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Mission Statement: To promote and support the achievement and development of athletes, coaches, volunteers and clubs in competitive swimming.

OSI Board Meeting
Wednesday, January 6, 2021 - 7:00 pm, Zoom Conference Call

Attendees	Jacki Allender, Spencer Ahten , Jody Braden , Julie Carpenter, Judi Creech, Matt Crum, Fallon DeWitt, Dan Gipe, Jeff Gudman, Rick Guenther, Andrew Huang , Avery Keinonen, Debbie Laderoute, Marilyn Loitz, Emily Melina, Julia Murphy, Gary Muzzy, Sheila Lovell Otterstrom, Lissa Parker, Christopher Pfaffenroth , Shelly Rawding, Mark Rieniets, Quentin Rieniets, Russel Scovel, Rhonda Soule, Eleanor Snyder , Evangeline Swift, Rex Watkins, Paul Windrath
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TOPIC	DISCUSSION/ RECOMMENDATION	ACTION/ FOLLOW UP
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Welcome, Agenda Items/Consent Agenda, Special Announcements

Shelly Rawding welcomed attendees at 7:00 pm. Shelly welcomed the addition of the new At- Large Board members, which we will vote for appointment on at this meeting. The new At- Large -Board members will be Jeff Gudman, Julia Murphy and Matt Crum. The At- Large- Athlete members are Spencer Ahten, Andrew Huang and Eleanor Snyder. These were all approved at this time with no dissent. This is also Julie Carpenter's last meeting, after serving for six years as the OSI Official's Chair- and everyone thanked her for her service. Judi Creech is our new Officials Chair

Tualatin Swim Club and Canby Swim Club have also received USA Swimming Club Recognition Level Two status before the end of 2020, which awards each club \$1,000.00.

Summer Sanders will be on the agenda for our next athletes Zoom call, Fallon DeWitt was able to arrange that.

For items pulled from the consent agenda was the athletes next Leadership Summit asked for discussion by Fallon DeWitt. Paul Windrath asked that we talk about the affiliation contract, which we will do during the treasurer's report.

Rex asked that we go over the Office Report- he has some questions. Russ Scovel asked that we pull the Operational Risk report.

Treasurer's Report- Approved

The January Treasurer's report was presented- Paul Windrath went over it. He showed the last five years balance sheet- we did well with investments (thanks to Jeff Gudman) and declining interest rates. We are still in good shape, 2020 had positive revenues collected before the pandemic hit and accrued very few expenses. 2021 will be very different- the forecast is for a potential loss of about \$200,000.00. His concerns are for the last two quarters of 2021, and planning to be prudent. Rex Watkins said that we do need to plan for these in advance, rather than as a last- minute emergency basis.

These concerns/ topics were discussed:

- 1) Expenses depends on future competition such as Trials, Futures, Nationals, World Cup etc. and if they occur, and we can participate (we hope for the best and competition!)
- 2) Not dipping into checking account reserves, we do have funds now, are assets in right 'bucket'?
- 3) Loss of numbers of athletes registered, competing
- 4) How to 'flatten the financial curve', investment planning
- 5) USA Swimming requires annual procedural audit- looking at which firm to use, and having our accountants do this vs. the firm from USA Swimming, costs are the same

(see next page)

Paul brought up where money could be allocated for the last two quarters of 2021 if needed such as from the Travel Fund endowment interest and dividends, and how that would be brought forward with Board rather than HOD approval. We also might have to dip into the \$90,000.00 in emergency reserve money for the last two quarters of 2021. Those funds could cover our needs going into 2021. Everyone thanked Paul Windrath for his last five years of service.

Mark Rieniets said that we have had a lot of previous discussion about how the Travel Fund is designated, and there are many areas of interpretation as to how these funds should be spent. Paul said it is written down in the OSI P&P under Article 5, however the wording is a bit vague. This was written in 2016. He interpreted it as up to the BOD to decide how to use these funds. Jacki Allender added she would like us to have the Governance group work on this- it is not clearly marked as to where these funds should go. This would help newer members as well. Shelly added that this could be a topic for the Board retreat coming up.

Past Minutes

The minutes from the December 9, 2020 meeting was accepted with a minor correction.

