

MEETING OF THE LAKE ERIE SWIMMING BOARD OF DIRECTORS

7:30 pm, Tuesday, March 18, 2025

[Zoom Meeting](#)

Mission: *To enrich the lives of our athletes through the sport of swimming by providing safe and inclusive programming in a culture that encourages competitive excellence and personal growth.*

Vision: *Lake Erie Swimming - inspiring the pursuit of excellence in swimming and in life. Branding words: Lead; Engage; Succeed; Inspire*

MINUTES

CALL TO ORDER: 7:30 PM

ROLL CALL / MEMBERS PRESENT: VINCE COLWELL, JENNIFER BUTLER, ANNA FIALKO, CHUCK KUNSMAN, CINDY DIAL, KIM LONG, MISTY CAUDILL, PAM COOK, SARAH TOBIN, ZACH TOOTHMAN, JELANI WATKINS, ERIC PETERSON

- Communicated Absences: Branden Burns

CONFLICT OF INTEREST DECLARATIONS: NONE

[FORMER MEETING MINUTES](#)

ADDITION(S) TO AGENDA: NONE

APPROVAL OF CONSENT AGENDA: Motion to Approve from Sarah Tobin - **APPROVED**

I. Announcements:

A. USA Swimming Updates

1. Club Dues Increase Effective from 2026
 - a. Committee continuing to meet
 - b. Planning fund utilization for next year
2. Block Party Meet Data Collection Ongoing through Q1 2025
 - a. Update to be provided after data collection
3. CEO Search Process Restarted, Revisiting Previous Talent Pool
 - a. Expected to conclude faster than initial 6-month process
4. USA Swimming Marketing Toolkit Expanded for Social Media Use
 - a. Includes Sectional and NAG cuts for team utilization
5. Zone Select and Diversity Camp Members Announcement Imminent
 - a. Zone Select Coach Clinic: May 23-24 in Louisville, open to all coaches
 - b. Western/Central Zone Select Camp: June 5-8, 2025
6. Club Business Network Created to Assist with Business Practices
 - a. Monthly focus topics with recorded meetings available online
 - b. Insightful for strategic planning
7. Safesport Course Update Scheduled for March 26th
 - a. Uncompleted courses will be reset
 - b. Core course expected to be 25 minutes shorter
8. Stakeholder Engagement Plan in Development for Feedback Collection
 - a. Will involve members, teams, LSCs, and Zones

B. 3/23 Merger Town Hall

II. Action Items:

- A. Awards
 - 1. ([Former Award Winners](#))
 - 2. Athlete Award Scholarship- Athletes not present
 - 3. Forkapa Award:
 - a. Nominations: Kat Torok and Nancy Veto
 - b. **APPROVED 9-2** Nancy Veto
 - 4. Board Award
 - a. Nominations: LESI AG Champs Meet Directors
 - b. **APPROVED**
 - 5. Service Award
- B. Age Group Vice Chair appointment - Eric Peterson
 - 1. Supported by BOD
- C. Funding for Sept. 27th LESI Age Group Clinic - please [see attached minutes and proposal from committee for details](#)
 - 1. Vince motioned to approve up to \$6,000 for free LESI member attendance for 9/27 clinic with Lilly King - Seconded by Sarah Tobin - Discussion included clarification of further planning to go to the committee and call for support from Eric and recommendation - **APPROVED Unanimously**

III. Discussion Items:

- A. Merger Updates (HOD Notice sent from Jelani)
 - 1. Zoom/delegate registration needs
 - a. Jelani proposed a new voting process for the upcoming meeting, which would involve checking the eligibility of attendees before they vote. However, this process was met with concerns from the team, particularly from Vince, who felt that it would create confusion and potentially lead to unclear voting results. Sarah and Pam also expressed concerns about the potential for people to miss the registration deadline or not receive important emails. The team agreed that the process needed to be carefully considered and that they should aim for a consensus on the voting procedure.
 - b. Pam, Vince, Misty, Jelani, and Jennifer discussed the voting process for their meetings. Jelani clarified that most votes would be verified ahead of time, with only last-minute additions being considered during the meeting. Vince expressed concern about announcing results before they were officially confirmed. Jelani agreed, stating that the worst-case scenario would be to announce that the results would be delayed until Monday afternoon.
 - c. The team discussed the process for the upcoming vote, focusing on the need for a hard deadline for delegate submissions. They agreed on a noon deadline on Sunday, allowing for a two-hour lead time. Jelani outlined the software he would use to sift out ineligible votes and ensure the accuracy of the results. The team also discussed the need to inform teams with delegates not in good standing to identify a new delegate. Eric suggested sending a reminder on Friday to those with listed delegates who hadn't registered to attend the meeting. Pam suggested including more information about delegate requirements in the next House of Delegates notification.
 - 2. Merger Bylaws update forthcoming
- B. LESI policy regarding LESI's copy of MM* licensing (Pam)
 - 1. Pam raised a concern about sharing their Meet Manager licensing with officials, suggesting a policy of only office personnel having access to it. Vince questioned the need for officials to have this access, and Jennifer suggested that admins should have access to Meet Manager for reviewing meet files.

