes to the by-laws would be required
      - Changes to BOD structure would be required and therefore approval from HOD and USA Swimming
- Coach Mentoring (Shawn P and Phil B)
  - Shawn and Phil have started a proposal
    - Comment from Eric S – This program requires funding from LSC to obtain money from USA Swimming. Doug will be working on the budget and we can make sure that there are adequate funds for this program.
  - A proposal for the August meeting will be prepared

New Business

- Approval of Safety Chair
  - Nomination of Leo Gibbons Jr.
    - Leo is an official in the Buffalo area
    - He is an EH&S Consultant with many years of Safety experience.
  - Comments from Brooks Howard and Jim Stromski in support.

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    - Motion to appoint (Doug Evans) – Seconded – All in favor
- LSC Leadership Course requirement
    - Reminder that everyone on the BOD needs to take the course per USA Swimming LEAP 1 requirements
- Athlete and Non-Athlete Recognition (Eric S)
    - This is a LEAP 3 item
    - We need to start the conversation of criteria for these types of programs
    - Some funding has been acquired through Deep End for supporting awards
    - Niagara previously awarded IMX awards but we seem to have lost it.
    - Asking the Tech Planning, Senior Chair and Age Group Chair for some help in what awards we should give out and who should get them
    - Non-Athlete or Volunteer awards will require some more in-depth discussion. I know there are people out there that deserve some recognition but I don't know where to start.
    - Kim Corby commented about utilizing the Speedo Contract to help for additional support since the Niagara Classic is no longer on the calendar
        - Marci was looking at this
- Revisions to Niagara Grant Program (Eric S)
    - Revamp is overdue
    - Looking to Doug for a budget amount so we can work backwards
    - Eric Lind commented – Would we want to move money from this line to other lines (say out of grant program to Athlete Travel?)
- Life Membership Award Criteria (Eric S)
    - LEAP 3 requirement
    - While Niagara has historically awarded Life membership, we lack any formal criteria for what the minimum is to be considered for the award.
- Request for approval to send Treasurer to USA Swimming Convention
    - There are a number of financial meetings that are ongoing (there's whole track)
        - Motion made by Eric S to approve Adam – Seconded – discussion continues
            - We need to start looking at some of the other LSC's for how they are funding (long term) with their investments
            - Looking for ideas to help us utilize the money that Niagara has
                - Jim Bowen – Perhaps sending the new Safety Chair is more beneficial?
                - Kim Corby added comments in support

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- Discussion ended – Adam Z Abstained – All others in favor – motion carries

Officer Reports

- General Chair – Eric Lind – No Report
- Admin Vice Chair – Brad Boyle – No Report
- Senior Vice Chair – Kim Corby – Looking at numbers from meets over the last few years to try and get to a fair/balanced travel reimbursement proposal.
- Age Group Vice Chair – Sara Smith - No Report
- Finance Vice Chair – Doug Evans – Requests Adam give him the estimated amount for hotel to USA Convention. There's a lot of people going this year so we need to budget accordingly.
- Treasurer – Adam Zaczkowski – Budget, Audit, Tax Return are attached. Audited statements have been forwarded to Chase so we can revisit getting a merchant account approved. Hoping to get this in before the 17-18 registration year.
    - Jim Bowen pointed out an error that needs to be corrected on the Audit Report. Adam will/has address and will forward correspondence
    - Jim Bowen commented that there's a double counting of money. Adam has addressed
- Sr. Coach Rep – Chris Musshafen – No Report
- Jr. Coach Rep – Phil Baretela – Had a comment about coach's guest for SwimPosium. Eric S updated that USA is currently looking at getting Jim Richardson and Russel Mark is not available.
- Sr. Athlete Rep – Jared Kettinger – No Report
- Jr. Athlete Rep – Spencer Schultz – No Report
- Tech Planning Chair – Ryan Callan –
    - Eric Lind had a question on number of relays scoring. Ryan reported that there should only be 2 relays allowed for scoring at the LC LSC Champs meet
- Member/Registration – Eric Stimson –
    - We need confirmation that MCC is available for Oct 8th. Need all the usual rooms as well as the pool
    - Registration numbers look great – Reports attached
    - Mike Switalski added the comment that Outreach Registrations across the country are up 25%.
        - Some LSC's have very large budgets ($50k) supporting their Outreach members
- Officials Chair – Brooks Howard –
    - Arranged for someone to attend the New Referee conference.
    - Eric S asked for ideas to support officials

