

METROPOLITAN SWIMMING, INC.

BOARD OF DIRECTORS MEETING

Tuesday, December 4, 2012

PRESENT: John McIlhargy, Brian Hansbury, Bruce Brooks, George Rhein, Mary Fleckenstein, Corinne Cody, Monique Grayson, Don Wagner, Denise Byrne, Edgar Perez, John Yearwood, Amine Boubsis, and Dave Ferris.

EXCUSED: Julian Mackrel, Nicole Papsco, Ray Willie, David Ellinghaus, and Rich Finkelstein.

ABSENT: Colleen Driscoll and Rob Ripp

1. **WELCOME:** John “Mac” McIlhargy called the meeting to order at 7:00pm at Lehman College APEX.

2. **APPROVAL OF MINUTES:**

Mary Fleckenstein made a motion to approve the minutes of the BOD of September 22, 2012. The motion was seconded by Bruce Brooks and accepted by all members in attendance. The minutes were approved as published.

3. **GENERAL CHAIR:** John McIlhargy

1. Welcome and Roll Call. There will be an 8pm presentation from a Travel agent.
2. A Board vote for 2 items was completed via email format on October 16, 2012. The Board of Directors approved the following:
 - a. The purchase of one (1) Golden Goggle Table by Metro Swimming.
 - b. The nomination of Brian Hansbury as Safe Sport Chair. Congratulations Brian!
3. Appointments – no changes at this time
4. Golden Goggles of November 19, 2012 at the Marriott Marquis in NY City – the event went very well and everybody looked great and had a great time. The following BOD members attended this year’s event: Amine Boubsis, Denise Byrne, Corinne Cody, David Ellinghaus, Monique Grayson, Brian Hansbury, Edgar Perez, and John Yearwood. Olympian Connor Jaeger (and his guest) was at the Metro Table.
5. SANDY Help: Thank you to Amine Boubsis, Edgar Perez and John Yearwood for making phone calls to all Metro Clubs to see how everyone was and if anyone needed help! Long Beach Aquatics (LBA) has been decimated by the Storm. The Three Village Swim Club (TVSC) has volunteered to host LBA’s January 8-Under meet at TVSC and all proceeds will go to LBA. This is a 1 session meet on January 6, 2013. We will be accepting donations as well. Will do raffles. This is going to be an all volunteer event! The Eastern Zone stepped in also sending equipment etc... to the NY, NJ, and CT clubs that were affected by the storm. Bruce Brooks made a motion to waive the 20% Metro surcharge for this meet so that all proceeds go directly to LBA. Edgar Perez seconded the motion which was approved by all. Motion carries.
6. Review issues and Committee Discussion – Metro has responded accordingly.
7. Committees – we need to have an update, from all Committee Chairs, with the current and new Committee members. Denise has a list of all new signees but we need the Chairs to

finalize the lists with all members that want to be involved. The lists will then be posted on the Metro Web site.

8. Conference Calling ability set up. Mac will look into this as it would be a great help to Metro. We need to check on the expenses that would be involved.
9. Safe Sport Leadership Conference in Colorado Springs, Colorado, January 27-29, 2013. At this point, Brian will attend the conference, and maybe Mac as well. Safe Sport is getting bigger and bigger. USA Swimming wants each LSC to build their own protocol. They do give guidelines! Discussion on Chaperones.
10. Board Presentation at 8pm – Travel support. Meeting went on until 8pm – see further down in Minutes

4. **TREASURER REPORT:** Corinne Cody

1. The “Budget to Actuals” was not available at this meeting (it will be sent to the Web site for posting). Instead, Corinne gave copies of the reports that will be sent to USA Swimming with the Tax Return – Financial Statements For Fiscal Years Ending August 31, 2012 & 2011: Statement of Financial Position and Statement of Activities for the Years ended August 31. John Yearwood made a motion to accept the reports. George Rhein seconded the motion. All members in attendance approved the motion. **Motion carries.**
2. Discussion on how to invest the funds that had been with HSBC - A motion to re-invest the money from that account was made by John Yearwood and seconded by Don Wagner. We may request help from Bob Fitzsimmons. All were in favor. **Motion carries.**
3. Travel Reimbursement Processing – the burden of submitting proof of attendance in individual at meets should be placed on the swimmers and parents. Corinne is asking for a committee to review the meet requirements before this spring. But all those applying for a travel reimbursement stipend **MUST** submit proof of meets (printout from USA Swimming Database)
4. New signors for the Metro Checking account – remove Mike Morrissey and add Denise Byrne. Corinne Cody, David Ellinghaus, Monique Grayson and Mary Fleckenstein are already signors (two signatures are needed for each check issued by Metropolitan Swimming. George will check on that.

