**OSI Board Meeting**

**Wednesday, March 7th, 2018, 7:15 pm, Zoom Conference Call**

**In attendance: Shelly Rawding, Debbie Laderoute, Emily Melina, David Galbraith, Julie Carpenter, Heather Thomas, Trey Fincher, Jacki Allender, Marilyn Loitz, Shane Bennett, Russ Scovel, Jeff Gudman, Angie Lindsay, Brad Robbins and George Sampson.**

**Called meeting to order:** **Approximately 7:19 pm**.

Shelly Rawding called meeting to order.

**Special Recognition Announcements:** Thank you to our busy referees and other officials who have worked many long weekends in a row!

**Announcement:** Club Leadership Business Management School April 28, 2018 South Albany High School library. Angie will try to coordinate an athlete rep meeting at the same location and will keep in touch with Debbie.

Minutes from previous meeting approved.

**Treasurer’s Report – David Galbraith**

January information sent out. February reconciliation is just finishing up and should be distributed soon. David working with Debbie on running aging reports for billing so we can keep on top of who is trending a little bit late on paying off their accounts. Debbie has scheduled conversations with teams who need some help with their accounts. Now that teams are getting used to the system invoices will be sent out regularly so teams get reminders of what they need to pay. First registration through Team Unify(TU) system has presented some extra challenges and workload for the office staff but they finally feel they are getting on top of invoicing. HEAT had same issues when TU was implemented with their team. Things are going well considering the issues, second year will be easier and third year should be smooth. David working with Debbie to deal with circumstances where teams send in checks that include items that are paid through TU and items not normally billed through TU.

Concern that computers in the office are struggling to keep up with workload. Units are older, less stable and less powerful.

Looking forward at reports that will run against budget vs actual - the way that QB does the budget, throwing it in as an annual – which is what was approved – it actually just takes those numbers and divides them across the 12 months. David will send out report that shows the budget overview and looking for people to come back in the areas that they own to explain when that money is actually spent so that we have a better view of how we’re truly trending against what the expectations are for those budget spends. Look for that to be out in the next day or two.

Shelly remembers that when Debbie was hired there was money approved to put towards a new computer. If this was approved and put in the minutes then David can go back into the budget

but since we’ve had a new budget approved we would need to revisit. Should reconfirm that we want to do this based on approved minutes Shelly will go back and look through the minutes to see if anything was documented. Also approved budget money for training where Debbie could go and visit other LSC’s – this money was there but not spent.

**Chair report - Shelly Rawding**

For a housekeeping item, I tweaked the agenda some to specify a few more positions on the consent agenda for our meetings and signed up for the Western/Central Zone workshop in Denver in April. Sent information to a parent on how to start the Zone Board of Review process in case they wished to pursue that option for dealing with a problem. Made a list of policies and procedures that would be good for us to review during the year and update as needed, with the goal to take our collective knowledge and get it in writing so the next person doesn't have to reinvent the wheel. (Thought I could put the list out next month for us to begin tackling – I know this is a busy time of year with all the meets happening now.)

 For the #1VolunTeam promotion for March, here is the link that clubs can use <https://www.usaswimming.org/resources-home/resource-topic/resource-subtopic> there are certificates, how to word things on social media to promote your volunteers, lots of great information that USA Swimming has put out for this. Please share with your clubs, and join in the promotion. We can all use more volunteers, and sometimes a few kudos go a long way towards keeping them involved in the sport.

 Following is the wording that Russ proposed for the travel fund wording. Any other changes you see needed?

Modified:

# Eligibility

1.  The swimmer/coach must be OSI athlete/coach members.

2.  Swimmers must compete in an individual event and Coaches must be the coach of record and directly coach their athlete at one of the following USA Swimming Sanctioned meets: Olympic Trials, Senior Nationals, US Open, National Disability Championships, USA Jr. Nationals, Futures, and Western Zone Championships. Relay only swimmers are subject to the conditions outlined elsewhere in this section.

3.     Clarification:

3.a.Funding will be available for a single meet within a given season except in Olympic years when funding will be available to athletes who compete and their coach who attends at Trials and Nationals within the same season.

3.b.Members of OSI clubs who are members of USA teams in international competition may not receive payment for the international meet and any other championship meet in the same season.

3.c.The swimmer/coach must represent an OSI club at the qualifying meet. If unattached in the OSI LSC, the Board of Directors shall determine eligibility for reimbursement.

