

Niagara Board of Director's Meeting Agenda

May 29, 2019 9:15PM

- 1. Call to Order
- 2. Roll Call
- 3. Approval of minutes for 5/1/2019 BOD meeting
- 4. Athletes
- 5. Motion to approve convention reimbursement for Eric Stimson and Marci Callan (J. Stromski)
- 6. Shift sanction NI-1819-318 (E. Stimson)
- 7. Discussion on Board functioning going forward.
- 8. USA Swimming Minor Athlete Abuse Prevention Policy (MAAPP) (L. Gibbons)
- 9. Report Questions
- **10.Reports Questions**

Niagara LSC Board of Directors Meeting Minutes for May 29, 2019

Position	Incumbent	Present	Absent
General Chair*	Jim Stromski	X	
Admin Vice-Chair*	Colin Adams	X	
Senior Vice Chair*	Kim Corby	X	
Age Group Vice Chair*			
Finance Vice Chair*	Peter Koenig		X
Secretary	Colin Adams	Х	
Treasurer	Adam Zaczkowski	X	
Senior Coach Representative*	Seth Williams	X	
Junior Coach Representative*	Phil Baretella	X	
Junior Athlete Representative*	Molly Brennan	X	
Senior Athlete Representative*	Molly Hewett		Х
Safety Committee Chair	Leo Gibbons	X	
Technical Planning Chair	Will Chidsey	X	
Member/Registration Coordinator	Eric Stimson	X	
General Chairman Appointment	Brooks Howard	X	
General Chairman Appointment	Shawn Parkhurst		Х
Immediate Past General Chair	Eric Lind		Х
Diversity & Inclusion Chair	Mike Switalski	X	
Disability Chair	Courtney Christ	X	
At Large Athlete	Alex LaPointe		X
At Large Athlete	Maddie Panus		X

- 1. Call to Order 9:15
- 2. Roll Call see attendance list
- 3. Approval of minutes for April BOD meeting as presented
 - Motion to accept the meeting minutes as presented. No discussion or questions.
 - Seconded. All in favor. Motion carries
- 4. Athletes Molly Brennan
 - Athletes have been posting college commitments on the Instagram page
 - Received 8 applications for the WE LEAD Summit (5 girls and 3 guys). Selected athletes to attend are Elizabeth Kidder from Hilton and Cameron Carr from Syracuse Chargers.
 - Spring HOD had just over 20 athletes attend the athlete meeting. Meeting had excellent discussion about how to improve the level of swimming in the LSC and more they could do as athlete reps.
- Motion to approve convention reimbursement for Eric Stimson and Marci Callan (J. Stromski)
 - Traditionally, Niagara has covered convention attendance for members of National Committees and both of them are.
 - Seconded. No discussion
 - All in favor. Motion carries
- 6. Shift sanction NI-1819-318 (E. Stimson)
 - Club (SRGE) wants to use the sanction for a restricted (closed) one day meet instead
 of the original open two date meet they had in July. No transfer between clubs, just
 SRGE wishing to use it in a different manner.
 - All paperwork has been submitted correctly. It is change in the weekend and meet format and if allowed it would set a president.
 - Motion to allow the shift the sanction as requested.
 - All opposed. Motion is denied
 - Adam Z made a different motion to modify the P&P to allow a club to cancel and approved sanction and then they will be given a Sanction Credit that can be used for another application that must be used within in the fiscal year.
 - Seconded.
 - All in favor. Motion carries
- 7. Discussion on Board functioning going forward.
 - a) We are now in a position that your job roles are critical for accurate description in the Policies and Procedures. We've been talking about this for a few years but we're out of time. If you have suggestions on improving your role either through the transition of a duty or through something that will increase efficiency, I look forward to hearing about it. I know we have duties that don't make sense for some of us,

