

MEETING OF THE LAKE ERIE SWIMMING BOARD OF DIRECTORS

Monday, February 15, 2021 Zoom Meeting

Minutes

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

Call to Order: Vince Colwell

Roll Call:

Branden Burns, Vince Colwell, Pam Cook, Erin Crabtree, Diane Finnerty, Sonja Haywood, Mark Krusinski, Kristen MacPhail, Mia Nagle, Sarah Tobin, Zach Toothman, Chuck Kunsman

Not in attendance:

Stacey Aroney, Eileen Bringman, Josh Forsythe, Adam Katz, Megan Maholic

Conflict of Interest Declarations: NONE

Addition(s) to and Approval of Agenda: APPROVED

Approval of Consent Agenda: APPROVED

Announcements:

Action Items:

1. BOD Self Evaluation Documents & Committee Evaluations
 - a. BOD members will do a self evaluation. It will not need to be shown to anyone but each BOD member will report back at the next meeting
 - b. General Chair will email these evaluations
 - c. Committee Evaluations – Committee Chairs and members of each committee will be given the evaluation documents for their committee and the Vice Chair in charge of the Committee will evaluate their committees.
 - d. A timeline needs to be set for when these evaluations will be done
2. Board/Committee Manuals
 - a. MOTION: Approve the Board & Committee Manuals as published. PASSED
3. Retention Documents
 - a. MOTION: Approval of Retention Documents as published. PASSED
 - b. Need to keep all documents in a central location

- c. Should begin to put all documents in google docs or keep in TEAMS
- d. Who has all the documents?
 - i. Diane Finnerty, Treasurer, has hard copies of contracts by year in boxes at her house; Quickbooks which has the financials is electronic
 - ii. Email records – Currently most BOD members use their personal email. Vince Colwell will look into setting up gmail account for all BOD members
- 4. Awards voted on by BOD – MOTION: Postpone voting on the Forkapa and Board of Directors Awards until March. **PASSED**
 - a. Forkapa Award
 - i. 1996 Kacy Nash
 - ii. 1997 Donna Burovac
 - iii. 1998 Dick & Connie Claar
 - iv. 1999 Julie & George Bare
 - v. 2000 Pam Cook
 - vi. 2001 Jim Walters
 - vii. 2003 Pam Cook
 - viii. 2004 Kathy Fitzgerald
 - ix. 2005 Teri Mikelonis
 - x. 2007 Cary Seidman
 - xi. 2008 Marie Salibra
 - xii. 2009 Amanda Kiel
 - xiii. 2010 Dana Trau
 - xiv. 2011 Sue Lutkus
 - xv. 2012 Chuck Duchon
 - xvi. 2013 Jim Stacy
 - xvii. 2014 Matt Salerno
 - xviii. 2015 Charlotte Mitchell
 - xix. 2016 Julie Knurek
 - xx. 2017 John Hampu
 - xxi. 2018 Pete Finefrock
 - xxii. 2019 Meri and Jenna Halupnik
 - xxiii. 2020 Chuck Kunsman
 - b. Board of Directors Award
 - i. 1998 Fernan Echevarria
 - ii. 2000 Acey Body
 - iii. 2001 Shaker Sharks Hospitality
 - iv. 2003 Brett Seaman
 - v. 2004 Wally Morton
 - vi. 2005 Julie Knurek
 - vii. 2007 Kevin Stang
 - viii. 2008 Susan D'Abato/Barbie McCann
 - ix. 2009 CCS/HEAT/LESD
 - x. 2010 Anthony Petruzzi
 - xi. 2011 Sam Seiple

- xii. 2012 Andrew Appleby
- xiii. 2013 Andrew Crane
- xiv. 2014 Andy Kuhl
- xv. 2015 Marie Salibra
- xvi. 2016 Sharon Badertscher
- xvii. 2017 Tracy Fiorelli
- xviii. 2018 Dave & Jodie Wohfleil
- xix. 2019 Sarah Tobin
- xx. 2020 LESI Athletes Committee
- c. Send nominations to LESI Secretary prior to the March Meeting
- 5. Conoco-Phillips Service Award – Past two recipients (Lori Baylor and Diane Finnerty) will choose the recipient and fill out the paperwork to get the award from USA Swimming

