

METROPOLITAN SWIMMING, INC.

BOARD OF DIRECTORS MEETING

Tuesday, June 17, 2014

PRESENT: John McIlhargy, Mary Fleckenstein, Corinne Cody, Monique Grayson, Denise Byrne, Michael Zuppone, Franny Warren, J.Brian Hansbury, Bob Fitzsimmons, John Collins, Dave Ferris and Elliot Ptasnik.

EXCUSED PRIOR TO MEETING: Edgar Perez, David Ellinghaus, John Yearwood

1. **WELCOME:** John “Mac” McIlhargy welcomed everyone and called the meeting to order at 6:36pm at Lehman College APEX.
2. **APPROVAL OF MINUTES:**

A motion to approve the minutes of the May 21, 2014 BOD meeting was made, seconded and accepted by all members in attendance. The minutes were approved as published.
3. **GENERAL CHAIR:** John McIlhargy
 - a. BOD Meetings - To have them an hour or so before the HOD does not work. It was decided to have all BOD meetings at least a week before any House of Delegates meetings.
 - b. Hall of Fame – We have a signed contract with Lehman College and with 1157 Design to go ahead with our HOF Interactive project. We hope to have it ready by the HOD of September 27, 2014! Suggestion to give the old plaques that were at NCAC to the families of the honorees. We still need to collect digital pictures, videos, history of Metropolitan swimming, etc. We will have a reception when the HOF is completed!
 - c. General Chair Appointees:
 - Brian Hansbury: Safe Sport
 - Denise Byrne: Disabilities
 - Elliot Ptasnik: Diversity and Inclusion
 - Rob Ripp: Open Water
 - Monique Grayson: Records, Top 10, SWIMS
 - Rich Finkelstein: Swim-a-Thon
 - Mary Fleckenstein & Monique Grayson: Hall of Fame
 - Gregg Byrne: Athlete at large
 - d. Review Case Update – there is one at this time (still handled by Metro) but after September 15th all review cases will go to the Zone. We will still have a Review Committee.
 - e. Web Site – anything posted on the Metro Web Site should go through the Metro office – but according to our By-Laws, it should go through the Administrative Vice Chair who may then contact the web master directly or request the office to contact the web master!
The Officials page must go back up on the Web Site!
4. **TREASURER:** Corinne Cody – Happy Birthday!!!
 - a. The Budget vs. Actuals was available at the meeting (September 2013 to June 14, 2014). We are still showing a nice excess before the summer stipends and summer Zones.

- b. Travel Reimbursements for the Spring 2014 meets was higher than in the past (174 athletes received reimbursements).
- c. Bus for Winter Zones was more expensive than in previous years.
- d. We need a form for Open Water National Championships
- e. We are still expecting checks from some of the YMCA clubs.
- f. Each member of the Board was asked to sign the Statement of Principles, Ethical Behavior and Conflict of Interest.

5. **FINANCE CHAIR:** Bob Fitzsimmons

- a. The biggest things that we need to consider at this time are the 5 different Annuities that were purchased last year (for a total of \$400,000) – may not be the best investment for a not-for-profit organization.
- b. For example, there are \$200,00 in an Index Annuity but it is tough to get more than 1% return on this. Unfortunately we can't redeem it for seven years without a 10% surrender charge. Recommendation to keep it until we absolutely need it and then take the 10% hit.
- c. Suggestions: Short term funds, US Treasuries, but not long term investments - 2/3 years max.
- d. More than one person should be in charge – who can disburse what? We need to go through all the paperwork and review it all to make sure it is appropriate.