- now is the time to correct that.
- b) This is not the time to think "will I look bad if I ask for someone else to take on a duty?" Consider the admin role as a catch all for now. I think anything that doesn't fit should be directed there until another option can be considered (if any) or we start to streamline what we do.
- c) The BOD is shrinking, but not your roles. HOW we operate is changing but not what we do. For those of you that will no longer be serving as an officer or voting position on the BOD, please take some time—to determine who you will report to and how you may start transitioning into that reporting "relationship." It will be imperative that we get better at documenting our meetings (committees or BOD) using Robert's Rules and some template for minutes to share that with the respective Vice Chair or GC as appropriate for consideration (or reporting) at the BOD level.
- d) Read the new bylaws. It's not fun, it's not easy, but it's important.
- e) Read the "new" Policies and Procedures." You can't know what needs to be changed if you don't know what's there.
 - Jim reviewed his thoughts about the above-mentioned items
 - Eric S says the board needed to decide what, how and when things are going to change. There are several things, processes, roles, activities that should be looked at. Perhaps each role should look at what activities should stay with the role and what should be delegated to someone else or the Executive Director.
 - Perhaps we should consider getting together to discuss this group, in person.
 - There is money in the next fiscal year for a board retreat and the board can decide how and when to spend.

8. USA Swimming Minor Athlete Abuse Prevention Policy (MAAPP) (L. Gibbons)

- More info: https://www.usaswimming.org/utility/landing-pages/minor-athlete-abuse-prevention-policy
- Leo review the materials he learned at the EZ Workshop in Chicago. It is really the bundling of existing policies into one major policy.
- Leo create an policy document that he recommended to should be distributed to the BOD for signature and recording, similar to how we handle Conflict of Interest. The Secretary will receive and track compliance for the BOD
- Mike S brought an issue with the locker policy piece to address "the walk through", which is the minimum. Nothing to prevent going above an beyond.
- Officials need to include the discussion about MAPP with the officials and volunteers. Brooks and Leo to development something.
- If a board member wants to communicate with Athlete BOD member. There shouldn't be a problem because we are peer board members and not a position or authority.

9. Reports Questions

• Mike S asked if we need to discuss the emails that Eric sent out via email?

- First was the Swimposium. We aren't eligible for this until 2020 but we will need
- Need to clarify the definition of the "closed" meet as part of the P&P to comply with USA Swimming. This can be done as part of next month's meeting
- Jim mentioned that an attorney, Anita, from Nixon Peabody is interested in providing some pro bono consulting to review our bylaws and make sure they are compliant with NYS law.
- Adam Z questioned if we can require non-US teams to pay in US\$ so we can avoid dealing with the exchange fee
- Eric S mentioned that the Athletes should check out USADA and drug testing education and outreach. Tammy Hanson from USADA is the training manager.
- https://www.usada.org/about/meet-our-team/

Reports of officers, committees and coordinators:

- o General Chair Jim Stromski Report attached
- o Admin Vice Chair Interim Colin Adams No Report
- Senior Vice Chair Kim Corby No Report
- Age Group Vice Chair No Report
- o Finance Vice Chair Peter Koenig Report Attached
- Treasurer Adam Zaczkowski Report Attached
- o Sr. Coach Rep Seth Williams No Report
- o Jr. Coach Rep Phil Baretel No Report
- o Sr. Athlete Rep Molly Hewitt No Report
- o Jr. Athlete Rep Molly Brennan No Report
- Safety Committee Chair Leo Gibbons Report Attached
- o Tech Planning Chair Will Chidsey No Report
- Member/Registration Eric Stimson No Report
- Officials Chair Brooks Howard No Report
- Diversity Chair Mike Switalski No Report
- o Disability Chair Courtney Christ No Report

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Adjournment

o Motion to adjourn; seconded; all in favor. Meeting adjourned at 10:24.



General Chair Report Prepared by: Jim Stromski 5/29/19

Rooms at Monroe Community College have been reserved for the Fall HoD meeting.