2. Pam motioned The MM license permit needs to be used by permanent office only - **APPROVED Unanimously**
- a. This decision was made to ensure the software is only used for championship meets and to prevent unauthorized access.
- B. [March Sr. Champs Notice of Fine Communication](#) (Jennifer Butler)
 3. The board discussed a case where a swimmer was marked as present but did not show up for an event. The coach argued that the swimmer should not have been marked as present, and the fine should not be assessed. The board was asked to waive the fine for this specific instance.
 4. Vince motioned to waive the fine from the instance - Jelani seconded - **APPROVED 3-0**
 - a. The group discussed the implications of waiving a fine for a swimmer who was incorrectly checked in for an event. Jelani believes it's a low-risk decision, while Misty suggests implementing a more robust check-in process. Jennifer proposes separate positive check-ins for distance events. Sarah explains that the swimmer in question was known to be absent, but this information wasn't communicated effectively. The discussion highlights the importance of clear communication between coaches and meet officials to prevent similar issues in the future.
- B. Board/Committee Vacancies & Campaigning Efforts Update
 5. 2nd Coach Rep
 6. Finance Chair

IV. Reports

**NR: No Report; NP: Not Present*

- A. Athlete Reps – George Libecco, Avery Crabtree
 1. NP
- B. Coach Reps – Anna Fialko
 1. NR
- C. Admin Vice-Chair – Misty Caudill
 1. NR
- D. Senior – Cindy Dial
 1. NR
- E. Age Group – Eric Peterson
 1. NR
- F. Technical Planning – Sarah Tobin
 1. SC Bids due 3/24
- G. Treasurer – Kim Long
 1. [Monthly Balance](#)
 2. [Monthly P&L Report](#)
 3. 990 still in process
- H. Operational Risk - Branden Burns
 1. NP
- I. Secretary – Jelani Watkins
 1. NR
- J. Membership/Registration/Permanent Office – Pam Cook
 1. 2025 Reg Stats as of 3/18/25
 1. Clubs - 33
 2. Non Athletes

- | | | | |
|----|------------|-----|--|
| a. | Admin | 41 | |
| b. | Coach | 202 | |
| c. | Jr Coach | 1 | |
| d. | Prov Coach | 11 | |
| e. | Officials | 56 | |
| f. | Other | 15 | |
| g. | Total | 326 | |
3. Athletes
- | | | | |
|----|-------------|------|--|
| a. | Premium | 2153 | |
| b. | Seasonal | 89 | |
| c. | Flex | 175 | |
| | d. Outreach | 29 | |
| | e. Total | 2446 | |
4. Pam provided updates on sanctioning, including 81 SCY meets (Sanctioned-51, Approved - 7, Observed - 23. Of the sanctioned meets 22 were scheduled, 29 were non-scheduled)
5. We may be adding new year-round club.
- K. Safe Sport Coordinator – Sarah Ondrejka
1. NP
- K. DEI – Ronae Hughes
2. NP

V. Old Business:

- A. None

VI. New Business:

- A. None

VII. Next Meeting: Monday, April 21st at 7:30pm via ZOOM

VIII. ADJOURNED: Jelani motioned - Vince seconded - 9:03 PM

Follow Up Action Steps (No particular Order):

- Vince: Send merger agreement with adapted bylaws to Jelani
- Jelani: Send a revised draft of House of Delegates communication to the board for review, including clear registration deadlines and requirements
- Vince: Reach out to legal team to ensure their presence at the House of Delegates meeting
- Vince or Zach: Contact Central Zone representatives to confirm their attendance at the House of Delegates meeting
- Jelani: Update the House of Delegates registration form to include Board member options and make registration requirements clearer
- Pam: Check and verify delegate members' good standing status by Thursday before the House of Delegates meeting
- Jelani: Send follow-up message on Friday morning with updated list of delegates and registered names

- Eric: Possibly prepare and deliver Age Group Vice Chair report at the House of Delegates meeting
- Sarah: Send reminder to teams that have not responded about short course season bids
- Pam: Create and post Zoom link for Town Hall meeting on the 23rd
- Kim: Continue processing the 990 form
- Pam: Process new club registration for Spearhead Aquatics
- Jennifer: Update Admin certification guidance regarding Meet Manager access policy