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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, July 22, 2020 - 7:30 pm, Zoom Conference Call		
Attendees	Jacki Allender, Jim Bowe , Jody Braden , Victor Brasil, Quinn Brown , Gabby Calvi, Julie Carpenter, Fallon DeWitt, Dan Gipe, Jeff Gudman , Andrew Huang, Debbie Laderoute, Marilyn Loitz , Jessica Maeda, Emily Melina, Lissa Parker, Christopher Pfaffenroth, Shelly Rawding, Mark Rieniets, Brad Robbins, Russel Scovel, Heather Thomas , Rex Watkins, Paul Windrath Guest(s): Juan Caraveo & Jaime Lewis (USA Swimming)	
TOPIC	DISCUSSION/ RECOMMENDATION	ACTION/ FOLLOW UP
Welcome, Agenda Items/Consent Agenda, Special Announcements		
<p>(A previously scheduled meeting on June 3, 2020 was not held as there was no quorum for voting at that time. Present on June 3rd: Quinn Brown, Gabby Calvi, Judi Creech, Julie Carpenter, Fallon DeWitt, Jeff Gudman, Debbie Laderoute, Marilyn Loitz, Jessica Maeda, Lissa Parker, Shelly Rawding, Mark Rieniets, Russel Scovel and Rex Watkins).</p> <p>This meeting was called to order at 7:00 pm by General Chair Shelly Rawding, who welcomed the attendees via Zoom conference call. Shelly congratulated the athletes on a successful online Athlete Leadership Summit held this last weekend.</p> <p>Pull from the consent agenda was Operational Risk, and the Personnel Committee reports will be put under New Business. Shelly asked for an update about the Athletes Summit as well. The group wished a 9Happy Birthday today to Debbie Laderoute!</p>		
Treasurer's Report- Paul Windrath		
No treasurer's report was submitted to approve at this meeting.		
Past Minutes		
The OSI Board meeting minutes from the June 3, 2020 were approved with two minor edits.		
Chair Reports		
General Chair Report	See submitted report.	
Admin Chair	See New Business, discussion about work of the Personnel Committee.	
Senior Chair	No report.	
Age Group	No report.	
Coaches Rep.	No report.	
Officials	No report.	

Operational Risk	<p>Russ Scovel gave his PowerPoint report. He shared the overall USA Swimming pie chart for injuries/ occurrences year to date through July 14, 2020. We had one injury that was serious with a hospital visit. Most Oregon injuries occur at meets (45 percent during meets); many happen during competition, with still a high percentage during warm-up's- we had 14 total injuries in Oregon to date.</p> <p>Russ did get the funds for new CPR equipment, and thanked OSI. He has conducted a training review course, complying with COVID-19 rules. About four members were able to attend. Shelly asked about future training, he will work with people and do more training as needed. Coaches should contact him.</p> <p>Mark Rieniets brought up our risk for coach members/ OSI conducting practices with COVID-19 rules. Shelly Rawding said that it is difficult to establish standard rules as every facility is different. Mark added that the Newberg baseball team all got infected and are now sidelined. Jackie Allender said that we should be following the strictest USA Swimming guidelines. Russ Scovel added that pool facilities are required to have monitors, which led to discussion about who would be considered a practice monitor, and rules for lifeguards. Also discussed was reporting and how enforcement might occur if teams are not being compliant.</p> <p>After further discussion it was decided to adhere to the USA Swimming guidelines, to be adopted by each team to comply with each pool's specific regulations at this time. Shelly Rawding suggested that we think about this and discuss at the next meeting, as well as publishing the USA Swimming COVID-19 return to practice guidelines link in the OSI Newsletter in the interim.</p>	
Safe Sport	No report.	
Diversity	Diversity, Equity & Inclusion- see submitted report	
Athletes	See New Business.	
Sanctions Chair	See submitted report.	
Office Report	See submitted report.	
Other	No other submitted reports such as Age Group Camps and Zones reports.	
New Business		
Athletes Leadership Summit	<p>Quinn Brown reported on the online Athletes Leadership Summit. About 36 athletes attended. Presenters included Kathy Wikstrand for Leadership, Bridgett Dwyer on DEI, Allison Schmidt for Mental Health/ Her Swim Journey. Quinn said it was a great opportunity - she had a lot of fun and got good feedback from the attendees. The summit is recorded, however there may be issues with rules for sharing the materials by publishing the slides on our website. Quinn has sent out links for the summit to the attendees, as well as request for volunteers for the OSI junior athlete position.</p>	<p>Good feedback-successful summit</p>