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

- a. Officials Travel Expense Reimbursement (Travel Assistance) – Officials do not get the same amount of travel reimbursement as our athletes when they officiate at National meets. A schedule of travel reimbursements was included on the draft of the proposed official's travel assistance form. Travel assistance is included in the officials budget in account # 7035.12 (as reported on the current approved budget). Proof of travel related expenses to travel to the meet is currently required in order to receive the travel assistance. Double dipping is not allowed (parent and swimmer do not receive the full amount each if they share a room, drive together etc). All travel reimbursements must have a limit – “up to” a certain amount. Is there a minimum # of sessions required to officiate in order to receive reimbursement. The benefit of Metro having more officials attending those higher level meets was discussed. Corinne drafted a form which could be used to document and outline the travel reimbursement approval process. The form was available at the meeting. The proposed requirements and travel reimbursement approval process must go to the Officials Committee for tweaking, drafting and recommendations to the BOD.
- b. Forms - A motion was made to change the wording of the Swim Bids and Meet Procedures on the number of officials that must be on deck at meets (Officials – bottom of page 3) to “Conform with USA Swimming Rules” regarding the number of officials required to be on deck at a meet. Motion was seconded and approved by all. **Motion carries.**
- c. Combining heats or events at meets – A motion was made to conform with the USA Swimming rules on combining heats/events at meets was made and seconded – discussion: rule says that the referee has the authorization to combine heats as long as he announces it. The referee does not have to let each coach know personally. It is common courtesy that each coach be notified and it is sometimes very hard for the coaches to hear all announcements. The motion to change this wording was tabled – it must go to Officials Committee for recommendation.
- d. Referee's OTS Report – Recommendation for the Referees to submit the reports to OTS within seven (7) days of the meet (instead of 14) and to email their reports to the Meet Directors to

help them submit their reports!

- e. Will there be Administrative Officials and/or Meet Directors Clinics soon – there may be a clinic for AO and MD during Summer Senior Mets as long as we can use a room. Maybe on Thursday night. This will be posted on the Web Site.
- f. What are the criteria of AO and MD's – AO's need level II Background Check while MD's need level I - Some LSC's actually do not want AO's – USAS has not really given a straight answer on this position. It is actually confusing – this is more understandable at USAS big meets, but why do we need it at the regular club meets? Some AO positions are almost like that of a Clerk of Course! A recommendation was made that all AO's and MD's take their certifications – clinics/tests/registration/APT/Background Check/training (shadowing) within a certain time frame – like 60 days for example. Denise and Bob Fitzsimmons will work on that policy.

7. SENIOR CO-CHAIRS: John Collins and Dave Ferris

- a. Mac welcomed John and Dave to their first BOD as Senior Co-Chairs.
- b. Need of a Top 25 Metro (all age group combined) so everybody knows where their swimmers stand. In addition we need to change Top 25 single ages 15; 16 and 17-18 to one single age – 15-18 – this will be worked on for 2014-2015.
- c. Web site – need to remove the 2012 OT qualifiers and to start acknowledging the next round once the time standards are available (Probably after Convention 2014)!
Reminder – please let us know what needs to be archived or deleted from the web site. Contact Mary Fleckenstein and Denise Byrne. Any guidance from anybody is appreciated! We all think that the Metro Web Site is unique, and pretty good and easy to navigate.
- d. Emails - John and Dave need to set up their metroswimming.org email addresses!

8. AGE GROUP CO-CHAIRS: Edgar Perez and John Yearwood

Neither Edgar nor John were available for this meeting.

9. COACHES REPRESENTATIVES: Amine Boubsis

Amine was not present at this meeting.

We took a 10 minutes break at this time to enjoy Corinne's Birthday Cake!

10. ATHLETES REPRESENTATIVES: Franny Warren and Michael Zuppone

- a. Junior Rep – Michael Zuppone – introduced himself to all. He is looking forward to working on the board for the next 2 years.
- b. Long Course season – availability of a warm-up/warm-down lane during the meets. Sometimes lane 8 is setup for warm-up/warm down, but this is not available at regular meets (same for SCY meets during the season!) – some may add a 5/10 minutes break but it is not always possible due to the restrictions on the length of meets). This is up to the meet hosts.
- c. "D" final at Summer Senior Mets – this was already approved for 50's and 100's.
- d. Web Site – Combine 15-18 for Top 25 (see Senior Chairs) – also place the college choices on a separate page instead of the main page.

11. TECHNICAL PLANNING: David Ellinghaus

- a. David was not available to attend this meeting
- b. The Meet Bids Procedure for the 2014-15 season was a disaster as more teams than ever wanted to change their meet dates after the preliminary schedule was emailed to hosting clubs.

Mary Fleckenstein made a recommendation to David Ellinghaus that the meet bids paperwork should be due at least 2 weeks before the HOD Meeting in May. The meet schedule would then be available at the HOD and any changes would need to be made at the HOD. Otherwise, we need to go back to reading each meet at the HOD meeting in May. This is a Policy & Procedures that may be acted on by the Board and then ratified by the House.