Eric Stimson will be Niagara's part time Business Manager. Dotting the 'l's' on required insurances for NYS before becoming official.

Anita Pelletier of the law firm Nixon Peabody will be doing pro bono work for us to ensure that our new By Laws are compliant with NYS law. Eric and I had a call with her last week and there could be some significant changes to our understanding of LSC governance structure. More to come....

Eastern/Central Zone Workshop

Found it beneficial. A lot of the GC sessions were about employee relationships and management. Given that we're bringing on the Business Manager, the topics were timely. Some discussion on MAAPP and D&I promotion.

Date - 5/31/19

Subject – Monthly Safety Report / 2019.5

From – Leo Gibbons, Jr. / Operational Risk & Safe Sport Chairperson

To – Niagara BOD & Chairs

- 1. Reports of Occurrence (3) (16 YTD)
 - BAAC / F /14 / Competition / Struck Against / Knee / Cut
 - TWST / F / 12 / Practice / Slip-Trip-Fall / Pinky Toe / Swelling
 - STAR / M / 10 / Competition / Slip-Trip-Fall / Head & Back / Sprain-Scrape
- 2. Safe Sport Club Coordinators
 - We currently have 68 actives to date due to a recent loss of 1 from UNAC
 - There are 9 Clubs have not selected an SSCC
 - Informational Letter for MAAPP Compliance sent to all SSCC on 5/30
- 3. Safe Sport Presentations -
 - CLSC hosted Sexual Harassment Training for employees on 5/7/19
 - Several Clubs approached me at HOD for presentation info
 - I have recently updated my PPT to include MAAPP Info
- 4. Eastern & Central Zone Workshop
 - MAAPP requirements were covered in all groups attending
 - Changes coming to Website & Team Unify
 - SS Monday will resume in June or July
 - LSC SS Coordinators page was started on FB
- 5. Athlete Wellness Incentive
 - Our next call with Samantha Livingstone is scheduled for 6/4/19



Date -5/31/19

Subject - Monthly Safety Report / 2019.5 "DRAFT"

From – Leo Gibbons, Jr. / Operational Risk & Safe Sport Chairperson

To – Niagara BOD & Chairs

- 1. Reports of Occurrence (2) (15 YTD)
 - BAAC / F /14 / Competition / Struck Against / Knee / Cut
 - TWST / F / 12 / Practice / Slip-Trip-Fall / Pinky Toe / Swelling
 - STAR / M / 10 / Competition / Slip-Trip-Fall / Head & Back / Sprain-Scrape