5. **FINANCE CHAIR:** George Rhein

1. Application forms for this year’s Club Excellence Grant will be posted on the Web Site before December 15th

6. **ADMINISTRATIVE VICE CHAIR:** Denise Byrne

1. Proposal to Amend the Policy and Procedures Manual – Article 311.2:
***311.2** The following shall be submitted to the Administrative Chair within 30 days after each meet during the short course swim season and 30 days after each meet during the long course swim season or no later than August 15th for the long course swim season : a. ~~heat sheet~~ **Meet Manager Team Fees Report (1 day prior to the start of meet)** , b. ~~psych sheets~~ **Meet Manager Team Fees Report (at the end of the meet)** , c. ~~meet results~~ , d. ~~c.~~ **the post competition report**, e. ~~d.~~ **the income and expense report**, and f. **e** a check for the meet surcharges. Host teams are exempt from paying surcharges on entries for their own swimmers in a non-invitational meet.*
Corinne Cody made a motion to amend the P&P Manual. Bruce Brooks seconded the motion. All members in attendance were in favor. **Motion carries as written above.**
2. Proposal to Amend the Policy and Procedures Manual – Article 304.2:

304.2 – 20% of the entry fees, except those of the host club constitute the Metro Surcharge and shall be paid by the host club to Metro. This does not apply to Distance Meets. Any team that host Invitationals that invite “all Metro Teams as well as teams from other LSC’s will still have the 20% surcharge waived for their swimmers”. Any team that hosts an invitational meet for only specifically named Metro Teams as well as other LSC must pay the 20% surcharge for their swimmers. (BOD 2/20/10).

John McIlhargy made a motion to table this proposal to amend the P&P Manual Article 304.2. Monique Grayson seconded the motion which was then approved by all. **Motion to table this amendment carries.**

3. LEAP 2 – was started then the program was updated and we have to start all over again.
4. Meet announcements (and announcement templates) for Sanctioned and Approved meets have (or will be) updated to conform with the new language required after the USAS Convention. Metro’s Rules and Regulations, Policies and Procedures and By-Laws will also be updated.

7. TRAVEL SUPPORT PRESENTATION:

Presentation to the Board from Linda Urban of HelmsBriscoe via phone/internet - HelmsBriscoe offers an easy alternative to the complexity and expense of planning your next event. regardless of how big or small it may be. They will help you streamline the process and deliver a successful event anywhere in the world. They will research, evaluate, and present the ideal venue for your event based on your specific needs. There are no contracts or fees involved.

John Yearwood and Edgar Perez may be interested in using those services for Zones even though this company is probably too big for our needs. They will look into it and get more information.

8. SENIOR CHAIR: Don Wagner

April training trip to Deerfield Beach, Florida with the Metro All Stars April 17-21, 2013

1. The top ten girls and top ten boys (13 or older) will be selected for the trip
2. Selection will be based on open power points
3. Athletes must be swimming and training in the Metro LSC for at least one year
4. Qualifying period is from the first day after Winter Speedo Sectionals 2012 (March 26, 2012) through the Winter Speedo Sectional meet 2013
5. Swimmers and coaches stay in the Deerfield INN in Deerfield Beach FL
6. Coaching staff is selected by number of athletes qualified and attending the trip. The staff must have at least one female and one male coach.
7. The goal of the camp is to get some of our best athletes together in a positive training environment where they can challenge each other in settings where the only thing they have to be concerned with is training hard, getting better.
8. A list will be posted on the Metro web site listing the top 30 girls and boys on March 26th.
9. Training will be in the Deerfield Aquatic Center with 2x2 hour long and short course practices per day.

Note: the trip is not during the vacation week of most schools this year. A long discussion followed. A motion to approve the training trip and to accept the selection requirements was made by Don Wagner, seconded and approved by all. **The motion carries.**

9. AGE GROUP CHAIRS: John Yearwood and Edgar Perez

1. Hotels have been booked for the Short Course meet (in Rochester, NY) and for the Long Course Zone meet which will be in Virginia.

2. Hobie Swim has won the bid for Metro Zone Team apparel. Contracts will be done.
3. Zone Qualifying Meet will be February 16-18, 2013
4. Request from Edgar, who usually drives to Zones (no flights or rental car fees) to get mileage and gas reimbursement. Metro did increase the per mile reimbursement.

10. **COACHES REPRESENTATIVE:** Amine Boubsis

After Hurricane Sandy, most Metro teams really appreciated receiving a call from either Amine, John Yearwood or Edgar Perez, to see how they were doing and what kind of help they would need.

11. **ATHLETES' REPRESENTATIVES:** Julian Mackrel and Nicole Papsco

Julian and Nicole were unable to attend the meeting because they were in Knoxville, TN, for USA Swimming SCY Junior Nationals.

12. **TECHNICAL PLANNING:** David Ellinghaus

David was unable to attend the meeting.