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- Diversity Chair – Mike Switalski –
    - Still waiting on 1 outstanding bill from University at Buffalo for Housing
    - Still around $10k in outstanding income from Connecticut, Metro, Eastern Zone and USA Swimming
    - Well under budget at this point
        - Will need to address the surplus if it remains as it would need to be used for Eastern Zone D&I purposes.
    - Asked if we can still add Safety Chair to the funding for USA Swimming Convention
        - Eric L – If we are going to do this we should approve now and then ask Leo?
            - Eric S makes motion to send Safety Chair to 2017 USA Swimming Convention – Seconded – no discussion – All in favor – motion carries

Adjournment

- Motion to adjourn; seconded; all in favor. Meeting adjourned at 10:15pm.

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Niagara Swimming, Inc.
Profit & Loss Budget vs. Actual
September 2016 through August 2017

	Sep '16 - Aug 17	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Clinics and Workshops	20,000.00	30,000.00	-10,000.00	66.67%
Eastern Zone Team Athlete Fees				
Clothing and Cap Sales	900.00	0.00	900.00	100.0%
Long Course	0.00	32,800.00	-32,800.00	0.0%
Short Course	18,000.00	20,000.00	-2,000.00	90.0%
Total Eastern Zone Team Athlete Fees	18,900.00	52,800.00	-33,900.00	35.8%
Fines	1,443.00	0.00	1,443.00	100.0%
Meet Sanctions	4,975.00	5,000.00	-25.00	99.5%
Sponsorships	0.00	5,000.00	-5,000.00	0.0%
Swim Meet Surcharges	39,755.75	50,000.00	-10,244.25	79.51%
USA Swimming Registration	427,257.52	427,172.00	85.52	100.02%
45000 · Investments				
Brokerage Account	0.00	6,000.00	-6,000.00	0.0%
45030 · Interest-Savings	0.21	0.00	0.21	100.0%
Total 45000 · Investments	0.21	6,000.00	-5,999.79	0.0%
Total Income	512,331.48	575,972.00	-63,640.52	88.95%
Expense				
Administrative Expense				
Accounting				
Audit & Tax Prep	0.00	6,000.00	-6,000.00	0.0%
Char 500	100.00	0.00	100.00	100.0%
Treasurer Stipend	5,000.00	6,000.00	-1,000.00	83.33%
Total Accounting	5,100.00	12,000.00	-6,900.00	42.5%
Administrative Clinics	1,728.92	0.00	1,728.92	100.0%
Bank Service Fees	175.00	0.00	175.00	100.0%
Convention				
Attendee Registration	1,200.00	2,000.00	-800.00	60.0%
Hotels	6,449.70	4,500.00	1,949.70	143.33%
Per Diem Food	1,720.00	2,000.00	-280.00	86.0%
Travel				
Airfare	2,252.73	2,500.00	-247.27	90.11%
Taxi, Parking, Mileage, Tolls	145.08	500.00	-354.92	29.02%
Total Travel	2,397.81	3,000.00	-602.19	79.93%
Total Convention	11,767.51	11,500.00	267.51	102.33%
Equipment	90.71	2,000.00	-1,909.29	4.54%
Internet Services	488.30	1,000.00	-511.70	48.83%
Meetings				
Board Meetings	877.52	0.00	877.52	100.0%
EZ Spring Meeting	2,836.87	5,000.00	-2,163.13	56.74%
NI House of Delegates				
Fall Meeting	2,492.16	1,500.00	992.16	166.14%

Niagara Swimming, Inc.
Profit & Loss Budget vs. Actual
September 2016 through August 2017

