

MEETING OF THE LAKE ERIE SWIMMING BOARD OF DIRECTORS

Monday, January 20, 2020

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: Chuck Kunsman

Roll Call:

Chuck Kunsman, Bill Bare, Sarah Tobin, Tina McCauley, Riley McNichols, Branden Burns, Zach Toothman, Vince Colwell, Tom Stacy, Eileen Bringman, Pam Cook, Diane Finnerty, Paige McCormick,

Not in attendance:

Allie Vitantonio, Erin Crabtree, Marianne Russell, Mark Krusinski

Conflict of Interest Declarations: NONE

Addition(s) to and Approval of Agenda: **APPROVED** with additional item

1. Increase of non-athlete and seasonal fees for 2021

Approval of Consent Agenda: **APPROVED**

1. Minutes from 2019 October Board Meeting
2. Committee Reports for January 2020
 - a) General Chairs Report (included)
 - b) Athlete Report (included)
 - c) Admin Vice Chair Report (included)
 - d) Age Group Chair Report (included)

Approval of October 21, 2019 minutes: **PASSED**

Announcements:

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1. USA Swimming Workshops
 - a. Officials
 - i. We ARRE Mentors, Dallas, April 3-5 – For N3 Evaluators
 - ii. Open Water Clinic Ft Myers April 23-26
 - b. Women Coaches and volunteers
 - i. Women's Leadership Summit Black Forest Co. April 17-19
 - c. Board & Committees
 - i. Central Zone workshop, Chicago May 1-3 – For board or committee members; LESI pays for transportation only; USA Swimming will cover cost of housing/meals
2. Spring HOD St Noel's April 26
3. USA Swimming Convention Jacksonville Sept. 22-27

Action Items:

Discussion Items:

1. LSC Leadership Workshop – Allie – Absent
 - a. Gabby Kariotakis submitted a report – see General Chair's report
2. Initial Distance Swims
 - a. Initial distance swims should be entered into the meet file in a separate session labeled Initial Distance starting with event 901.
 - b. Pam Cook no longer needs the initial distance form as long as the following are done
 - i. Admin and or referee at the meet must verify the initial distance swim
 - ii. When the meet manager back up is sent to Pam, an email note stating the initial distances from the meet have been verified and are in the meet file
 - iii. An email from the Admin or Referee will suffice as the verification that the initial distance swim is correct and should be uploaded to SWIMS
3. Registration Account
 - a. Clubs who have a credit on their registration account can use this account to pay meet sanction surcharge fees. An email must be sent to Pam Cook and Diane Finnerty indicating the amount of the meet sanction fee and the meet surcharge fee and Pam will deduct the amount(s) from the teams' registration account
 - b. Teams hosting dual/tri meets are invoiced \$100 for each meet. This \$100 fee will be billed to the teams' registration account
4. Meet Sanctions –Dual/Tri Meets

Short Course Meet data

Meets	Scheduled	Dual/Tri	Approved	Total
2016-17	29	12	8	49
2017-18	32	12	12	56
2018-19	29	14	10	53
2019-2020*	28	18	11	57

*Still have outstanding meets that still need to be sanctioned/approved

- a. Some teams who host dual/tri meets are emailing the meet packets to Pam Cook who then sends the packet to the Sanction Committee 4 or 5 days prior to the first day of the meet. This is not enough time to get the meet packet sanctioned.
- b. Pam must do a pre-meet and a post-meet recon on all dual/tri meets. Team need to send Pam the MM back up before and after all sanctioned meets.
- c. Currently there is no verbiage related to deadlines submission for dual/tri meets in our Policies/Procedures

- d. P/P currently states meet host should submit meet packets 12 weeks prior to the meet and championship information should be submitted at least 30 days prior.
- e. Pam Cook will work with Nancy Veto on legislation regarding deadlines for sanctioned/approved/dual/tri meets for the April HOD
- f. Pam/Nancy will do an education piece at HOD regarding these procedures
- g. LESI needs to offer a Meet Management workshop at the Fall HOD meeting. Teams hosting meets should attend. Should teams be required to attend? We need a more active meet management committee and they should host this workshop.