4.      A swimmer who registers in another LSC or country and then returns to Oregon will begin the process as if they are entering Oregon Swimming for the first time. These athletes are not swimming consecutive seasons. Except: Consecutive seasons for NCAA college swimmers is considered to be the previous long course season, due to NCAA rulings.

5.      For short course reimbursement, swimmers shall compete in a minimum of three (3) OSI sanctioned meets, not including dual meets, during the current short course season. For long course reimbursement, swimmers shall compete in two (2) OSI sanctioned meets during the current long course season.  The long course Sectional Championships may count as one of the two long course meet requirements. An athlete must have swum at least one individual event at the meet for which reimbursement is requested. Coach must attend the meet with the athlete.  One coach per club is eligible for reimbursement to attend with their club's athletes.

Participants on the Age Group All Star Teams, Zone Teams or OSI selected Age Group teams are eligible for 100% allocation

Original:

# Eligibility

1.      The swimmer/coach must be an OSI athlete/coach member.

2.      The swimmer/coach must compete in an individual event and the coach requesting reimbursement must directly coach an athlete at one of the following USA Swimming Sanctioned meets: Olympic Trials, Senior Nationals, US Open, National Disability Championships, USA Jr. Nationals, Futures, and Western Zone Championships. Relay only swimmers are subject to the conditions outlined elsewhere in this section.

3.      Clarification:

3.a.Funding will be available for a single meet within a given season except in Olympic years when funding will be available to athletes and coaches who compete at Trials and Nationals within the same season.

3.b.Members of OSI clubs who are members of USA teams in international competition may not receive payment for the international meet and any other championship meet in the same season.

3.c.The swimmer/coach must represent an OSI club at the qualifying meet. If unattached in the OSI LSC, the Board of Directors shall determine eligibility for reimbursement.

4.      A swimmer who registers in another LSC or country and then returns to Oregon will begin the process as if they are entering Oregon Swimming for the first time. These athletes are not swimming consecutive seasons. Except: Consecutive seasons for NCAA college swimmers is considered to be the previous long course season, due to NCAA rulings.

5.      For short course reimbursement, swimmers shall compete in a minimum of three (3) OSI sanctioned meets, not including dual meets, during the current short course season. For long course reimbursement, swimmers shall compete in two (2) OSI sanctioned meets during the current long course season.  The long course Sectional Championships may count as one of the two long course meet requirements. An athlete must have swum at least one individual event at the meet for which reimbursement is requested. Coach must attend the meet with the athlete.  One coach per club is eligible for reimbursement to attend with their club's athletes.

**6.**Participants on the Age Group All Star Teams, Zone Teams or OSI selected Age Group teams are eligible for 100% allocation of the reimbursement amount in their first season affiliated with OSI.

**Administrative Chair – no report**

**Senior Chair Report** – **Emily Melina**

SR Camp:

We are getting everything finalized.  Debbie will be attending as a manager to ensure our coaches can a) coach and b) have some support to ensure the kids are safe and occupied!  We adjusted the application dates for those athletes that are attending the Four Corners Sectional meet only, website has been updated. Applications are online and we made a clearer selection criteria.  I imagine we will still get concerns from coaches/athletes, about not giving enough opportunity to enough athletes.  I am going to look into an All-Star camp somewhere "local" that might give more athletes opportunities, without sacrificing the purpose of the camp.

**Age Group Chair – no report**

**Coaches Representative – no report**

**Official’s Chair Report** **– Julie Carpenter**

* Winter Championship meets all went very well.
* We are starting to plan summer meets
* Kathleen Scandary has agreed to be the National Evaluator for LC Sectionals in July.
* WZ & Central Zone Workshop – I have asked Andrea Knutsen to attend…. she will let us know soon.
* We ARRE Mentors Workshop - June 22-24 – Minneapolis – John Haring will attend

**Diversity and Inclusion Report – Emily Melina**

Kids came back with very positive reviews from the All-Star trip.  I will be meeting with one of the parents shortly, to connect up about some things we (OSI) and the Western Zone can possibly improve upon moving forward.

**Operational Risk Chair – no report**

**Safe Sport Coordinator – no report**

**Technical Planning Chair – Heather Thomas**

As we wrap up the winter 2018 championship meet season I would like thank all the selfless oﬃcials, volunteers and coaches. There were a few concerns that were expressed that need to be addressed.