	Sep '16 - Aug 17	Budget	$ Over Budget	% of Budget
Spring Meeting	2,719.41	1,500.00	1,219.41	181.29%
Total NI House of Delegates	5,211.57	3,000.00	2,211.57	173.72%
Total Meetings	8,925.96	8,000.00	925.96	111.58%
Postage	58.51	500.00	-441.49	11.7%
Registrar Stipend	7,500.00	9,000.00	-1,500.00	83.33%
Supplies	135.94	1,000.00	-864.06	13.59%
Travel	752.18	1,500.00	-747.82	50.15%
Total Administrative Expense	36,723.03	46,500.00	-9,776.97	78.97%
Club Strengthening				
Athlete Travel Reimbursement				
Adaptive	100.00	0.00	100.00	100.0%
Eastern Zone Senior	3,200.00	4,000.00	-800.00	80.0%
Futures	3,834.00	4,000.00	-166.00	95.85%
Grand Prix	266.68	2,000.00	-1,733.32	13.33%
Junior Nationals	10,000.00	8,000.00	2,000.00	125.0%
Nationals	0.00	4,000.00	-4,000.00	0.0%
Speedo Sectionals	5,900.00	4,000.00	1,900.00	147.5%
Washington IMX	2,000.00	2,000.00	0.00	100.0%
Total Athlete Travel Reimbursement	25,300.68	28,000.00	-2,699.32	90.36%
Club Clinic	575.00	0.00	575.00	100.0%
Club Recognition Program	0.00	2,800.00	-2,800.00	0.0%
Coach Training	8,168.13	9,000.00	-831.87	90.76%
Outreach	1,581.25	7,200.00	-5,618.75	21.96%
Total Club Strengthening	35,625.06	47,000.00	-11,374.94	75.8%
Eastern Zone Age Group Champs				
Coaching Stipend	0.00	2,095.00	-2,095.00	0.0%
Long Course				
Clothing	462.00	7,000.00	-6,538.00	6.6%
Hotels	0.00	13,000.00	-13,000.00	0.0%
Meals	0.00	6,000.00	-6,000.00	0.0%
Meet Entry Fees	0.00	3,000.00	-3,000.00	0.0%
Selection Committee	0.00	1,000.00	-1,000.00	0.0%
Transportation	2,500.00	7,000.00	-4,500.00	35.71%
Total Long Course	2,962.00	37,000.00	-34,038.00	8.01%
Short Course				
Clothing				
Apparel	11,552.36	10,450.00	1,102.36	110.55%
Caps	1,615.00	0.00	1,615.00	100.0%
Total Clothing	13,167.36	10,450.00	2,717.36	126.0%
Hotels	327.00	2,500.00	-2,173.00	13.08%
Meals	221.70	0.00	221.70	100.0%
Meet Entry Fees	1,736.00	2,000.00	-264.00	86.8%
Misc	33.60	0.00	33.60	100.0%

