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Mission Statement: To champion the development and achievement of the Oregon Swimming Community.

OSI Board Meeting Wednesday, September 1, 2021- 7:00 pm, Zoom Conference Call		
TOPIC	DISCUSSION/ RECOMMENDATION	ACTION/ FOLLOW UP
Attendees	Jacki Allender, Spencer Ahten, <del>Jody Braden</del> , <del>Julie Carpenter</del> , <del>Judi Creech</del> , Matt Crum, <del>Fallon DeWitt</del> , Dan Gipe, Jeff Gudman, Rick Guenther, <del>Andrew Huang</del> , <del>Avery Keinonen</del> , Debbie Laderoute, Ellie Leeming, Marilyn Loitz, <del>Murilo Martins</del> , <del>Emily Molina</del> , Julia Murphy, <del>Sheila Lovell Otterstrom</del> , Lissa Parker, <del>Christopher Pfaffenroth</del> , Shelly Rawding, Mark Rieniets, Quentin Rieniets, <del>Russel Seovel</del> , Rhonda Soule, Evangeline Swift, <del>Eleanor Snyder</del> , Rex Watkins	
Welcome, Agenda Items/Consent Agenda, Special Announcements		
<p>Shelly Rawding welcomed attendees at 7:00 pm. She welcomed Britta Wyatt as our new Scheduling Chair and Eleanor “Ellie” Leeming as our new Junior Athlete Rep. She announced that the HOD meeting will be held virtually on October 3, 2021, at 9:00 AM. Any HOD items should be in the OSI office by today.</p> <p>The Senior Chair report and the Treasurer’s report (for the budget review/ approval before the HOD) were pulled. The consent agenda was approved.</p>		
Treasurer’s Report		
<p>Rhonda Soule submitted the treasurer’s reports ahead of the meeting. Rhonda shared the Budget Vs. Actual 2019- 2021 report page first for comparison. She said that there are still many unknowns and pointed to 2019 as the last “normal” year. She has predicted increased revenues in most areas, in looking at the 2022 preliminary budget (which is a column included in this report). Rex Watkins said that he thinks Rhonda’s current projections are pretty good, it is a safe budget. Rhonda is predicting a \$70,000 loss, which is conservative and may be less.</p> <p>Some key areas are keeping a Diversity Camp for 2022, a senior training trip in the US, rather than overseas, and the official’s budget which came from Judi Creech.</p> <p>Also discussed was keeping a line item in the budget as a placeholder for a possible open water event, as that may start up again. The last event in 2019 at Foster Lake was done in conjunction with Oregon Masters, and we had no expenses for that one.</p> <p>Some additional expenses were allowed for the OSI office assistant, potentially having an OSI office space again and rule books.</p> <p>The OSCA – OSI Coaches Committee now has a line item that reflects monies that came from the previous OSCA association- to cover expenses such as team scholarships. Quentin Rieniets asked if that covers rule books for the OSCA Committee- Rhonda said that she has allowed an additional \$500.00 to cover rule books. Jacki Allender said that a proposal may be forthcoming from USA Swimming that membership will cover rule books, more to come on that.</p> <p>This was approved and will go out to the membership for the HOD meeting along with the other packet materials on September 3, 2021.</p>		
Past Minutes		
The minutes from the August 4, 2021, minutes were approved as presented.		

Chair Reports		
General Chair	See submitted report.	
Admin Chair	No report.	
Senior Chair	See submitted report.	
Age Group Chair	No report.	
Coaches Rep.	No report.	
Officials	No report.	
Op. Risk Coordinator	No report.	
Safe Sport Coordinator	See submitted report.	
DEI	No report.	
Athletes	No report.	
Sanctions	No report.	
Office	See submitted report.	
Other	No other submitted reports- excepting the attached Treasurer's reports.	
New Business & Pulled Reports		
Senior Chair Report	<p>The Senior Chair report from Emily Melina was pulled for discussion. Rex Watkins brought up the section about the non- refundable deposit. Would open spots be filled if someone declines to attend? Yes, that would be an option. Rex made a motion that all OSI camps require a non- refundable deposit. It might be different depending on the trip- Debbie Laderoute gave explanations about the current Western Zone trip- it has a \$100.00 non-refundable deposit.</p> <p>A motion was made, and this was approved.</p>	Approved requiring a non-refundable deposit for OSI camps/ trips
Sanctions in Policy & Procedures	<p>Shelly Rawding brought forth her concerns about the OSI P&amp;P area about sanctions- she said there are several areas in the sanction section that need some attention before the HOD meeting. This section was reviewed in detail – looking at the red lined additions.</p> <p>Shelly questioned using the word MUST in terms of time trial events at a sanctioned meet- time trials could be held at various settings such as at a camp. Is it too restrictive? Mark Rieniets explained the historical reference.</p> <p>Other areas were also pointed to such as removing the Sanctions Chair as it is now done through the OSI Office. That could change again down the road.</p> <p>Also added was the COVID-19 amendment and the date – should this be extended? Allowing for one intra- squad meet until Oct. 31, 2021, is now listed. Mark Rieniets explained lining up different dates to avoid confusion. Discussion was held- several think that this deadline may be extended again.</p>	See next page

