

METROPOLITAN SWIMMING, INC.



BOARD OF DIRECTORS MEETING

Wednesday, March 8, 2017

PRESENT: John McIlhargy, Mary Fleckenstein, David Ellinghaus, Monique Grayson, John Yearwood, Eric Fisher, Scott Draper, John Collins, Emily Sullivan, Julie Chen, Matt Keane and Robert Frawley.

EXCUSED PRIOR: Andy Copley, Brian Hansbury, Dave Ferris

ABSENT: Tommy Luchsinger, George Rhein and Edgar Perez

1. **WELCOME/ROLL CALL:** John “Mac” McIlhargy welcomed everyone present and called the meeting to order at 6:47pm at Lehman College APEX, Bronx, NY
2. **ACCEPTANCE/CORRECTIONS OF MINUTES:**
We had a quorum at the meeting. The minutes of November 16, 2016 were approved as posted. The minutes of January 11, 2017 were approved as amended and will be posted on the web site.
3. **GENERAL CHAIR:** John McIlhargy
 - a. **Eastern Zone** - USA Swimming hired Jeff Allen as Sport Development Consultant for the Zone. Jeff is replacing Peter Clark who retired last year. Welcome to Jeff.
 - b. **Bronze step ups and call outs** – No club set up to host the Bronze Meet Central. Half of Central will then go the South and the other half to North! Thanks to Sachem and Newburgh to accommodate the extra teams. Discussion followed on this subject – this is a onetime deal – Central needs to step up and host their meet next year – if not, Central will not have a meet in 2018! Suggestion is that Central teams that will attend North or South should really help with timing at the meets!
 - c. **Finance and RFP for Audit Services** – Julie Chen will put together an RFP and present it at the next meeting for approval and then present it at the HOD. Mac and Julie also talked about better reporting finances.
 - d. **Strategic Planning** – the committee had a meeting in January. Four goals:
 - 1 – To better support athlete development.
 - 2 – Marketing, Communications and Public Relations.
 - 3 – Increased club Development Services.
 - 4 –To be a high performing organization.Areas of Planning: Administration; Events; Senior Athletes and Time Standards; Age Group Athletes and Time Standards, Zones; Financial (audit this spring/summer).
 - e. **Age Group Summit** – Andy ran his first Age Group Summit – this was poorly attended but the concept and ideas were great. Discussion on Zones. Discussion also on whether or not LCM JO's should be Trials/Finals in the summer.
 - f. **Tentative Metropolitan Championships Schedule** – We must have a preliminary short course schedule posted before the HOD in May. Clubs need to know the dates as soon as possible. A TP meeting will be held in early April.
 - g. **Policy & Procedures Update** – we must get these together ASAP. We will have to do it as a consent

agenda and it will have to be out early enough so the delegates can look at it before the HOD.

- h. **8 & Unders** – Condors did a fantastic job running the meet. We should not have any high point for that meet. Discussion about this subject. It should not be called a Championship and should not have High Points! No team scores and only the Team Spirit Award! We need to vote on this.

4. **TREASURER'S REPORT:** George Rhein

- a. George was not in attendance at the meeting. He sent three reports. Tax season!
- b. **Balance Sheet** (as of March 8, 2017)
- c. **Profit and Loss** (September 1, 2016 – March 8, 2017)
- d. **Budget to Actual** (January 11, 2017)

5. **FINANCE VICE-CHAIR REPORT:** Julie Chen

- a. There are errors in the Balance Sheet (looks as if the first column was not updated for 2017 as it has same numbers as 2016)
- b. Julie believes that an internal audit is absolutely necessary and it needs to be done now. The Finance Committee has to get right on it now! The Treasurer has to be a part of this Committee and must be in attendance at all Board Meetings.
- c. The Profit and Loss report do not seem to reflect all the transactions. There are a lot of checks in transit that have not been properly reflected in the profit & Loss report.
- d. Julie recommends that someone on the Finance Committee has to dictate that the Treasurer to provide current monthly bank statements to the General Chair and the Finance Committee.
- e. The Treasurer shall issue a monthly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the month and the preceding month and for the fiscal year to date, together with such other items as the Finance Committee, the General Chair or the Board of Directors may direct.
- f. We must give the Treasurer **a very specific list** of which reports are needed at each meeting and the exact date as to when the General Chair needs the reports.
- g. Can the treasurer be an outsider (would need to be registered to USA-Swimming). Mary gave a long review about the history of treasurer/finance in Metro over the years. We need an active treasurer (active participant). A very long discussion followed on this subject. We have to rely on facts.
- h. Who will do our Taxes? George does the taxes but Julie believes that someone needs to review them before they are sent out. Mac must receive them since his signature is needed.
Corporate Taxes need to go to the General Chair and the Finance Chair. We must re-write the job description for Treasurer and Finance positions!

