**DRAFT**

**OSI Board Meeting**

**Wednesday, November 1st, 2017, 7:15 pm, Conference Call**

**In attendance: Shelly Rawding, Debbie Laderoute, George Sampson, Jody Braden, Emily Melina, Brad Robbins, Trey Fincher, David Galbraith, Julie Greenaway, Marilyn Loitz, Shane Bennett, Heather Thomas, Lindsey Soule, Trey Fincher, Chloe Bowman, Ruth Stocks, Sophia Nerissa-Holmbeck.**

**Called meeting to order:** Approximately 7:15 pm.

Jody Braden called meeting to order. Minutes from meeting July 8th were reviewed. There was one error noted. Name should be changed to Scott Scovel, not Russ Scovel. Motion to approve amended minutes from July 2017. M/S/P.

**Treasurer’s Report – David Galbraith**

Nothing surprising. Things are going as expected. Questions raised and discussed at HOD around the championship meets and the escalating costs of those – we will need to deal with these through 2018. The billing system is up and functional . Invoices were run last night. Quickbooks were sent to Paul to process month end closing. I was going over projected billing with Debbie Laderoute yesterday – we are looking pretty good there. There are some priority things we are looking at including late charges but the office is currently backed up with registrations. We want to make sure we do not charge late fees for something that is our fault.

George Sampson had a question on the Profit and Loss Statement. There are 2 items. Both relate to the 11 and Over Championships. First line item is account 41525, LC 11 & over surcharges, $36,480 versus $21,000. This is on page 1 of 4. David will check on this. The 2nd line item is on page 4 of 4, account 69200, also regarding LC 11 & Over Championships. $26,778 for pool rental – is almost triple everything else. David will work on this with Paul to find out what is wrong with that. It was commented that the pool rent had increased. David will check on this as well. Congrats were given to David and Paul regarding the books.

**Senior Chair Report** – **Shelly Rawding.**

Nothing to add.

**Official’s Chair Report** **– Julie Carpenter** - not present – no report.

**Registration/Office Report – Debbie Laderoute**

It has been a bit overwhelming in the office regarding the registrations that have come in. They are going through new process. There has been some hand-holding being done in the office. The people who have been upset with the system are being walked through it and can see the benefits. This will be better in the long run. There have been just some hiccups in the last month or so. We are pretty backed up. I have been working an extra 5 hours a week. A lot of things are time consuming but it is working well. We will be much better next year.

**Diversity and Inclusion and Disability Chair – Emily Melina.**

Nothing to add to this.

**Sanctions Chair – Reed Sloss** – not present – no report.

**National Times Verfication Chair Report – Jacki Allender** – no report.

**Old Business**

All 3 tasks forces of George are moving along but slowly – report in January – no meeting in December.

It was asked for Brad Robbins to be able to be an at large member. This was motion, moved, and approved for an at large membership.

**LEAP**: Debbie Laderoute stated all are due by 11/1/17 and in the pipeline. We have heard from most people. We haven’t heard anything from Jane Grosser, but will get back to us. It was questioned that back in May we went through the Lead Education Program and Governance – why again now? Lead 1 needs to be renewed every 4 years. It has been 4 years. The question was raised as to when was this due? - 11/1/17.

It was asked who is doing Safe Sport? Jacki Allender is now doing safe sport.

**New Business**

**Top 5 Report**: Top 5 will be held this year on November 12th. We need to decide the Top 5 date for next year. It is typically the 3rd weekend in November. The 2nd weekend falls on Veterans’ Day next year. Discussion was held as to why it was moved in the past from the 2nd weekend to the 3rd weekend. It was discussed that originally there was a venue issue that particular year, so it was changed to the 3rd weekend . We will be putting in for 11/18/18 for next year. Meet calendar is already out so we would need to see if meets can be changed or these people would be exempt. In 2019, Top 5 would be 11/19/19 - 2 years out. We need to blocking this off for meet scheduling. This year it is at Canby.

Debbie Laderoute stated things are moving along. It definitely will be different next year. It would be helpful to have a committee set in place early on to help with some of the planning and take some of that on. There are people who have been very helpful to me letting me know what needed to be done (also with registration). Awards have been ordered and are in. Athletes have asked how they can help with the ceremony, organizing, and being helpful with contributing to this. Connie Lustrea(?) will get the certificates done. The athletes voted and wanted certificates. Last year, these were not handed out. 12 & Unders are getting trophies.

