

Middle Atlantic Swimming
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**Middle Atlantic
BOARD of DIRECTORS
Meeting Minutes
Monday, April 9, 2007
Integrated Health Campus (Allentown)**

ATTENDEES:

Mike Seip – General Chair	Fred Frank – Admin V-Chair
Fred Killian – Operations/Devel, Officials	George Breen – Past GC, At-large
Dale Petranec – Treasurer	Matt Sprang – Age Group
Patric Mills – Safety	Burt German – Finance
John Carroll – Tech Planning	Erin Fischer - Athlete
Jon Larson – At-Large	Chuck Kaylor - EMAC
Cherita Gentilucci – Office	

Call to order:

The meeting was called to order @ 7:05 p.m. by Mike Seip, General Chair. Fred Killian appointed as Acting Secretary.

Announcements:

- ? Eastern Zone meeting – George Breen, Patric Mills and John Carroll will attend the EZ meeting in Portland, ME on May 5-6 as the MA delegates.
- ? MA needs to designate an Outstanding Service Award winner if we are to present this award at our June Annual meeting.
- ? Lifetime membership in USA Swimming must be submitted to USA-S by July 1 if to be presented at convention.
- ? Mike Seip reviewed the Board to determine those interested in attending the USAS convention in Anaheim. MA does not know yet whether it will receive additional At-large votes. Several MA members have votes via their Committee participation.

Agenda:

Motion to approve Agenda as distributed; motion passed.

Minutes:

Corrections to minutes of the January Board meeting were to add Matt Sprang (Age Group) as an attendee, and correct the date for the Bidders meeting to April 25. Motion to accept minutes, as corrected; motion passed.

Treasurer's Report:

- ? 2007-08 Budget (see attached). Burt German presented the proposed budget showing approx \$26.5M deficit to be covered by funds taken from reserve accounts. Income includes a \$2 dues increase - \$1 of which will be passed to USA Swimming. Increased budgeted expenses include \$2M each to Age Group and Senior committees to cover additional administrative meet expenses, \$1M for the biannual Officials Referee clinic, \$6M for Officials meet expenses, \$2M for Convention expenses, \$2M for equipment to conference meetings, and \$10M for additional office staff expenses. Motion to accept proposed budget; passed. Budget will be presented for adoption at the June House of Delegates meeting.
- ? Authorization to Invest (B.German) – Finance Chair requested authorization to move money from MA reserve funds now invested in CDs to Money Market Funds to capture higher interest rates. Discussion was to not authorize investment in mutual funds due to the risk associated with mutual funds. Motion to allow Finance Chair to move funds, as appropriate; motion passed.

? Compliance for USA Swimming Fidelity Insurance (B.German) – USA Swimming will provide \$100,000 fidelity (i.e., crime) insurance to LSCs provided the LSC financial polices require: (a) two signatures on all checks written for \$5,000 or more; (b) the LSC monthly bank statements be independently balanced monthly by a Board member not authorized to write checks; and (c) the accounts are reviewed every six months by an internal audit committee (this is in addition to the annual audit/review by an external accountant.) In order to bring MA into compliance with these requirements, Burt moved (a) to require two signatures on all MA checks written for \$5000 or more, and (b) to remove Dale Petranech from signatory authority to write checks and have him receive the bank statements and balance the accounts monthly; motion passed. Burt stated that he thought we were in compliance with other USA-S financial requirements. The MA Financial Policy/Procedures will be modified to include these changes. Burt will advise USA-S of our compliance with the requirements.