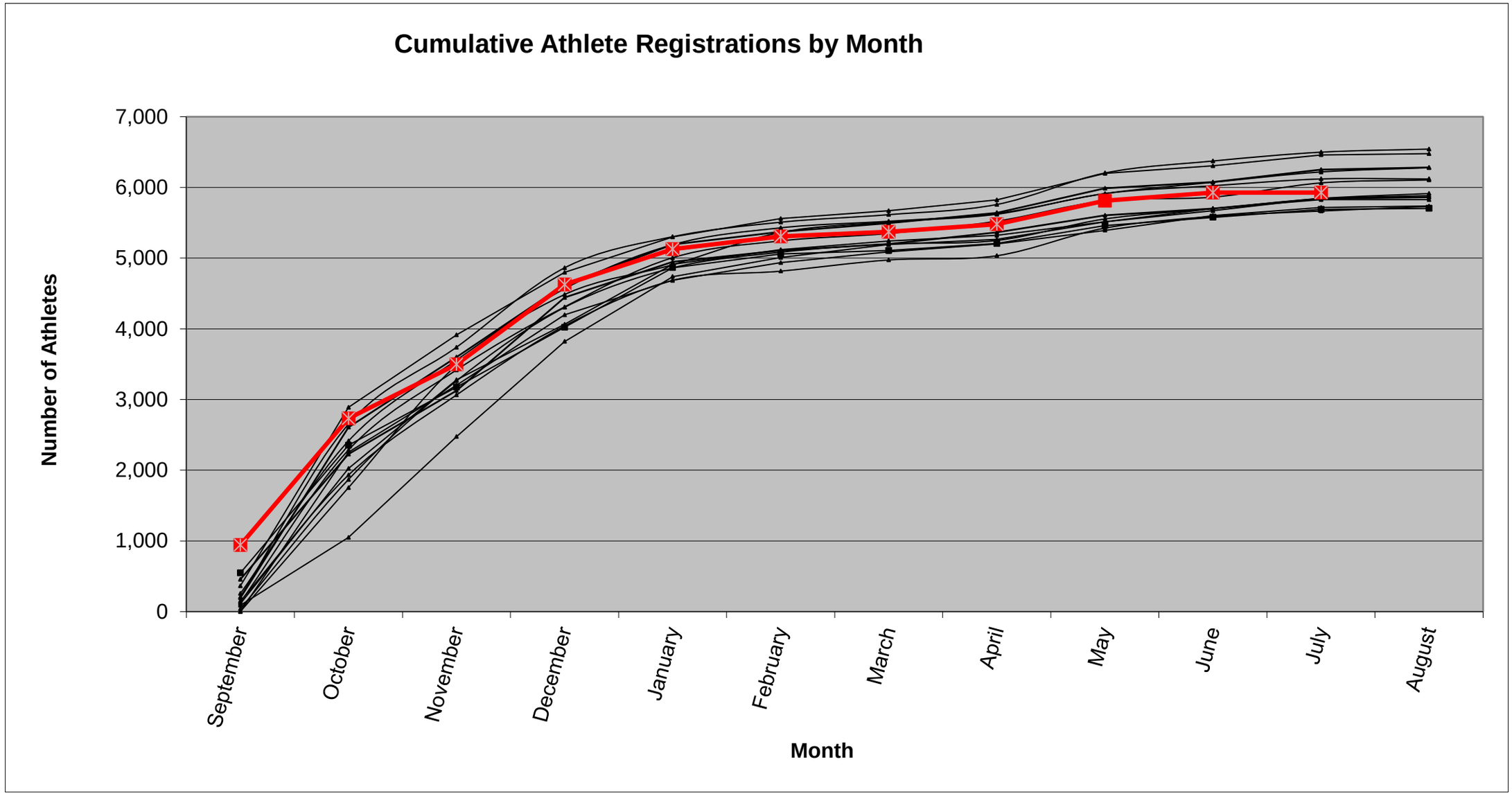
Niagara Swimming, Inc.
Profit & Loss Budget vs. Actual
September 2016 through August 2017

	Sep '16 - Aug 17	Budget	$ Over Budget	% of Budget
Selection Committee	0.00	1,000.00	-1,000.00	0.0%
Transportation	446.40	0.00	446.40	100.0%
Total Short Course	15,932.06	15,950.00	-17.94	99.89%
Total Eastern Zone Age Group Champs	18,894.06	55,045.00	-36,150.94	34.33%
Grant Program	745.00	18,000.00	-17,255.00	4.14%
Officials	3,088.85	5,500.00	-2,411.15	56.16%
Registrations and Fees				
EZ Per Athlete Fee	1,405.00	1,600.00	-195.00	87.81%
USA Swimming Registrations				
Athlete	307,489.00	313,600.00	-6,111.00	98.05%
Athlete Outreach	1,325.00	1,735.00	-410.00	76.37%
Athlete Seasonal	3,030.00	2,430.00	600.00	124.69%
Club	5,180.00	5,250.00	-70.00	98.67%
Club - Organization	210.00	0.00	210.00	100.0%
Life Member	333.00	0.00	333.00	100.0%
Non Athlete	43,344.00	39,312.00	4,032.00	110.26%
Total USA Swimming Registrations	360,911.00	362,327.00	-1,416.00	99.61%
Total Registrations and Fees	362,316.00	363,927.00	-1,611.00	99.56%
Workshops & Clinics	23,614.65	35,000.00	-11,385.35	67.47%
5500 · LSC Supported Meets				
5501 · LC Super Circuits	1,000.00	5,000.00	-4,000.00	20.0%
Total 5500 · LSC Supported Meets	1,000.00	5,000.00	-4,000.00	20.0%
Total Expense	482,006.65	575,972.00	-93,965.35	83.69%
Net Ordinary Income	30,324.83	0.00	30,324.83	100.0%
Net Income	**30,324.83**	**0.00**	**30,324.83**	**100.0%**