It was asked if there is anything else needed for Top 5. George was asked regarding ASCA awards. Emily was asked regarding certificates for OSI records – she is getting those certificates prepared. Emily Melina offered to help with Top 5. Debbie and Greg struggled with getting the list for Top 5 – not sure how this was posted in previous years. They have muddled through and both agree things will be easier next year. It was difficult to know if it was the right list. Also difficult in getting email addresses. She did reach out to Robbert to see how he generated this list before. Next y ear should be a lot easier. Emily offered and will take care of those certificates. The help was greatly appreciated. It was discussed how to decide who talks and hands out awards. It was discussed with other people, and is helpful to have someone who is familiar who can talk about each specific award. Athletes commented it would be nice if their coach was the person talking, so they know what’s coming, though this is just opinion. It was also suggested that sometimes the recipient from last year has been the person to give that award out.

George stated he would like to give out the service award from last year. Shelly offered to help determine/find people to give out the awards and take this off Debbie’s plate. Emily suggested to try to get coaches who were winning other categories to give out awards so that way they knew they would be there and this was how the list was generated before. Discussion was held and stated how it is anticlimactic if recipients are not there.

There is also a new award this year. The Coaches Ten-Year Award. It was discussed that we should reach out to coaches who are receiving that. Shelly said she could talk to George and Emily and they could help generate the list of who is giving awards. Debbie will send list of people who have volunteered and they will figure that out.

**Western Zone All Star Meet/Black History Meet**

LSC All Stars commitment - Shelly and Emily. Emily stated athletes have to fall into the diversity and outreach classification for the Black History Meet/Western All Star Team. She thought kids pay $300, LSC pays $175 but is in the meet information. Airfare is $475. The LSC contributes a minimum of $175 towards subsidizing this and could do more – that is the minimum. They need to know if an LSC wants to participate by 12/3/17. Questions was raised as to how many we would be looking at sending? We would potentially be sending 2. It was thought that some of this is being covered by the Western Zone. The questions was raised as to whether we have $800 to throw at it? David responded that the money is in the account but has not been figured in the budget. The motion was made, seconded , and passed – all in favor to send 2 athletes - $800.00 total – $400 per athlete. It was questioned whether the money goes to the athletes? - no this would go to us. The 2018 Western Zone will host to support a coach and up to 2 athletes. We choose the 2 athletes. The standards are not quite difficult – we should have no problem finding 2 athletes to go. It will cost $475 for them to be there plus money for lodging, meet fees , etc. In addition, it will still cost each athlete with our support about $400-$500 dollars. It was mentioned that this discussion at Western Zone was confusing and that we would hate for an athlete to be selected and then cannot go. The previous motion was made was amended instead for airfare plus $175 to attend – this still would be about $300 cost per athlete. It was questioned what a reasonable dollar amount would be for an athlete to attend (meet is held in Washington, DC). It was felt that we need more info. This application is due 12/3/17, so we need to know this within a week to post this. The question was asked as to who is choosing the athletes? - It is unclear. We need to find out what roughly the total cost is to determine what would be required of an athlete in regard to their own money. It depends on if they are diversity or outreach. It was clarified that each athlete can be supported differently.

Each LSC gets 1 athlete for sure, then the application process moves to other selected criteria. We provide them with 2 names – name A for sure will attend – then 2nd athlete may/could be chosen to attend. We were told to provide 2 athletes. We will need to get info out in the next week.

Debbie Laderoute was asked to leave temporarily. Shelly and Jody are wanting to do a review for Debbie. Motion was raised to give Debbie a $500 bonus and Linda a $250 bonus. This was seconded and approved. David was asked to put this in the budget for holiday bonuses for 2019. We will eventually come back to this at the end of 2018 as this was not in the budget, but he will put this in the budget for 2019. This would be listed under salary and not as a separate line item. Jody asked that this be put in their next pay check. David is to let Paul know to include this.

David noted that with the changes of billing and people being able to pay their bills by the 15th of the following month, to note that the AR goes up significantly. Also there is a 30 day lag for that to reconcile itself out – and the next billing goes out – and payment the next month.

Angie Lindsay is working on the application for Junior Reps. This should be out within the next 2-3 weeks.

George stated with regard to the female and male athletes for the Zone Task Force, he has had no female athletes apply for the task force who have attended the meet. This needs to be someone who attended zones before and are 15-17. Athlete reps were asked to help with this.

Jody Braden was thanked for his 2 years of service. Next meeting will be January 3rd at 7:15 pm.

Motion to adjourn was made, seconded, and passed.