1. Seating at both the 10under champs and at 11-14 champs was an issue. Currently the venue hosting is responsible for crowd control and seating. It was expressed by multiple families at both venues that the handleing of the athletes seating is not appropriate.

At 10unders the lack of adult seating forced many swimmers and parents into the outside hallway where the temperature ranged from 29degrees to 48degrees. I spoke with the thills president and she expressed that there was suﬃcient seating for athletes on the deck and parents were asked to sit outside and use the transitional seating. Thills hosted the senior championships and I believe the same seating arrangement was used. I feel for seniors this was not an issue due to the athletes driving themselves and a lot of teams flying in from outside of Oregon. At ten and understand you are dealing with a lot of parents that will require the kids to sit with the parents and not in a team area.

At 11-14 champs the issue was also seating but with a completely diﬀerent issue. At this meet the meet director informed me that they were using the same formula that they have in the past. Allowing parents everywhere except behind coaches tables or in a small athlete only designated area. There were teams requesting more athlete only seating as they saw the lack of a closed deck as a safety hazard to the swimmers. Allowing unknown spectators to be seated in the stands with athletes was a safe sport issue. After speaking with Corvallis aquatic team they have informed me that they have a plan to change the way parents and athletes are arranged on the pool deck. Allowing for more athlete only areas and sending more of the parents into oﬀ deck locations.

Solutions are being looked at and I would like to add a section to the championship information that states “seating will be arranged to ensure the safety of the athletes and to prioritize the athletes, coaches and oﬃcials before visitors.” (Or something to this)

1. The meet information had multiple issues on two of the forms. I take full responsibility for the issues and would like to solve future issues by posting the info on a yearly basis for both champs seasons. There were many sets of eyes that added information and changes to the meet information at the last minute. Creating a rushed form being pushed to the site. If we had a form posted months in advance this would allow for early detection of any issues and corrections.

This means the next winter champs form would need to be added prior to the October convention thus allowing any changes or adjustments to the meet to be addressed at convention.

**Athlete Representatives – no report**

**Other reports**:

Shelly touched base with Mark Burnett who is still working on the idea of an **Oregon Swimming Hall of Fame**. This would include coaches, officials, athletes as well. Hoping to have something to bring forth in October.

**All Stars/Zones Task Force** – George Sampson -moving forward, lots of great ideas. Task force will have more for next month. Hope to have everything done by June so that it can be presented to coaches at championships in July.

Shelly touched base with Christopher regarding final **LEAP 3** item - Club Incentive program. Chris and Shane will try to have something before AG Regionals so that Shelly can tell Jane Grosser that we have something concrete in place.

**New Business**

**Meet bids**: Discussion on whether other items need to be added to meet bids due to concerns this championship season, especially at 10&U that there was not enough spectator seating available.

Heather spoke with this year’s short course meet hosts, THILLS and CAT. THILLS will revisit seating and deck access if they bid next year. CAT will revisit idea of having more team seating, another idea was to let athletes in to facility first to grab seats ahead of parents etc. Rhonda inquired about having wording added into meet info so that meet host can change seating arrangements etc during the meet to prioritize athletes. Don’t want to take away from parents if possible. Would be most helpful if teams help to educate their parents.

Giving that finals are usually relatively short suggested that host team take on responsibility of providing timers for finals.

Meet bid applications will be arranged to go out at the end of March, due April 30th and include all championships for 2019. Meet information for long course championships will be made available in May and for winter championships meet information will be available in November each year.

**2018 #1Volunteam Program:** see Shelly’s Board Chair report

**Governance Items:**

**Ceremony Chair**—Elaine Heasely is interested in Top 5, Debbie will be talking to her now that championships are over. Debbie will try to contact Willamette University Swim Team to sponsor OSI and help facilitate rental of WU as 2018 Top 5 venue.

**Policies and Procedures Updating**:

**Travel Fund**: See Shelly’s Board Chair report for approved changes to wording of travel fund for P&P

Motion to have Shelly Rawding added as signatory to the bank account per her position. M/S/P

Motion to have Jody Braden removed as signer on the bank account. M/S/P

The next BOD meeting will be a zoom meeting on April 4th at 7:15.

Motion to adjourn at 7:59pm M/S/P.