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- 6. Sixth
 - X



Niagara Swimming, Inc. Profit & Loss Budget vs. Actual

September 2018 through August 2019

	Sep '18 - Aug 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4030 · LEAP Funding	0.00	2,500.00	-2,500.00	0.0%
4040 · Investments				
4041 · Brokerage Account	0.00	13,663.50	-13,663.50	0.0%
4042 · Interest-Savings	3.20	17.50	-14.30	18.29%
Total 4040 ⋅ Investments	3.20	13,681.00	-13,677.80	0.02%
4060 · Miscellaneous	1,200.00	0.00	1,200.00	100.0%
4070 · USA Swimming Registration	392,964.67	447,155.00	-54,190.33	87.88%
4080 ⋅ Meet Sanctions	2,475.00	5,000.00	-2,525.00	49.5%
4090 · Swim Meet Surcharges	45,582.00	43,750.00	1,832.00	104.19%
4110 · Eastern Zone Team Athlete Fees				
4130 ⋅ Long Course				
4131 · Team Dues	0.00	25,300.00	-25,300.00	0.0%
4132 · Clothing and Cap Sales	0.00	350.00	-350.00	0.0%
Total 4130 · Long Course	0.00	25,650.00	-25,650.00	0.0%
Total 4110 · Eastern Zone Team Athlete Fees	0.00	25,650.00	-25,650.00	0.0%
Total Income	442,224.87	537,736.00	-95,511.13	82.24%
Expense	,	•		
5100 · Administrative Expense				
5101 · Accounting				
5102 · Treasurer Stipend	4,500.00	6,000.00	-1,500.00	75.0%
5103 · Audit & Tax Prep	1,600.00	1,500.00	100.00	106.67%
5104 · Char 500	100.00	100.00	0.00	100.0%
Total 5101 · Accounting	6,200.00	7,600.00	-1,400.00	81.58%
5105 ⋅ Bank Service Fees	895.37	1,550.00	-654.63	57.77%
5115 · Convention	13,952.48	15,000.00	-1,047.52	93.02%
5130 · Equipment	40.99	600.00	-559.01	6.83%
5135 · Internet Services	653.70	780.00	-126.30	83.81%
5140 · Meetings				
5142 · EZ Spring Meeting	2,156.12	3,500.00	-1,343.88	61.6%
5143 · NI House of Delegates				
5144 · Fall Meeting	1,631.23	3,000.00	-1,368.77	54.37%
5145 · Spring Meeting	1,926.30	3,000.00	-1,073.70	64.21%
Total 5143 · NI House of Delegates	3,557.53	6,000.00	-2,442.47	59.29%
Total 5140 · Meetings	5,713.65	9,500.00	-3,786.35	60.14%
5150 · Postage	34.61	100.00	-65.39	34.61%
5160 · Registrar Stipend	6,750.00	6,000.00	750.00	112.5%
5165 · Supplies	333.41	500.00	-166.59	66.68%
5175 · Travel	7,432.60	4,000.00	3,432.60	185.82%
Total 5100 · Administrative Expense	42,006.81	45,630.00	-3,623.19	92.06%
5300 · Club Strengthening	72,000.01	-10,000.00	5,020.19	32.0070
5310 · Club Clinic	0.00	500.00	-500.00	0.0%
5315 · Club Recognition Program	800.00	1,200.00	-400.00	66.67%

Niagara Swimming, Inc. Profit & Loss Budget vs. Actual September 2018 through August 2019