<p>Sanctions in Policy &amp; Procedures Contd.</p>	<p>Brought up was league meet fees (came from previous meets such as the CBSL league). If they are designated as championship meet, then there are fees in lieu of a sanction fee. Mark Rieniets will clarify that section before submission.</p> <p>Another line item discussed were number of officials required for a sanctioned meet. Open vs. invitational meets requirements are designated differently in terms of teams entering meets. Discussion was held about suggested standards being included in the meet information.</p> <p>The topic of sending a Hytek backup seven days prior to the meet for athlete exceptions was also discussed. Debbie Laderoute explained that the process now is more involved with the athlete protection piece added to our requirements (such as for 18 and older swimmers). She also brought up other issues such as ID discrepancies or athlete transfers- if they are USA registered, they should not be pulled from a meet- these can be corrected. Changes were made to reflect changes discussed.</p> <p>Numbers of officials required for a meet to be sanctioned was looked at, as well as the timeline for submitting meet results to the OSI Office, now at 72 hours. Discussion was held about allowance for corrections/changes that may occur after a meet and allowing for more time. Jacki Allender also brought up another section that says teams would be fined if they are not submitting within a time frame. Different times were suggested- 24 hours vs. a week, and getting times entered into SWIMS for possible entry into another meet such as a championship meet. The group decided to leave in 3 days as the deadline.</p> <p>Shelly brought up sanction fees again and discussion was held about surcharges and where those monies go to. Mark Rieniets said that he put it in running costs to cover items such as pool rental and advertising costs. The fees and surcharges should be looked at as a global issue, some clubs may have issues with restricting facility use fees. This has been a long-time issue- it has been in OSI policies and procedures for several years. Jacki Allender said that the facility use fee should not exceed the costs of the rental fees for a facility. This led to much discussion as how the facility use fee is collected and how the per swimmer fees to a pool, for instance, are assessed at different meets and how the hourly rate might be estimated ahead for a given meet.</p> <p>Several other lines in the <u>Section IV Submission for Sanction</u> were discussed and modified for minor corrections, and the difference between sanctioned/ observed meets- some references are out of order. Mark Rieniets will at this section more closely.</p> <p>Rex Watkins suggested a meet director cheat sheet, checklist or notebook to help meet directors with requirements. The financial report is also now fillable online.</p>	<p>Edits Discussed, Revisions Proposed Before the HOD meeting</p> <p>Mark Rieniets to make changes to sections</p>
<p>Other Bylaws Item</p>	<p>Shelly Rawding said that she had checked with our parliamentarian about terms of office for OSI At- Large members- it is found several areas of our OSI Bylaws and needed some cleanup. These are one -year terms. She gave some suggestions about how to correct this.</p> <p>Shelly reminded the BOD about all the openings coming up to serve on the Board for next year.</p>	<p>Informational</p>

Meet Fees	<p>Debbie Laderoute brought up another issue for teams hosting meets. In the past teams have raised funds with heat sheet fees, sometimes earning \$500-\$700 dollars (in reference to our previous facility use fees discussion). Jacki Allender said that some teams now are considering charging for electronic meet fees as many teams are not now publishing heat sheets, but this might not recoup as much.</p> <p>The possibility, as some teams have done recently, is charging an electronic meet fee separately. Some think that teams are overly charging for electronic meet fees, however it should be up to the team and included in their meet information.</p> <p>Other expenses were brought up such as awards. Splash fees should cover items such as buying awards for the meet and other incidentals</p> <p>Debbie added that she wants to make sure that the post meet financial form is clear as to how teams fill it out.</p> <p>After discussion members said that consideration should be given for splash fees to be able to go up – right now it is up to \$4.50- this can cover additional expenses. This is a topic that could be brought up at the HOD.</p>	Bring up Splash Fees Topic at HOD
Old Business		
None		
Next Meeting (s) at 7:00 PM		
<ul style="list-style-type: none"> <li>• Online Zoom HOD Meeting October 3, 2021, at 9:00 AM.</li> <li>• Online Zoom BOD Meeting November 3, 2021, at 7:00 PM.</li> </ul> <p>With no other business, the meeting was adjourned at approximately 8:35 PM</p>		

Reports – September 1, 2021

**General Chair Report General Chair - Shelly Rawding**

This month we did an online poll and with 20 board members responding, we decided to go virtual with our HOD Meeting on October 3<sup>rd</sup> as we did last year. We checked with the parliamentarian, and she is fine with the change as well, so Beverly will again assist us with the details. Debbie is working on the details of organizing this once again.

I am working on the Age Group Select camp details with Rick for Corvallis. We are working on finalizing the location and date for this fall. The funds for USA Swimming need to be used in 2021.