<p>Personnel Committee</p>	<p>Rex Watkins gave a short update on the Personnel Committee. They have had a lot of meetings; primary work has been on job descriptions and new pathways for the way things are run at the OSI Office. They are considering changes to the office assistant position description and taking some of the present volunteer duties and adding them to the assistant job such as registrations, meet sanctions, the Team Unify website updates etc. They would consider the primary office person becoming an Executive director. They are also looking at proposing that we use a contracted service for a lot of the bookkeeping/ financial services and requirements such as the TKW company- requests have been sent to a few vendors.</p> <p>The OSI Board is also very diverse in terms of members; however, in terms of the volunteer jobs some positions are not a strong suit for some people. For those volunteers their jobs should be reasonable on a monthly basis and not requiring hours of work. An executive director would help steer the organization and could take on some additional roles. Also proposed are performance improvement processes for those that are paid employees. This is still in development, so the group wants to start the conversation. Members are Fallon DeWitt, Emily Melina, Chris Pfaffenroth, Shelly Rawding and Rex Watkins.</p> <p>Mark Rieniets brought up some questions in terms of required hours for positions such as the assistant position. Some of this work would include more hours seasonally i.e. such as for registration, and it would increase the budgeting to a small degree. Whether this would be in an office or online work is still up for debate in the long run.</p> <p>If there are questions, please direct them to Shelly Rawding.</p>	<p>Ongoing work – Personnel Committee – a work in progress. More to come at the next meeting.</p>
<p>HOD Meeting- Sunday Oct. 4th, 2020</p>	<p>Shelly Rawding brought up the issue of scheduling concerns regarding the annual HOD meeting along with the OSI Symposium. It is currently scheduled for the October 3-4th weekend. She is encouraging discussion for this now, to not delay preparations if we do this as an online event- we should get started now. Several LSC's have made the decision to hold theirs online this year due to the pandemic.</p> <p>Chris Pfaffenroth said that we should make a decision now, rather than delay the process. Lissa Parker said that she thinks it would be hard for Lincoln City to host this year, as their county is not moving forward for reopening very well. Jackie Allender made a motion to make the meeting an online virtual meeting this year. This was approved unanimously.</p> <p>Rex Watkins and Russ Scovel added that it would be good to have moderators/ professional help running the meeting virtually. Mark Rieniets said that there are services that do this, and further discussion was held about Zoom licenses and ways to accomplish this. It is a good idea to have a central control room where moderators can social distance, with electronic capabilities. Victor Brasil said that materials sent out ahead that need to be voted on would be helpful. Mark Rieniets said that the company 'Election Buddy' has a good program, and delegates can be pre- enrolled.</p> <p>Other education for Saturday could be developed- Julie Carpenter has been thinking about this for official's sessions- OSI has several Zoom licenses as well as each coach/ team have Zoom licenses now. Different times / days might help with this to spread out education sessions. Shelly has spoken with Jody Braden about OSCA clinics/ meetings a couple of weeks ago, he has not yet thought about it. Some added that perhaps a location such as the MAC Club could help us for the 'control room'.</p>	<p>The OSI HOD and meeting in October will be held online only</p>