·	Sep '18 - Aug 19	Budget	\$ Over Budget	% of Budget
5320 · Coach Training	6,044.81	8,000.00	-1,955.19	75.56%
5325 · Coach Mentoring	0.00	1,000.00	-1,000.00	0.0%
5335 · Outreach	0.00	10,000.00	-10,000.00	0.0%
5340 · Athlete Travel Reimbursement				
5341 · Washington IMX	1,575.00	3,000.00	-1,425.00	52.5%
5342 · Adaptive	0.00	250.00	-250.00	0.0%
5343 · Speedo Sectionals	4,650.00	7,000.00	-2,350.00	66.43%
5344 · Futures	0.00	6,000.00	-6,000.00	0.0%
5345 · NSCA Juniors	4,800.00	3,900.00	900.00	123.08%
5346 · ISCA Juniors	2,500.00	1,500.00	1,000.00	166.67%
5347 · EZ SC Age Group Champs	700.00	2,000.00	-1,300.00	35.0%
5348 · EZ Open Water Champs	0.00	500.00	-500.00	0.0%
5349 · Eastern Zone Senior	0.00	1,500.00	-1,500.00	0.0%
5350 · TYR Pro Series	0.00	1,125.00	-1,125.00	0.0%
5351 · Junior Nationals - Summer	0.00	1,350.00	-1,350.00	0.0%
5352 · Junior Nationals - Winter	1,875.00	2,625.00	-750.00	71.43%
5353 · P66 Nationals	0.00	550.00	-550.00	0.0%
5354 · AT&T Winter Nationals	0.00	550.00	-550.00	0.0%
Total 5340 · Athlete Travel Reimbursement	16,100.00	31,850.00	-15,750.00	50.55%
Total 5300 · Club Strengthening	22,944.81	52,550.00	-29,605.19	43.66%
5400 · Eastern Zone Affiliation				
5410 ⋅ EZ Per Athlete Fee	0.00	1,500.00	-1,500.00	0.0%
Total 5400 · Eastern Zone Affiliation	0.00	1,500.00	-1,500.00	0.0%
5500 · Eastern Zone Age Group Champs				
5550 · Long Course				
5551 · Lodging	0.00	12,500.00	-12,500.00	0.0%
5552 · Selection Committee	0.00	250.00	-250.00	0.0%
5553 · Coaching	0.00	2,500.00	-2,500.00	0.0%
5554 · Food	0.00	3,500.00	-3,500.00	0.0%
5555 · Transportation	0.00	9,000.00	-9,000.00	0.0%
5556 - Clothing				
5557 · Apparel	58.20	5,000.00	-4,941.80	1.16%
5558 · Caps	0.00	2,000.00	-2,000.00	0.0%
Total 5556 · Clothing	58.20	7,000.00	-6,941.80	0.83%
5559 · Meet Entry Fees	0.00	2,500.00	-2,500.00	0.0%
5561 · Administrative	0.00	500.00	-500.00	0.0%
5562 · Misc	0.00	250.00	-250.00	0.0%
Total 5550 · Long Course	58.20	38,000.00	-37,941.80	0.15%
Total 5500 · Eastern Zone Age Group Champs	58.20	38,000.00	-37,941.80	0.15%
5650 ⋅ LSC Supported Meets				
5651 · LC Super Circuits	1,000.00	6,000.00	-5,000.00	16.67%
Total 5650 · LSC Supported Meets	1,000.00	6,000.00	-5,000.00	16.67%
5700 · Officials	2,115.72	6,000.00	-3,884.28	35.26%
5701 · Officials - Recognition	0.00	1,000.00	-1,000.00	0.0%

Niagara Swimming, Inc. Profit & Loss Budget vs. Actual September 2018 through August 2019

	Sep '18 - Aug 19	Budget	\$ Over Budget	% of Budget
5750 · Athlete Committee	2,732.98	2,500.00	232.98	109.32%
5800 · Registration				
5801 · USA Swimming Registrations				
5803 · Athlete (Full Year)	258,816.00	301,538.00	-42,722.00	85.83%
5804 · Athlete (Seasonal)	660.00	3,503.00	-2,843.00	18.84%
5805 · Athlete (Outreach)	1,420.00	1,740.00	-320.00	81.61%
5806 · Athlete (Single Meet)	110.00	0.00	110.00	100.0%
5807 · Athlete (Flex)	4,810.00	20,520.00	-15,710.00	23.44%
5808 ⋅ Non Athlete	44,698.00	44,413.00	285.00	100.64%
5810 · Club & Organization	5,320.00	5,286.00	34.00	100.64%
Total 5801 · USA Swimming Registrations	315,834.00	377,000.00	-61,166.00	83.78%
Total 5800 · Registration	315,834.00	377,000.00	-61,166.00	83.78%
5950 ⋅ Board Discretionary Fund	1,856.08	5,500.00	-3,643.92	33.75%
6600 ⋅ Payroll Expenses	0.00	10,000.00	-10,000.00	0.0%
Total Expense	388,548.60	545,680.00	-157,131.40	71.2%
Net Ordinary Income	53,676.27	-7,944.00	61,620.27	-675.68%
Other Income/Expense				
Other Income				
7001 · Returned 2017 2018 Grant Prog	596.00	0.00	596.00	100.0%
7002 · Returned 2017 2018 Reg Deposits	690.00	0.00	690.00	100.0%
Total Other Income	1,286.00	0.00	1,286.00	100.0%
Other Expense				
7101 · 2017 2018 Grant Prog Reissues	596.00	0.00	596.00	100.0%
Total Other Expense	596.00	0.00	596.00	100.0%
Net Other Income	690.00	0.00	690.00	100.0%
Net Income	54,366.27	-7,944.00	62,310.27	-684.37%