Chair Reports

General Chair	See submitted report.
Admin Chair	No report.
Senior Chair	No report.
Age Group Chair	No report.
Coaches Rep.	No report.
Officials	See submitted report.
Op. Risk	No report.
Safe Sport	No report.
DEI	No report.
Athletes	No report.
Sanctions	No report.
Office	See submitted report.
Other	No other submitted reports such as Age Group Camps and Zones reports.

New Business & Pulled Reports

Office Report, Professional Development Funds Added line Item	Rex Watkins asked Debbie Laderoute what constitutes the individual registrations- listed as 444 members in Debbie's Office Report submitted. These are the numbers for coaches, officials, Board members etc. She can itemize them in her next office report. Also brought up by Shelly Rawding is that we don't have a line item for the OSI office staff for Professional Development such as \$400.00 annually. Proposed was making that up to \$500.00. Discussion occurred about how to think about this projecting it out to include topics such as management topics, and plan for possible other future staff. In the long term we could plan for increasing this in the future. For now- this is a start. This was approved.	Approved \$500.00 annual Prof. Develop. Fees
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Operational Risk – Informational	Russ Scovel said that he is trying to help keep coaches current and working on the certification’s listings. Biggest concern is that USA Swimming has extended the in-water certifications to the end of March 2021, and what we might do if that is not extended. ARC has some distanced learning scenarios per Russ, and we do have some mannequins, he is working on how we can develop this type of education. It will be labor intensive.	Discussion
Draft Policies- One of Two Anti-Discrimination	<p>Shelly Rawding brought up two draft policies that we need to adopt per USA Swimming- the first is the draft of the USA/ OSI Anti -Discrimination policy. Discussion was held about changes to the wording and format, there are some areas of confusion. Some points were raised:</p> <ol style="list-style-type: none"> 1) We are mandated to report to the authorities regardless 2) Abuse is mandated to be reported, not necessarily discrimination 3) Most of this draft came directly from USA Swimming <p>Shelly finished the discussion saying that some of us will work on this and bring it back to the next month’s BOD meeting.</p>	Work on revisions to Anti-Discrimination Policy
Draft Policies- Two of Two LBGT Policy	<p>The second draft policy is the Transgender Policy- Emily Melina said that this is also from USA Swimming. Rex Watkins said that he shared this with other coaches for feedback and the response was quite varied. He said that concerns were raised about this for long- term impact, and he asked if we should have an attorney look over it first. There are also several areas that are inconsistent with each other.</p> <p>We do need a policy regardless to let these athletes swim, and USA Swimming has adopted this in August 2020. Emily added that this follows USA Swimming regulations -so we need to not deviate too much from what they have put together. Rex said that there are other entities that have effective policies for the transgender athlete.</p> <p>After further discussion it was decided to create a Task Force to work on this- possibly under the umbrella of the DEI Chair/ Committee. Gary Muzzy, DEI Chair, Emily Melina, Russ Scovel and Rex Watkins are willing to work on this topic. Fallon DeWitt said that she would find an athlete to also participate in this Task Force.</p> <p>Shelly said that in order to go through our LEAP program we will use this as an initial draft policy for now until we are able to make changes, as well as the Anti- Discrimination policy. These are currently up on our website.</p>	Create Task Force to work on Trans-gender policy
Athlete Summit	<p>Fallon DeWitt brought up the funding for a 2021 Athlete Leadership Summit.</p> <p>The 2020 Summit was very successful, and she would like to host another and apply for a USA Swimming grant to help support it, which goes up to \$2,000.00. Last year their budgeted amount was \$8,000.00 and they spent \$3,000.00 and did receive the grant.</p> <p>This year they are shooting for asking for \$5,500.00 and hoping for \$2,000.00 from USA Swimming. If they don’t get the grant then OSI costs would be the full \$5, 500.00. They would consider hosting this late summer/ early fall depending on the competition schedule.</p> <p>A proposal to fund the Athlete Summit at \$5,500.00 was brought forward and was approved.</p>	Approved for 2021- \$5, 500.00 for Athlete Leadership Summit