- c. Dave Ferris – We need to find ways to re-engage members of our LSC – All changes to the P&P manual must be available to the LSC and posted before each HOD – they must be reviewed by all members and either be accepted or pulled before being ratified at the HOD. A committee needs to work on this as we need more transparency and get more people engaged in the LSC.
- d. We must update the Club Achievement program to conform with USA Swimming programs – also need to review what makes an athlete a “Historical Metro Swimmer”.
- e. As required by Part Six of the USA Swimming Rules and Regulations, the Bylaws of Metropolitan Swimming have been reviewed and approved (May 26, 2014).
- f. All minutes must be emailed to the BOD members for review and approval.
- g. Suggestion to research/collect all the old P&P manuals for archives and/or information.

12. **OFFICIALS:** Bob Fitzsimons

- a. Clinics – reaching out to coaches during meets to run clinics (during the meets –at warm-up, or in between sessions, etc.) – will try to do it at JO’s – we will post on the web site.
- b. Joe Stetz Scholarship – Officials are reviewing the applications.
- c. Web Site – We need to get the Officials Page back up and running
- d. Senior Mets – Phil Paspalas is the Meet Referee – Bob is asking the board’s permission to designate Ken Graham as Administrative Referee on the dry side – There are already three AOs listed on the meet information as Admin. Officials. Ken would be there as Administrative Referee (not AO). Long discussion on this followed as there were no mention of Admin. Referee in the meet info. Does this make a difference in the meet? Going forward we need a Policy & Procedure to make sure that we have the names of all positions at the LSC-run meets, sent to the Officials Chairs and then to the Administrative Vice Chair and then to either Age Group (JO’s and Zone Qual.) or Senior (Senior Mets) Chairs and to the LSC General Chair and an athlete for approval before the official meet information is finalized.
- e. This year was a bit different as there was a big transition in the Senior Chair position, and the meet information needed to be available sooner than later for OME purposes.

13. **SAFETY/SAFE SPORT COORDINATOR:** Brian Hansbury

- a. Accidents Reports – are available on the Web Site.
- b. Safe Sport – we need more Metropolitan Swimming Parents and Athletes to take the appropriate courses online at USA Swimming.
- c. AGE GROUP - John Yearwood emailed Brian asking him to remind all about the EZ thoughts of dropping the 15-18 age group from the Zone meets. Also about a possible Senior Zone Meet - We need your input!!!

14. **NEXT BOARD MEETING:**

- a. The next Board of Directors meeting will be available to the BOD and Committee Chairs - most probably between Prelims and Finals of Senior Mets, on **Saturday, July 19, 2014**.
- b. Which Committees should be actual Board Members??? Most certainly Safe Sport and maybe Diversity & Inclusion.

15. UNFINISHED/OLD BUSINESS:

- a. Denise Byrne – complaints from parents that their swimmers were scratched out of a distance event, at the LCM meet, due to the limitations set by the host team. The swimmer had not be forewarned of such cuts until the end of warm-up! The home team did put their own swimmers in those events (as per their meet information). The host team must give the swimmer it's \$ back or be send to Review!
- b. Metro Run Meets – staff assigned on deck

16. NEW BUSINESS:

- a. Mac – Information and long discussion on Metropolitan Swimming having a Permanent Office and a full time personnel for that position. We are one of the largest LSC and only have a part time office and the workload is getting big for a part time position (Metro has more than 10,000 swimmers) – many LSC's in the USA have a paid full time position for their permanent office (with compensation and benefits). Many offices who do not do Registrations have 1 or 2 full time positions!!!
- b. If we decide to follow this necessary route, we need a complete summary of the Full Time Office Manager Job Description.
We have a Committee to look into this: General Chair (Mac), Administrative Vice Chair (Denise), Athletes Rep (Franny Warren), and Finance Chair (Bob Fitzsimmons). The Permanent Office Manager at this time is way underpaid for the amount of hours spent on the job (day/night/weekends).

Next Meeting – Saturday, July 19, 2014 between prelims and finals of Senior Mets (East Meadow, NY).

A motion to adjourn the meeting was made, seconded and approved by all. Motion carries. Meeting adjourned at 9:03pm

Respectfully submitted
Monique Grayson

June 28, 2014