Reminder was sent to the nominating committee about positions we need for this fall. We also need to fill the Age Group Chair position Christopher has stepped down as he pursues new job opportunities.

Appointed Britta Wyatt as scheduling chair. We know there are a lot of questions about the upcoming season, and we hope to have a schedule out as soon as we can.

For the Policies and Procedures document, just like eating an elephant, we need to take one bite at a time. Mark has the whole document up for review – but we will start with just the meet Sanctions. Please review that section that the Governance committee has put together, so we can make changes and adjustments at our meeting to it. The goal is to have the Sanctions section ready to send to the HOD for them to vote on it at the HOD meeting October 3.

**Treasurer Report – Rhonda Soule**

Financial reports are attached:

- August and Year-to-Date Comparative Income Statement
- Quarterly cash flow projection - detail
- Quarterly cash flow projection - summary by program
- Budget vs. Actual Comparison for 2019-2021 and 2022 Preliminary Budget

- No material changes to cash flow projection from the August meeting. We are still in good shape to not need a transfer from the UBS account in 2021.
- Since this report was done before August 31, I don't have the UBS activity for the month recorded yet. As of 8/29/21 the account is down from \$1,687M at 7/31/21 to \$1,670M today.
- 2022 preliminary budget is presented for discussion, questions, and edits at the September board meeting: with the intent of obtaining board approval at the October meeting and presenting it at HOD.
  - In making the projections, for the most part I looked at 2019 actual results and assumed a "normal" year for meets and other events. However:
    - I decreased most revenue items by around 10%, assuming membership and meet participation will continue to be lower than pre-pandemic levels.
    - Expenses were in turn increased in many areas to account for rising costs, especially in the area of travel.
    - Some line items that were unique to 2019 (i.e., hosting WAGZ) are not included in the 2022 projection.
    - Some line items that did not happen in 2019 (i.e., Diversity Camp) but were budgeted in 2020 and included in the 2022 projection.

### Safe Sport – Jacki Allender

MAAPP 2.0 webinars are on the USA Swimming website.

There is a Q&A sheet for each area.

There are also templates available for each area requiring consent forms.

Remember that each team must have all person's agreement to abide by MAAPP policies that are signed each year.

For anyone not attached to a specific team, it is the responsibility of the LSC to monitor the yearly MAAPP agreement.

### Office Report – Debbie Laderoute

Registration	Current	Last Month
Athlete Premium	3171	3131
Athlete Flex	1215	1208
Athlete Season 1	264	263
Athlete Outreach	151	146
Individual	743	741
Life	13	11
Club	56	55
Club Season 1	3	3

The 2022 registration platform has been turned on. I will hold two meetings in September for any team registrars interested in going over the registration process.

2021 Age Group Zones were a success for Team Oregon! 21 Oregon athletes traveled to Lewisville, Texas for the meet. Despite it being a very different zones experience there were some great swims and team bonding opportunities. We received a lot of positive feedback from parents who were thankful for the opportunity for their athletes.

The Top 5 Committee met last week and voted unanimously to recommend holding Top 5 virtually again this year. We did reach out to several venues but are still waiting to hear back from most of them about costs and availability. I did speak with Linfield College, and they have a space that would work but they would just act as the venue, we would need to work with a rental company to bring in all staging, tenting, additional seating and sound system etc. The rental of the venue would be \$1200 for the day – they strongly suggested having the

set up done the day before. They do have a COVID clause in their current contracts that would allow either party to back out at any time. We are looking into costs to have the ceremony produced and mc'd professionally. If there is anyone interested in brainstorming ways to make this an exciting event for our athletes- please email [debbie@oregonswimming.org](mailto:debbie@oregonswimming.org)

### **Senior Chair Report- Emily Melina**

We have a senior camp planned! We had about 32 applicants for 24 spots in the camp. Great group of applicants with the women basically taking Futures level to make the camp, and the men needing multiple sectional cuts. Many athletes coming in with summer JR cuts and above which will make for a great camp!

A few years back we changed the selection criteria to use power points. The reasoning behind this was to use a standard metric to select kids. The last two camps we did, the selections worked out where there were no issues with power points and who would make the camp, however this proved challenging this year due to power points being related to age. Example: a kid just off Futures could theoretically not make the camp to a kid further from futures but is younger. After discussing with several other senior coaches in the LSC, one who also happened to be the father of a young swimmer exactly in this particular situation for this particular camp, I think we felt we should change the selection criteria based on percentages away from a time standard (historically probably best to use Winter JRS as the base level).

Also, we had an athlete confirm, and then withdraw a week later. I think we need to include a non-refundable deposit to avoid this scenario (similar to what we do with Zones), and it is refunded if you aren't selected.

Coaches are Shelly Rawding as head coach, and Alex Nikitin and Julio Zarate as assistants. Debbie will go as manager. Should be a great camp!!

I won't be senior chair after this cycle, and we had planned on doing a world cup international meet before covid so my hope is that we actually do that in 2022, but that will be up to the next senior chair!!