CASH ON HAND

CHECKING (5/29/19)	\$ 40,611.80
SAVINGS (5/29/19)	\$ 20,002.80
INVESTEMENT (5/28/19)	\$ 628,695.48

TOTAL	\$ 689,310.08

- A. Applications for a sanction to conduct an invitational, <u>closed-restricted</u> or Niagara designated meet <u>during any short or long course season</u> shall be completed in a manner prescribed by and submitted to the Administrative Vice Chairman or Meet Sanction Coordinator with payment, not less than fourteen (14) days prior to the Spring or Fall meeting of the House of Delegates, as applicable.
- B. The Administrative Vice Chairman or Meet Sanction Coordinator shall then prepare a tentative calendar for such season based on applications received for review and action by the Executive Committee. Board of Directors.

Each geographic region [Buffalo, Rochester, Southern Tier and Syracuse] will be permitted onetwo 'open meet' sanctions on the calendar for any given date. The second sanction will be issued as long as one meet is an LCM format. OR uUnlimited 'elosed restricted meet' sanctions will be permitted when there is no open meet on the 'fall winter' calendar for any given date (see H below for an exemption).

Each geographic region [Buffalo, Rochester, Southern Tier and Syracuse] will be permitted two 'open meet' sanctions OR unlimited 'closed meet' sanctions on the 'spring-summer' calendar for any given date.

- C. No application shall be considered, and no sanctions shall be issued for invitational, elosed or restricted swim league meets proposed to be held on a 'closed Niagara date' dates on which a Niagara LSC meet, as designated by the Executive Committee, is being held in the Niagara LSC.
- D. Following action by the Executive CommitteeBoard of Directors the tentative calendar shall be posted on Niagara LSC's website no fewer than seven (7) days prior to the Spring or Fall meeting of the House of Delegates.
- E. At each spring and fall meeting, the Hhouse of Delegates shall, by majority vote, of those present, approve and adopt a final calendar, for the short or long course calendar in question.
- F. Leagues shall submit to the Administrative Vice Chairman or Meet Sanction Coordinator a calendar of 'closed league meets' by the spring or fall meeting of the House of Delegates, as applicable.

Closed IL eague meets included on the submitted calendar will not incur a sanction fee except for the league championship meet which will follow the standard sanction procedure and fee.

Not less than 10 days prior to the meet a completed meet packet and sanction application must be submitted to the Administrative Vice Chairman or Meet Sanction Coordinator. Meets being applied for less than 10 days prior to the start of the meet will incur the \$50/meet/day fee.

Applications for meets received that are not included on the <u>League</u> calendar submitted to the Administrative Vice Chairman or Meet Sanction Coordinator will incur the standard sanction for

- G. Following adoption of the final calendar, the Administrative Vice Chairman or Meet Sanction Coordinator shall issue the sanctions for all meets included thereon.
- H. Once the calendar for any season has been established by the House of Delegates, sanctions for 'open meets' may be issued only for open dates during that season, and only by action of the Executive CommitteeBoard of Directors, Administrative Vice Chair or Meet Sanction Coordinator. Sanctions for 'elosed-restricted meets' may be issued for elosed-conflicting dates during that season, but only with the permission of the meet host(s) of the open meet(s) on those dates, and only by action of the Executive CommitteeBoard of Directors, Administrative Vice Chair or Meet Sanction Coordinator.
- Sanction applications received less than ten (10) days prior to the start date of a meet will incur an additional fee in accordance with the fee schedule.

Commented [ES1]: This could be Tech Planning or the BOD?

J.	For purposes of the above sections, a 'elosed restricted meet' is defined as any USA Swimming sanctioned meet that does not permit all Niagara Swimming members to enter and participate.	
_	Conflicting dates are dates where a sanction for a non-restricted meet is already issued in the same geographic region.	