6. **ADMINISTRATIVE VICE CHAIRS:** Eric Fisher and Scott Draper

- a. The meet reports are coming in mostly on time!
- b. Eric and Scott believe that there is an issue with the Elections – why are the General Chair and Administrative Vice-Chair positions on the same year instead of opposite year? If we want to change this, it would have to be written as a “By-Law Change”, posted and sent to each team at least 30 days prior to the HOD so the changes can be ready to be voted on.

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

- a. Dave Ferris was unable to attend the meeting.
- b. Senior Mets went well. Many teams stepped up and swam really well, so it was not just a LIAC/Badger/NYAC race! We need to get more people involved as this is a Championship Meet.
- c. Standards may need to be tweaked a bit for next year. There were no complaints about the length

of the sessions. Most athletes like the weekend that Senior Mets took place on this year (February 17-20 – Presidents’ Day weekend) so they did not have to miss school.

- d. Should we rotate the meet each year between Long Island and Lehman College?
- e. Summer Senior Mets will be at Eisenhower Park again (as well as US Open (August 2-6) and Speedo Junior National Championship (August 8-12).

8. **COACHES CHAIR:** John Yearwood

- a. John received many requests during the Silver Meets this year. Coaches would like to move the final date for additions to JO’s to the Wednesday after Silvers instead of the Tuesday. JO’s went very well.
- b. Technical Planning needs to look at the meets for Championship Season 2018. It needs to be posted soon. The alignment for Silvers and Bronze may need to be reviewed as well. In addition, all 3 Silver Meets (and 3 Bronze Meets) should have identical deadlines in the meet information for each meet. We need to select a template that we think is accurate for Silvers and also for Bronze. Dates and deadlines would be identical, and host teams would only fill-out specific information for their sites.
- c. The new rule for Officials at meets is starting with the 2017-2018 short course season. Review HOD Minutes of May 20, 2015 – page 7) - “By the start of the 2017-18 short course season, Metro teams wishing to host meets must have a minimum of 4 certified officials affiliated with their teams: a meet referee, a starter, and two or more stroke & turns judges. Teams that do not meet this minimum number of officials will not be granted sanctions”.

Amendment: The requirement to have a referee and starter shall be waived if a club has recruited at least 3 (three) new Strokes & Turns (S&T) officials within the preceding year. “New” meaning officials that have never been registered previously with Metropolitan Swimming.

9. **OFFICIALS:** Mark Amodio

- a. Mark was not in attendance at this meeting.
- b. Suggestions from Scott Draper and Eric Fisher to streamline the OTS set-up to make it easier for the referees to fill out their reports. In addition, at this time, Mark is the only one that can verify the certifications for Administrative Officials (AO) and Meet Directors (MD).

10. **ATHLETES REPRESENTATIVES:** Emily Sullivan, Matt Keane, Tommy Luchsinger and Robert Frawley

- a. Tommy Luchsinger was not in attendance at this meeting.
- b. The New Junior Athlete Representative is Jocelyn Fisher (Sachem) – Congratulations Jocelyn!
- c. We need more athletes on the Athletes Committee. Some applied to be part of the committee but others say they have too much homework to step up.

11. **TECHNICAL PLANNING:** David Ellinghaus

- a. David mentioned that much of what he was going to say has already been talked about at this meeting!
- b. For new officials, there are a lot of clubs that have parents who would like to be new officials, but there is a real limitation currently as to who can run the clinics for new officials. People send out their paperwork but if courses are not being offered, the paperwork expires and that’s a real turnoff. Area Chairs and others should be allowed to run the courses, especially now that we have a requirement (see above – 8 c). We should make this as user friendly as possible so that these parents and volunteers can take the courses. We need courses out there! Long discussion followed on that process...

- c. Scott Draper added that depending on when a parent wants to become an official, they may not be done with clinics and sessions for a long time (late in SCY & LCM Seasons) or in between seasons! Mac will reach out to Marc to set this up.
- d. Eric Fisher added that it is sometimes difficult for Officials to move up position...we can't lose officials – there should be a specific process as to when an official can move up rank to Starter and then Referee. We need clinics for this.
- e. Dates for clinics must be posted on the website.

12. **OFFICE MANAGER:** Mary Fleckenstein

Registration as March 14, 2016

10,633 athletes
 121 other non-athlete
 616 coaches
 340 officials
 Total 11, 650 registered members
 90 registered clubs

Registration as of March 8, 2017

10,883 athletes
 99 other non-athletes
 617 coaches
 402 officials
 11,920 registered members
 86 registered clubs/organizations