5. Observed Swims for NTV/USA Observation

- a. USA Swimming and NFHS require two USA officials on the pool deck. Neither organization specifies the role of the officials
 - i. USA Swimming - The number of Association officials must meet the minimum requirements as provided in Article 102.10 – USA Swimming Rules & Regulations. A minimum of two additional USA Swimming Certified stroke & turn officials shall be assigned as observers for the purpose of verifying conformance with USA Swimming technical rules. Observers shall be permitted access to the deck and shall be positioned at each end of the course. If the meet stroke and turn officials are dually certified by USA Swimming and are stationed at each end of the pool, additional observers are not necessary. Where the technical rules listed in Article 101 are the same as the host organization, the judgment of the organization officials shall be sufficient.
 - ii. NFHS – NFHS approved USA Swimming legislation regarding observed swims effective January 1, 2020. 202.8 Requirements for Observed Swims – Swims may be observed by assigned USA swimming or YMCA officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules. Official times achieved as observed swims may be submitted for entry into SWIMS database if all of the following conditions are met:
 - 1. Where the technical rules of the stroke differ from USA Swimming as defined in Article 101, at least two observers from USA Swimming and/or YMCA, who shall be certified stroke and turn judges assigned or approved by the LSC must be on deck and in position to observe the strokes where the rules differ in order to verify compliance of the swim or swims with that part of the USA Swimming rule that differs from the organization's rule. Where the technical rule in Article 101 are identical to those of the organization whose rules the meet is being conducted, the judgement of the organization officials shall be sufficient. The times should be entered upon request, into SWIMS, the National Times Database.

- b. A Request for Observation form must be filled out 10 days prior to the meet and sent to Chuck Kunsman.
 - c. Teams would like their HS conference meets USA observed. It will be the responsibility of the meet host to complete the proper paperwork and make sure there are at least two USA officials. It will not be the responsibility of Jen Butler, USA Observation Chair, to find officials for conference meets. The meet host must submit the USA DQ to Chuck Kunsman with the MM back up of the meet after the meet.
 - d. Motion: **PASSED**
If a team submits the Request for Observation form at least 10 days prior to the first day of the meet and has satisfied the criteria for an USA Swimming Observed meet then the meet can be conducted as a USA Observed meet.
 - e. HS Sectional, HS Districts, and HS State meet will still all be observed and Jen Butler will still make sure these meets have USA officials so these meets will be USA observed
6. Non athlete/parents (serving as personal assistant) on the pool deck at meet
- a. USA Swimming has strict criteria for a personal assistant on the pool deck with an athlete
 - b. In LESI if a parent requests deck access at meets to serve as a personal assist Pam has encouraged the parent to become a USA Swimming non-athlete and has instructed them to contact the meet host prior the meet to request deck access.
 - c. A meet host still has the right to deny a parent on the pool deck.
 - d. Most meet host will permit the parent serving as a personal assistant on the pool deck with boundaries/expectations while being on the pool deck
7. 2019 Budget Summary – See attached P/L – January – December 2019
- a. We did well in 2019. The increase in dual/tri meets and swimmer surcharge has helped.
8. Increase of non-athlete and seasonal fees for 2021
- a. The following was passed at the April, 2019 HOD
- 2021 - effective Sept. 1, 2020
- \$2 increase in year round athlete LSC fee - Year Round Athletes fee for 2021 - \$74.25 (this include the USA \$2 fee as well as the LE LSC increase fee of \$2)
 - \$2.50 increase in seasonal athletes LSC fee - Seasonal Athletes fee for 2021 - \$35
 - \$2 increase in non athlete LSC fee - Non Athlete fee for 2021 - \$74 (this includes the USA \$2 USA fee as well as the LE LSC increase fee of \$2).
9. Mid-States Summary – See Age Group VC report
10. Head Coach for 2020 Zone Team –
- a. Motion: Kevin Harrod (STRS) to be the 2020 Zone head coach. **PASSED**
11. Board Awards for 2020 Awards Banquet

The board will need to vote on recipients for the following awards (except Phillips 66 award). Bring your ideas for recipients to the February board meeting. A list of past recipients is on the LE website under Recognition.

1) Forkapa Award – Selected by Board

- a) Awarded to a person who continues to volunteer within the swimming community even though that person's personal involvement through kids/spouse, etc. has ceased. Coaches and officials are generally assumed to have personal involvement through their paid status. This award was named in honor of Judy Norton Martin Forkapa who remained involved in swimming, running HS districts long after her children had left the program.

- b) Meri Halupnik and daughter Jenna 2019 Recipient

2) Lake Erie Swimming Board Award– Selected by Board

- a) Awarded to a person, group, entity, etc. that the Board chooses to recognize for whatever special accomplishment, service, contribution, etc. that doesn't fit into normal recognition categories.