	September	October	November	December	January	February	March	April	May	June	July	August	Total	Percent
Athlete - New	221	652	243	82	166	76	36	62	190	44			1,772	29.9%
Athlete - Renew	705	1,044	463	1,000	306	97	30	22	80	42			3,789	63.9%
Outreach - New	8	26	17	26	16	0	0	0	1	13			107	1.8%
Outreach - Renew	7	69	42	22	13	5	0	0	0	0			158	2.7%
Seasonal - New	0	0	0	0	0	0	0	17	32	9			58	1.0%
Seasonal - Renew	0	0	0	0	0	0	0	6	31	6			43	0.7%
													5,927	100.0%

	September	October	November	December	January	February	March	April	May	June	July	August
2017	941	2,732	3,497	4,627	5,128	5,306	5,372	5,479	5,813	5,927	5,927	5,927
2016	547	2,354	3,175	4,023	4,865	5,060	5,107	5,208	5,462	5,577	5,690	5,703
2015	456	2,228	3,126	4,441	4,946	5,110	5,199	5,366	5,607	5,701	5,844	5,862
2014	194	2,608	3,601	4,625	5,192	5,371	5,495	5,642	5,987	6,077	6,251	6,283
2013	364	2,888	3,913	4,797	5,298	5,559	5,670	5,825	6,199	6,306	6,461	6,478
2012	1	2,256	3,203	4,199	4,689	4,935	5,091	5,199	5,393	5,602	5,715	5,737
2011	112	2,025	3,280	4,064	4,915	5,121	5,244	5,323	5,513	5,701	5,828	5,828
2010	255	2,413	3,558	4,567	5,190	5,429	5,522	5,631	5,913	6,072	6,219	6,279
2009	208	2,650	3,740	4,863	5,303	5,508	5,615	5,759	6,204	6,374	6,499	6,543
2008	132	2,285	3,418	4,310	5,006	5,244	5,349	5,523	5,811	5,863	6,064	6,106
2007	148	1,931	3,064	4,041	4,685	4,816	4,974	5,034	5,425	5,590	5,666	5,731
2006	39	1,868	3,264	4,303	4,862	5,084	5,200	5,250	5,554	5,700	5,844	5,914
2005	1	1,753	3,485	4,485	4,907	5,364	5,510	5,621	5,913	6,024	6,120	6,120
2004	88	1,050	2,475	3,821	4,739	5,009	5,192	5,265	5,513	5,672	5,848	5,884
	258	475	349	313	212	223	213	237	279	265	275	277

	September	October	November	December	January	February	March	April	May	June	July	August
2016	72%	16%	10%	15%	5%	5%	5%	5%	6%	6%	4%	4%
2015	106%	23%	12%	4%	4%	4%	3%	2%	4%	4%	1%	1%
2014	385%	5%	-3%	0%	-1%	-1%	-2%	-3%	-3%	-2%	-5%	-6%
2013	159%	-5%	-11%	-4%	-3%	-5%	-5%	-6%	-6%	-6%	-8%	-9%
2012	94000%	21%	9%	10%	9%	8%	6%	5%	8%	6%	4%	3%
2011	740%	35%	7%	14%	4%	4%	2%	3%	5%	4%	2%	2%
2010	269%	13%	-2%	1%	-1%	-2%	-3%	-3%	-2%	-2%	-5%	-6%
2009	352%	3%	-6%	-5%	-3%	-4%	-4%	-5%	-6%	-7%	-9%	-9%
2008	613%	20%	2%	7%	2%	1%	0%	-1%	0%	1%	-2%	-3%
2007	536%	41%	14%	15%	9%	10%	8%	9%	7%	6%	5%	3%
2006	2313%	46%	7%	8%	5%	4%	3%	4%	5%	4%	1%	0%
2005	94000%	56%	0%	3%	5%	-1%	-3%	-3%	-2%	-2%	-3%	-3%
2004	969%	160%	41%	21%	8%	6%	3%	4%	5%	4%	1%	1%


Cumulative Athlete Registrations by Month
Number of Athletes
7,000
6,000
5,000
4,000
3,000
2,000
1,000
0
September
October
November
December
January
February
March
April
May
June
July
August
Month