Unfinished Business:

- 1) Authorization for Director & Officer (D&O) Insurance (B.German) – Burt has been unable to obtain information from USA-S regarding D&O insurance, but has asked for a quote from a local agent. Mike Seip indicated that information on D&O Insurance from the USA-S insurer, Risk Management Services, was on the USA-S website.
- 2) Business Continuity Plan (P.Mills) – no further action.
- 3) Altitude Training Camp (M.Seip) – MA has received an invoice from USA-S for \$3600 to cover cost of the cancelled training camp scheduled for last December. USA-S has already paid USOC for the intended use of the Colorado Springs training center, and we remain obligated to USA-S. Motion to go ahead and pay the bill; motion passed. Followed by discussion on how to avoid obligations of this nature in the future. Board members are to be reminded that they have financial responsibilities for commitments, and that only the General Chair, Admin V-Chair and Finance V-Chair can sign financial contracts for the LSC.
- 4) Per diem (M.Seip). Motion to increase *per diem* rate paid by MA when attending convention, workshops, etc on behalf of MA to the published IRS rate for the respective local area. Motion passed.

Elections and Appointments:

- ? No appointments.
- ? Position of Secretary remains unfilled.

New Business:

- 1) Bids – bid information was sent by the office last week, and will be updated with additional information of bids received over this past weekend. Bidders meeting will be Wednesday, April 25 at Germantown Academy.
- 2) Nominating Committee – no report. Ruthann Joyce has agreed to chair the committee. Nominations will be provided at the May House meeting.
- 3) New Championship Meet – Tech Planning had recommended a Senior Meet for late March, 2008; the meet was on the bid offering, but has not been adopted by Senior Comm. The meet would be a Senior SC Championship meet and could relieve overcrowding at JOs. There is concern by Age Group that GCIT will either not allow use of the pool on school days, or severely limit the number of participants at future meet sessions. Matt Sprang offered a proposal to replace the present JO and Regional (i.e., BC Champs) meets with a tri-level ‘gold’, ‘silver’ and ‘bronze’ system. Discussion in favor of holding the Senior Meet include: there is no USA-S National Champs in spring 2008, both EZ spring Sectional meets will be LC, MA should hold a SC Championship meet as a balance to the summer LC meet, the weekend of March 20-22 is available and would allow entry to the NCSA meet the following week, and GCIT is potentially available for a Thurs thru Sat format as school is not in session for spring break. Motion that MA hold a Senior Meet on March 20-22 as originally scheduled; motion passed. Senior Committee will be advised of the discussion and action taken by the Board. An *ad hoc* committee including Tech Planning, Senior, Age Group and Coach representatives will review and decide appropriate formats and qualifying times for the Senior and JO meets.
- 4) Schedule of LSC meetings (B.German) – as attendance at scheduled House of Delegates has declined, Burt proposed reducing the number of House meetings from four to two – to be held in November and June. Motion passed. It was also suggested that the Board consider changes to the

annual June meeting to include clinics, workshops, etc in addition to the required LSC business (i.e., elections, budget approval, etc.) – as is done in other LSCs.

- 5) Policy manual update (F.Killian) – (a) motion to add Approved Meets as allowed meets for submitting times for Zone Team qualification (since YMCA meets will now be Approved rather than Observed); motion passed; (b) confirmed MA policy that allows Time Trial swims to qualify for entry to the summer LC Eastern Zone meet; (c) the updated Travel Assistance policy has been sent to be posted on the website.
- 6) 2007-08 Travel Assistance support (see attached) – John Carroll presented a proposed Travel Assistance plan for next year. A total of \$35,000 is budgeted for the winter/spring meets, and \$33,000 for the summer meets. Priority of meets in each group is: Nationals, Junior/NCSA Nationals, Sectionals. Olympic Trials will be funded separately at \$24,000 utilizing the \$6,000 budgeted in each of the three previous years. The support table will be inserted into the policy when the budget is approved in June.

Officer and Committee Reports:

- 1) The AG committee was commended for running a very successful Junior Olympic meet – under somewhat strenuous conditions.

The next meeting is a House of Delegates meeting scheduled at Upper Main Line YMCA on May 14, 2007 beginning at 7:00 pm

Meeting adjourned at 9:15 p.m.

Respectfully submitted,
Fred Killian, acting Secr