Old Business		
Electronic Vote	<p>Fallon DeWitt shared the athlete rep.'s committee electronic timeline submitted for choosing the OSI Junior Athlete representative and explained the process. Presently they have six applications that have applied for the position. They are continuing with reminders via Instagram and in the OSI Newsletter. The position closes August 2nd. One team rep. per team ultimately votes on the final candidate. September 1st the junior rep. then assumes the position. Shelly explained some of the recent OSI changes in this process- the athlete committee sends the names to the Board ahead to look over some of these candidates. Fallon explained that the Board is only looking at the candidates rather than choosing them- in case there is a candidate that might not be a good fit.</p> <p>Some questions were raised about conflict of interest, and the criteria of how the athlete committee chooses the candidate- there should be some criteria and guidelines. Fallon said that the athlete committee are developing what they want in a rep. before they look at the candidates. Some changes were made to the timeline wording that Fallon presented for clarification.</p>	Ongoing
Treasurer Position	Shelly Rawding said that we are still looking for a Treasurer. With the possible changes in the job positions this might make the volunteer position more desirable.	Ongoing
Oregon City Level Status	<p>Shelly said that the Oregon City Swim Team has achieved a Level One grant- however the OSI \$1,000 benefit could be affected by the timing. They had achieved Level One the day after it was approved by the Board, but not yet announced in the OSI Newsletter until the following day. USA Swimming gave the Level One designation to OCST on Thursday- after OSI approved this benefit to clubs the day before on Wednesday.</p> <p>A motion was made and approved to give OCST the \$1,000 benefit.</p>	Give OCST the \$1,000 for achieving Level One status
Next Meeting (s) at 7:00 PM		
<ul style="list-style-type: none"> Zoom OSI Board meeting scheduled for August 5th, 2020 at 7:00 PM. <p>With no other business, the meeting was adjourned at approximately 7:54 PM.</p>		

Submitted Reports for June 22, 2020 OSI Board Meeting:

Chair Report – Shelly Rawding

I passed most of the chair duties in June to our Admin Chair, Senior Chair and Coaches Rep the past few weeks while I dealt with some family issues. A huge Thank you! to Christopher, Emily, Jody, and Debbie for jumping in as asked.

A couple things I do have to report – I received an email from Sarah (Johnston) Hilderbrand. She said: *Every few years I check the record books to see how many I have left on the books (Hilderbrand, formerly “Johnston” with some 8&U records from 1982) I think it would be really amazing if some of us “old timers” could be connected with new record breakers. I think of Sue Habernigg, David Garcia, Amy Ward...and others like myself, who have records still standing from the 70’s and 80’s. I know I was inspired to break records and held the record-holders in awe...that were a few years old, much less decades years old.*

I have responded back very positively to her note, and we will keep her in mind as a mentor for our athletes in some worthwhile capacity in the future.

And in thinking about our HOD Meeting in October, it is only 3 months away. If we need to move the meeting to an online format, I believe 3 months lead-time in order to have an effective use of everyone’s time is not too

much. I have this on Wednesdays Agenda under New Business to gather input on how to proceed with our HOD this year. Lots of great information from other LSC's that have already done their HOD online, including Minnesota that utilized a professional Parliamentarian to help run the meeting.

DE&I Report - Jim Bowe

DEI Committee:

- On the recommendations of the OSI Junior Athlete Board we have created an OSI DEI Athlete/Coach committee.
- The vision and mission of the committee will be developed by the members.
- We had 33 athletes apply for the committee. We limited 2 athletes per team for teams that have may applicants.
- We have 4 coaches on the committee as well.
- A list of committee members is on another page.
- Our first meeting will be July 2nd at 6PM.

Sanctions Chair Report – Murilo Martins

OSI board,

I would like to share with you that your decision to extend the meet bid to August 31st was the right move. As of now, we still have no idea what we might be able to do with regards to swim meets in the fall and winter. Many teams are still not back to their pool and won't know what their facilities will allow them to host until they are back, and new guidelines are available. Since our meet calendar is designed for open meets and large invitationals (you don't have to bid for intra-squad, dual, tri and quad meets), the teams that are back in the water can start playing with smaller meets as long as those meets are not open or invitations with 5+ teams.

One issue that has been brought up by the Corvallis Aquatic Team is that they would like to know asap if they will be able to host a state championship meet since their facility is currently planning out for the whole fall/winter. I'm not opposed to starting the championship meet bid with a short deadline of 2 weeks in order to make sure we don't lose a team that has been hosting our championship meets for years. As for the other teams that might not know if their facility will support their bid for championships, they can always bid for the meet and if they win and their facility chooses not to host, they can give the meet up later.

Office Report -Debbie Laderoute

2021 athlete and non-athlete registrations:

YTD: 9 YR athletes, 5 FLEX, 4 other non-athletes

15 teams received \$1000 in grant money for achieving Safe Sport Recognition