- i) 2019 recipient – Sarah Tobin

3) Julie Bare Governance Award– Selected by Board

- a) for outstanding service within LE Swimming and either zone or USA-S national or committee service

- i) No recipient for 2017 and 2018
- ii) 2012 Julie Bare
- iii) 2014 Pam Cook
- iv) 2015 Chuck Kunsman
- v) 2016 Tina McCauley

4) Community Service Award- teams need to apply and notice should go out (will put notice in newsletter and on web site, tweet, facebook)

- i) 2019 Recipient - Firestone/Hudson

5) Life Members of USA Swimming Granted by BOD (1 per quad)

- i) No recipient for 2017, 2018, & 2019
- ii) 2016 Tina McCauley
- iii) 2011 Chuck Kunsman
- iv) 2006 Marilyn Duman
- v) 2004 Pam Cook
- vi) 2002 Julie Bare
- vii) 1994 Herold Urban*

6) Phillips 66 Outstanding Volunteer

- i) Selected by the last two recipients (Kat Torok and Diane Finnerty)
- ii) 2019 Recipient – Diane Finnerty

Reports:

- 1. General Chair – Chuck Kunsman

General Chairs Report

Admin Review Board - No Report

LSC Leadership Workshop - Gabby Kariotakis

My experience at the Mighty Mid Leadership summit was way more educational and informative than I was expecting it to be. I learned a lot about group collaboration and directing it towards achieving a goal as well as my own individual leadership skills.

One main theme was learning your leadership strengths and discovering how to use them within a group dynamic (ex: our LSC). We learned communication tools that break down barriers between individuals within the group when you have clashing personalities and leadership traits working together.

Something I believe to be lacking in our LSC is legitimate collaboration. One tool we learned to increase community success within our LSC was brainstorming sessions. We received a scripted outline that we had to run through in small groups. We were given a topic and worked on solution based thinking. We focused on listening to understand rather than to respond. Within our small groups we came up with ideas and then each group brought their idea forward and from there we worked to make the top ideas picked an executable plan (or something that can be brought to the BOD or HOD)

My knowledge of how things are executed in our LSC is very limited but learning this captivated me and I thought it would be a good exercise to try and increase collaborative efforts in our LSC.

Governance Committee - Tina

- Governance committee is continuing to work on and developing the nominating slate for HOD in May.
- The Committee had a conference call on Dec 29 and will convene again on Feb 3. Committee members are each reaching out to individuals about interest in filling the positions as well as the commitment to the position.
- Tina has reached out to Marianne get a better understanding of the Safe Sport Chair responsibilities.

2. Athlete Reps – Paige McCormick, Riley McNichols, Zach Toothman
 - a. Conference call – see report
 - b. The toy drive was very successful. There were boxes at the SHSH Invite/Viking meet at CSU, HS Winter Champs meet at SPIRE, HS Christmas meet at CT Branin Natatorium
 - c. Would like to do another charity drive/event closer to Easter

Athlete's Committee- 11/27/19 8:00 pm (via Conference Call)

Present: Tori Culotta, Sydney Bare, Paige McCormick, Nathan Phillips, Abbey Kutchel, Riley McNichols

Guest: Mia Nagle

Absent:

- I. Additions to the Agenda
- II. Approval of the Agenda
- III. Minutes Review
 - A. Approval of Minutes from October 27th: **PASSED**
- IV. Consideration of Agenda Items
 - A. AEC Announcement- Congratulations
 - B. Service Initiatives Follow-Up: Winter (Toys for Tots)
 1. Shaker Shark (CSU)
 - a) Main Contact: Zach Toothman
 - b) Additional Contacts: Sydney Bare, Abbey Kutchel
 2. Viking (CSU)
 - a) Main Contact: Zach Toothman & Riley McNichols
 - b) Additional Contacts: Sydney Bare and Tori Culotta
 3. Christmas Invite (Canton)
 - a) Main Contact: Mia Nagle
 - b) Additional Contacts: N/A
 4. Jim Stacy Memorial (Spire)
 - a) Main Contact: Paige McCormick
 - b) Additional Contacts: Abbey Kutchel
 5. Flyer to post on LE website & Warm-Up Information
 - a) Abbey Kutchel will create the flyer and send it to Riley so she can send it out to the Meet Directors and Pam.
 - C. Social Media Follow-Up: Athletes Facebook Page, Snapchat, Instagram, Twitter
 1. Athlete Facebook Page
 - a) Branden is still posting. Paige will look into getting the password.
 2. Instagram/Twitter
 - a) Let Riley or Zach know if you want to post something
 - b) Tell athletes to follow our pages to get updates and accomplishments
 - c) College Commitments on Instagram- Send to Riley to post all at once before the New Year
 - (1) Will announce on the Story and have clubs send
 - (2) Paige will contact club representatives to get these so no one feels left out
 3. Snapchat
 - a) We will have more information in the near future!
 - D. Athletes on Standing Committees