Old Business		
Safe Sport	Jacki Allender brought up continuing the Safe Sport grant program to give teams some incentive to complete these. In a couple of years this will be required by USA Swimming. She would like to extend our program through June 30, 2021 for OSI clubs, they could receive \$300.00. This was approved.	Approved through June 30, 2021
Retreat	Shelly reminded participants about the Board Retreat on January 30 th with USA Swimming team leaders.	Informational
Next Meeting (s) at 7:00 PM		
<ul style="list-style-type: none"> OSI Leadership Retreat- January 30, 2021 Zoom Meeting- at 8:00 AM Online Zoom BOD Meeting February 3, 2021 at 7:00 PM With no other business, the meeting was adjourned at approximately 8:08 PM		

Chair Report OSI -Shelly Rawding

It is that time to appoint our new board positions. According to our bylaws, the chair appoints then the board approves. So here are the suggested appointments and we will vote to approve at the start of our Wednesday Jan 6th meeting.

For Officials chair, **Judi Creech**. This comes from an advisory vote from the officials that I am pleased to present for board approval.

I would like again to thank our past At Large board members. They did a great job providing their point of view to the board, and it has been much appreciated. In looking at our current board structure, we have a couple of needs that have not been met. Our geographic diversity has been limited, and we also do not have many new faces to bring a fresh perspective to the board. I would like to present for our one year At Large board member positions the following 3 individuals.

- 1. Jeff Gudman** – he is the person in charge of our travel endowment: his financial knowledge and assistance we value, along with his historical board perspective.
- 2. Julia Murphy** – she lives in Southern Oregon; the geographic diversity she brings as well as her enthusiasm for the sport will provide a good point of view for our board from this geographic region.
- 3. Matt Crum** – he is a long-standing coach in Oregon without OSI Board experience. This fresh perspective will assist us as we work on developing programs and services within the LSC.

For athlete one year At Large Board member positions, the following names are submitted. These athlete names were approved and submitted to me from our current Athlete representatives.

- 1. Andrew Huang** - LOSC
- 2. Spencer Ahten** - TEAM
- 3. Eleanor Snyder** - LOSC

We were one of the 4 LSC's that did the **trial run of the new LEAP Program**. That takes the place of us needing to complete LEAP at our next scheduled time – so we are good for a few years now. Thankfully it is an easier process than before – no more having to go into the portal and need multiple clicks for each item with it hard to see what you have entered. A huge thank you to Debbie for doing this! We needed more tabs on the website to hold the information that needs to be posted online, hence Greg updated our website to the new format in order to accommodate our needs for LEAP. The new format will be tweaked as Debbie and Greg continue to update and make the site more user friendly. Thanks Greg!

Mandatory LEAP requirements are that we have **anti-discrimination and transgender athlete policies**. Please review the following [DRAFT](#) policies on the website and come ready to approve or make any needed changes so we can implement these policies.

I met with Debbie for her end of the year **review**. I asked the personnel committee for their feedback, so was able to share that with her. She has either “met” &/or “exceeded” all job expectations this past year, and we are excited to see her roll into our newly created Executive Director position in 2021. I also noted that we didn't have any funds set aside for professional development for our staff. I will ask that we approve a **line item for this for 2021 with an amount of \$400.**

Athlete Report – Fallon DeWitt

We are excited that we have an opportunity to have a call with Summer Sanders! This call will be open to all athletes in OSI. We do not have a set date yet but this call will most likely happen at the beginning of February. Summer will focus her talk on finding the good in tough situations. We are also talking to Oregon State's Dan Worth about having a call centered around athlete mental health!

Office Report – Debbie Laderoute

Athlete	1948
Athlete Flex	580
Outreach	54
Individual	444
Life	11
Club	36

We had 2 more teams achieve a new level of Club Recognition before the end of December. Congratulations to CB and TTSC! We had two other teams submit information before the end of the year for Club Recognition and Safe Sport and we are awaiting approval from USA Swimming.

The priority in the New Year will be hiring an office assistant. We no longer have a physical office space so this individual will need at minimum a laptop and phone to perform the required duties. I am in the process of putting together a job description, the role will expand as we return to a more regular schedule.

Our Arena contract expired in December. A task force met to discuss options for future sponsorships and the consensus was that it would be better for our teams if we could provide gear at our championship meets from a variety of swim companies. It would also allow host teams to continue to make a profit from t-shirt sales at our championship meets. I have a meeting to discuss a potential agreement with Swim Outlet on Tuesday, January 5th.