13. **OFFICIALS CHAIR:** Bruce Brooks

1. Proposal to Amend the Policy and Procedures Manual – Article 418.5:

418.5 The Area Chair will be appointed by the Officials Chair in consultation with the Administrative Vice-Chairman. ~~The minimum requirements for area chair are 5 years experience as a Referee and National Certification.~~

This is a volunteer position – Bruce wants to increase and expand the National Certification of Metro officials. Discussion followed. A motion to accept the changes in Article 418.5 was made by Corinne Cody, seconded by Monique Grayson, and approved by all. **Motion carries.**

2. Bruce announced that Corinne Cody will step down as Area Chair at the end of December 2012. A new Area Chair for Hudson Valley North will be officially named in January. Thanks to Corinne for her work over the years.

14. **REGISTRATION CHAIR:** Mary Fleckenstein

1. As of December 4, 2012, there were still 11 teams that were not registered for 2013. Two (2) will not renew their membership (BLUE and NS); three (3) are college teams (Fordham, IONA and Marist); six (6) are Metro Teams: FA – HYB – KRKN – MAD – VAC – WAC. [Three clubs have registered since the meeting: FA, VAC and WAC.]
2. Too many coaches don't respond to the Meet Recon's emails from the Metro Office to correct their swimmers names or registration ID numbers. We keep on seeing the same errors.

15. **NATIONAL TIMES VERIFICATION / TOP 16:** Monique Grayson

Requests for Observation of High School and College championship meets must be filled out and emailed to Monique at least 2 weeks prior to the meet. Forms are available on the Web site.

16. **WEB PAGE COORDINATOR:** Monique Grayson

We will only post an article about new NAG (National Age Group) records on the Web site. All Metro records will just be updated on the Records Page.

17. **SAFETY COORDINATOR:** Brian Hansbury

USA Swimming no longer use the paper forms for the Reports of Occurrence. For future reports, we request that the incident reports be filed directly online through USA Swimming new online

reporting system at this link: www.usaswimming.org/ROO. Since many meet sites or pools are not connected to the internet, the paper form (still posted on the Metro Web site) will be used to gather the info and then later (that day or next) the info must be inputted into the online form and relayed to US Swimming and Metro as well.

18. SAFE SPORT COORDINATOR: Brian Hansbury

Big topic is Bullying.

Also, policies and guidelines are available on the USA Swimming Web Site on Travel policies, Anti-Bullying policy, Electronic Communication policy, Safe Sport Education, etc. There are Guidelines, Requirements and Consideration for all this. Each LSC needs to decide on how to deal with this.

19. HALL OF FAME: Mary Fleckenstein and Monique Grayson

1. Mary has been receiving info from Steve Newman (prior Chairman) – once the registration period and the Holidays are over, we will have a lunch meeting to go over it all, probably in early January. As written in the P&P Manual, we will try to have the 2013 HOF Induction dinner on the Tuesday before Memorial Day. Mary mentioned that it would be really nice if all Board members attended this dinner!
2. Mary asked Bruce to work on the guidelines for the Joe Stetz Scholarship.

20. DISABILITIES COORDINATOR: Denise Byrne

Nothing much at this time. It would be nice to host a Disabilities Clinic in Metro.

21. SWIM-A-THON: Richard Finkelstein

Richie was unable to attend the meeting

22. OPEN WATER COORDINATORS: Rob Ripp and Colleen Driscoll

Neither Rob nor Colleen were at the meeting

23. DIVERSITY: Ray Willie

Ray was unable to attend the meeting (he sent a report to Mac but I did not receive it!)

24. REPORTS OF COMMITTEES:

None

25. UNFINISHED / OLD BUSINESS:

None

26. NEW BUSINESS:

Mac made a motion that Metro Swimming pay the Medical Bill that was not covered while Edgar had a health problem while on official Metro business at LC Zones. Mary seconded the motion and all members in attendance approved. **Motion carries.** Edgar thanked the Board and will send the bill to Corinne Cody.

27. NEXT MEETING:

The next BOD meeting will take place one hour before the January House of Delegates meeting:

January House of Delegates – January 9, 2013 at 7pm at Lehman College APEX
This is the Long Course Season Bid Meeting
Please come prepared (forms are on Metro Web site)
BOD Meeting will be at 6pm

John “Mac” thanked all for attending the meeting and wished Happy Holidays to all.

Corinne Cody thanked the Board again for getting the table at the Golden Goggles.

Monique Grayson thanked the Board for the flowers that were sent to her in November:

“Just wanted you to know that we were all thinking of you and your family during these difficult times. You are in our thoughts and prayers. Hopefully now that things are settled you can enjoy these flowers!!! Your family at Metropolitan Swimming” (I did enjoy them – thank you)

A motion to adjourn the meeting was made, seconded and approved by all. Motion carries. Meeting adjourned at 9:06pm

Respectfully submitted

Monique Grayson

December 26, 2012