1. We have filled many positions with athletes throughout the LSC. We have a few leftovers that need to be filled so Zach can send it to Pam.
 2. Sydney will look into those who haven't responded back
 - E. Leadership Summit Activities and Ideas- Riley McNichols
 1. Personality Type Activity
 2. Self-Analyzation Activites
 3. Noodles/Marshmellow Towers working with different types of personalities.
 - a) Learning how to lead even in uncomfortable situations.
 4. Riley has a bunch of activities we could do.
 - F. Brainstorming Ideas
 1. Hype up finals at Senior Champs (Walkout Music)
 - V. Time/Date of Next Meeting: 12/22/19 at 6:30 pm (if needed)
 - VI. Items to Discuss at Next Meeting:
 - A. Start Looking into Legislation for Spring HOD
 - B. Winter Service Initiative Wrap-Up
 - VII. Meeting Adjourned – Via Conference Call 11/27/19 at 6:55 pm
 - VIII. Minutes Submitted By Zach Toothman
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3. Coaches Rep – Eileen Bringman, Allie Vitatonio
 - a. Allie is stepping down as Coaches Rep. The Coaches will elect someone for a one year term and another coach for a two year term at the April HOD
 4. Admin Vice Chair – Erin Crabtree – see report

Admin. Vice-Chair Committee Reports

Legislation Committee

Bill Stewart

No report

Awards Committee

Heather Stewart

Conference call with committee on 1/13/20; Heather will send minutes and Erin will report at the meeting on Jan 20, 2020

Permanent Office Committee

Permanent Office Report

Sanction Committee (Nancy Veto)

According to P&P 5.3.3 there is a deadline for submitting applications for dual meets. There was a meet that was submitted January 12 for a meet scheduled January 16. While I understand that everyone is busy, so are the members of my committees. We

all hold full time jobs and families. This is not the only meet I have had to deal with a late submission of their application. If I send out a reminder, it just falls on deaf ears and this is getting frustrating and out of hand.

.3 Application: Application for approval must be submitted in accordance with Article 202.6 of USA Swimming Rules and Regulations. An approval fee deposit of \$50.00 shall accompany the application.

A. Deadline: Application for approval should be submitted to the LESI permanent office at least 12 weeks prior to the meet.

B. Requirements for Approval: Approval of competition may be issued, withheld, or withdrawn by LESI in accordance with Article 202.6 of USA Swimming Rules and Regulations.

Sanctioning will be an agenda item on January 20 as I will bring statistics for dual/tri/Y meets over the last few years.

Registration Statistics (as of 1/13/20)

Athletes -

Year round	2655
Flex	343
Outreach	94
Seasonal	28
Total	3120

Non Athletes	232
Clubs	39

PWRS from AM will officially be a LE club on January 28, 2020.

Secretary Committee

Sarah has a few items that are on the agenda as discussion items.

- USA observation at HS Meets
- Parent/non athletes (serving as personal assistance) on the pool deck at meets
- Initial distance

Sanction Committee

Nancy Veto

2 regularly scheduled meets, 1 dual meet, 2 Y meets all sanctioned/approved. There are 2 Y meets still waiting to be approved as well.

5. Sr Vice Chair – Tom Stacy – no report
6. Age Group Vice Chair – Bill Bare – see report

Age Group Vice Chair Report

AGC (Bill): Committee is reviewing participation numbers for the AG Champs meets and the zone meets in an effort to determine factors for the declining numbers in Zone meet attendees.
The discussion is on-going at the time this report is submitted.

IMX (Stacy): No activity to report

Mid States (Bill): We had a team of 84 kids, 29 of which were from Lake Erie LSC. Team Ohio finished second as a team 825 points behind Indiana. We had a shortage of caps so we will be ordering more and allowing families to order more. Once that is done, we will be able to close the books on this year's meet.

Open Water (Jen): Jen is meeting with Diane Finnerty to learn how the committee was run previously and get some direction for going forward.

YMCA (Mike): no activity to report

Zones (Lisa): Zone committee is requesting board approval for Kevin Harrod to be the 2020 Head Coach. Lisa is actively seeking a successor to take over the committee for 2021. Ideally that person would shadow her through the process this year.

7. Technical Planning – Vince Colwell – no report
8. Treasurer – Diane Finnerty
 - a. See attached for January – Dec 2019 P/L
 - b. We are doing well. The dual/tri meet fee and the \$1 increase for surcharge fee has helped.
9. Finance Chair – Mark Krusinski – No report
10. Operational Risk – Branden Burns – no report
11. Secretary – Sarah Tobin – no report
12. Membership/Registration/Permanent Office – Pam Cook
 - a. PWRS from AM will officially be a LE club on January 28, 2020. PWRS has about 200 swimmers
 - b. There are two more teams that need to renew for 2020 and they will renew soon
13. Safe Sport – Marianne Russell – no report

Old Business

New Business

Fall HOD meeting will be Sunday, October 4 – location to TBA

Meeting Adjourned at 8:35 p.m.

Next Meeting: Solon Police Department 7:30 pm February 17, 2020