Discussion Items:

- 1. Strategic Plan
 - a. LESI needs a new Strategic Plan
 - b. USA Swimming has led an in-person workshop to develop the Strategic Plan in the past, but will not do any in 2021 due to COVID
 - c. LESI needs an interim Strategic Plan which needs to be done by mid summer
 - i. Ask USA Swimming to lead a virtual workshop to help us establish a Strategic Plan
 - ii. Vice Chairs should set up a meeting with their committees in March/April to see what they would like to accomplish to next year and report back to the Board in May
 - 1. General Chair will reach out to Committee Chairs and ask them to have a meeting in April and then send a report to the Vice Chair and these will be discussed at the May BOD meeting
 - iii. Look at the LEAP goals to help build our Strategic Plan. Pam Cook, Governance Chair, will discuss LEAP at the March meeting
- 2. Committee Chair Workshop Review
 - a. Who attended
 - b. What was discussed
 - c. We need to see a report/documentation to see what we need to improve upon for next year
 - d. Vince Colwell has minutes and will send to Pam Cook
- 3. Committee Member Lists
 - a. Technical Planning sent Pam Cook the Committee list

- b. Vice Chairs should check with their Committee Chairs to make sure the Committee list is current. Committee list is posted on the website.
- 4. Diversity, Equity, and Inclusion with Policy & Procedures
 - a. Sonja Haywood is the Chair
 - b. Need Policy & Procedures for his committee
 - c. This is a LEAP item
 - d. LESI can adopt what USA Swimming has
 - e. Vince Colwell and Pam Cook will work with Sonja Haywood on the Policy/Procedures and will discuss at the March meeting
- 5. Open Water Promotion
 - a. Jen Butler is the chair of Open Water
 - b. Had many things planned for summer, 2020 but could not proceed with them due to COVID
 - c. Pam Cook will contact Jen Butler to see what she is planning for 2021
- 6. Manuals
 - a. Finance Manual has been updated
 - b. Permanent Office Manual has been created
 - c. Operational Risk needs to be updated

Reports:

- 1. Athlete Reps – Zach Toothman, Mia Nagle, Megan Maholic
 - a. Getting information out about the Senior Athlete Award and are taking nominations
 - b. Take over Tuesday will continue
 - c. Coaches highlights will continue
 - d. Championship season events
- 2. Coaches Reps – Stacey Aroney & Josh Forsythe
 - a. No report
- 3. Admin Vice Chair – Kristen MacPhail
 - a. Championship meets are all sanctioned
 - b. Awards Committee is meeting in March to discuss and how to proceed with the Awards Program/Recognition
- 4. Senior Vice Chair – Eileen Bringman
 - a. No report
- 5. Age Group Vice Chair – Erin Crabtree
 - a. The Mid States meet is cancelled for 2021
 - b. Zone Chair – Kyoko Hong; Lisa Downing, past Zone Chair, and Erin Crabtree will meet with Kyoko to discuss upcoming Zones
- 6. Technical Planning – Adam Katz
 - a. No report
- 7. Treasurer – Diane Finnerty
 - a. No report

8. Finance Chair – Mark Krusinski
 - a. Started working with the Accounting Company to do the filing
9. Operational Risk – Branden Burns
 - a. No report
10. Secretary – Sarah Tobin
 - a. No report
11. Membership/Registration/Permanent Office – Pam Cook
 - a. Registration Stats

	February 15, 2021
Athletes – year round	2244
Athletes – flex	234
Athletes – outreach	40
Athletes - seasonal	80
Athletes - TOTAL	2568
Non Athletes	241
Clubs	38

12. Safe Sport – Sonja Haywood
 - a. Sonja is having a meeting next week with her Committee
 - b. Need to get LESI and Clubs up to date on Safe Sport

Old Business

1. Committee list for Technical Planning was sent to Pam Cook
2. Newsletter/website advertising –
 - a. Need to put a structure in place for advertising

New Business

Disability Chair – Chuck Kunsman may have someone interested in Chairing the Committee or being a member of the Committee

Meeting Adjourned at 8:25 p.m.

Next Meeting:

Monday, March 15, 2021 at 7:30 pm via Zoom

Respectfully submitted

Sarah Tobin