- a. Registration numbers are up from last year at this time. Officials have done a great job recruiting new!!
- b. New Team application was received on March 3, 2017 – A club Swim Tech (ST) – last registered in 2009 – waiting on last minute documents before submitting to USA Swimming for approval.
- c. **Coaches still not getting their certifications in on time.** They receive an email generated by USA Swimming reminding them they have 30 days. Many calls and emails the day/night before or during a meet. Not sure how to make it any clearer to coaches and teams that **if a certification is expired they can NOT be on a pool deck in any capacity.**
- d. Also, **officials/meet directors not checking credentials on deck.** Coaches with expired certifications are allowed on deck. Referees and meet directors are **not allowed to accept an updated certification if the coaches card is expired.** The coach must submit to the office and the certification must be entered in the database. DECK PASS is live – **if it is not on 'live" deck pass it has not been entered and coach can NOT be on deck.** Coaches can also print a temporary card from deck pass. There are no excuses for coaches not to have proof of membership and certification. This is a huge liability.
- e. Reminder that Coaches Safety Training online certificate must be submitted with a current approved lifeguard certificate or a skills sheet. Coaches are responsible to know what certifications they need – see above – and not be surprised that when they submit just a lifeguard or safety training cert – that they need the other. This is **NOT** new.
- f. Reminder that we no longer print cards for coaches, officials or swimmers – they must print their certification card from USA Swimming – directions are on the web site.
- g. Eastern Zone Meeting – meeting is in Atlantic City May 6-7 – Metro is hosting. This will be attached to Eastern Zone Workshop for registration, times, general chair, safe sport chairs. Our attendees have been registered.
- h. Website has had no major issues. Peter has done a great job getting things posted in a timely manner.

- i. There are currently 28 long course meets, 2 short course plus JO's and Senior Mets. All the long course meets are listed as Invitationals.
- j. There are 2 open water swims scheduled for this season.
- k. Elections will be held at the May 17, 2017 Mandatory House of Delegate Meeting. The positions for election are: Age Group, Treasurer, Tech Planning, Safety, and Admin Board of Review. All currently in those positions are eligible for re-election. This will be posted on the web site.
- l. Minutes of Committee Meetings are supposed to be posted on the Web Site – This has not been happening! All those minutes should be posted.
- m. We need to ask Denise Byrne to give us all the items she still has – lanyards, bags, pins, key chains, pens, little red notebooks, water bottle, etc... This would be great to give to new officials!

13. **NATIONAL TIMES VERIFICATION /TOP 10:** Monique Grayson

- a. Meets databases are much more accurate and most of the time there are very little problems. MDs and AOs are really doing a great job! Many thanks to all!
- b. Reminder: all meet names and database names must follow the same pattern: 2017 MR TVSC January Joust (for example). Don't just name them MarchTT2017 (what team?)
- c. Reminder that Registration Recons are due at the Metro Office at least a week prior to the meets. Any additions to a meet must result in a new recon. Reminder – in our policy, we do have the info that a team that enters an unregistered swimmer in a meet is fined \$100 – the host team that takes that swimmers in the meet, and allows him/her to swim is also charged \$100.
- d. To help with the Approved and Observed meets, the following should be done:
Approved meets: Swimmers that are NOT registered with USA-S should not have registration # in the meet database. I only upload swimmers with a USA-S registration number but more often than not, I end up having to do a registration recon to remove all the non USA-S swimmers.
High School Observed meets: All club coaches should remind their swimmers to ask their HS Coaches to add their USA-S # in their databases. If this is done at the beginning of the season, it makes it much easier not to miss a registered swimmer. Also, urge the HS Coaches to enter the swimmers names correctly (as on their USA-S Registrations) – If a swimmer's name is William Don't enter him as Billy!
- e. Records and Metro Top 25 are updated as soon as possible. Dom Boccio (LIAC) has been a tremendous help finalizing the 15-16 and 17-18 Age Group Metro Records! Thanks Dom! Please email Monique with errors and omissions.

14. **OLD BUSINESS:**

- a. **Coach of the Year Voting** – most of the time it's a popularity contest!!!! All votes should be going to a neutral email address (like for the athletes). We need to do something different like "**Coach of a 1st time National Swimmer**" or "**Young Age Group Coach**" and/or change the criteria for the nominations (read minutes of January 11, 2017)!
- b. An application must be submitted and the Coaches Committee must meet to select the candidates. Then the committee will pick a certain amount of Senior Coaches and Age Group Coaches. Look to award a coach from a smaller club that suddenly had a great year – not necessarily with National times! The Committee must decide what the criteria will be. It should be clear to all. Senior criteria, Age Group criteria etc.

15. **NEW BUSINESS:**

- a. **Eastern Zone Diversity Camp** to be held June 15-18 at the University of Buffalo

Four (4) athletes and one (1) coach from each of the 12 LSCs in the Eastern Zone will be selected
Application Deadline: All applications must be received by March 31 – Information and application forms are posted on the web site.

- b. Our By-Laws specify that the Budget should be voted on in May! One year that slipped by because there was something that put it on hold. It has to go back in May (or change the By-Laws)!

**Next BOD Meeting – Wednesday, April 26, 2017 at 6:30pm at YWCA in White Plains (at the Middies)
Please come prepared!!! We need to prepare an agenda for the HOD!**

A motion to adjourn the meeting was made, seconded and approved by all. Motion carries. Meeting adjourned at 8:47pm.

Respectfully submitted by Monique Grayson
March 21, 2017