

MINUTES OF
WYOMING SWIMMING, INC.
2008 House of Delegates Meeting
November 9 2008
8:30 a.m.

Roll Call: Converse County, Cheyenne Swim Club, Casper Swim Club, Riverton, Scotts Bluff, Sheridan, Jackson, Gillette, Lander, Rock Springs, Powell, Laramie Swim Club, Wyoming Waves

- 1) Reading, correction and adoption of minutes of previous meeting
 - No minutes were taken at 2008 summer HOD
- 2) Presentation and approval of the annual budget
 - Motion to table until after proposals, seconded, passed.**
 - Using 2007-8 numbers as a base, Zone budget for 2008-9 has been reduced about \$3,000; Other 2008-9 highlights include National HOD expenses limited to \$5000, Officials' Chair \$2,000; WSI HOD expenses at \$2,500; All Star Meet added for \$5,000; Elite meet reimbursements: Senior nationals \$2,000, Junior nationals \$1,000
 - Motion to approve budget with \$3400 deficit. If all star meet not held, or if is hosted and income generated, deficit will be less. (Profit & Loss Statement with Budget attached as Attachment B)**
- 3) Presentation and approval of the annual audit pursuant to Section 608.5
 - Review to be done by an audit committee consisting of the General Chair; Administrative Vice Chair, Coaches Rep. The General Chair designated Officials' chair and Secretary as an additional members
- 4) Unfinished (old) business
 - None
- 5) New business
 - Permanent Office Position has been filled by Jennifer Page
 - Reports to Admin. Vice Chair for present time.
 - a) Proposed Changes to WSI Handbook (See attached Attachment A)
 - b) Winter "B" State
 - Absence of B state has reduced WSI revenue which could generate about \$2500 income if held with A State
 - Need to promote a culminating meet for younger swimmers and non-state A qualifiers
 - 510 swimmers when A and B combined; 389 when just A swimmers
 - Tom Hudson made motion to have WSI sanction B State combined with A state. Seconded. Passed.**
 - Motion by Dennis Baker that WSI Board set format by December 14, 2008 for combined A/B state meet., Seconded. Passed.**

- c) Team Unify Website
 - WSI is taking a look at this program. Free to LSC.
 - Could allow clubs to update contract information.
 - Could incorporate current website into Team Unify program.
 - Dan Smith said that Scotts Bluff uses the program. Allows team to see who is viewing the emails sent. It incorporates Team Manager and coordinates with Quick Books
 - Hytek is reported to be working on similar program

- d) All Star Meet
 - Board and the HOD would like to pursue continuing the All Star Meet. 2008-09 Budget includes a net \$5,000 expense for the meet

- e) **Motion to form a committee to seek corporate sponsors, seconded. Passed**

- 6) Elections
 - a) Nominating Committee's slate
 - Age Group Chair-- Anne Ochsner
 - Treasurer—Kristal Wood
 - Officials' Chair-Teri Oursler
 - Membership/Registration Chair—Ellen
 - Board of Review—Jim Kerr, Wendy Tarver, Nick Dillinger
 - Safety Coordinator-Cindy Haefner
 - b) Age Group Chair: **Anne Ochsner elected by acclamation**
 - c) Treasurer: Dan Smith nominated by Dennis Baker; **Dan Smith elected**
 - d) Membership/Registration Chair: Tanya Redman nominated by Jennifer Schaff; **Ellen Gashler elected**
 - e) Officials Chair: **Teri Oursler elected by acclamation**
 - f) Safety Chair: **Cindy Haefner elected by acclamation**
 - g) Board of Review
 - i) Non-Athlete: **Jim Kerr and Wendy Tarver chosen by acclamation**
 - ii) Athlete: **Nick Dillinger chosen by acclamation**
 - h) Appointed Positions
 - i) Zone Coordinator – **Ann Ochsner**; Committee Members: **Suzie Rodriguez; Marie Castenado. Nicole Ely, Jodi Jones, Pat Cain**
 - ii) National Times Verification Chair—**Padric O'Dwyer, Jerry Rodriguez**
 - iii) Club Development—**Jennifer Schaff**
 - iv) Sanction Chair—**Jennifer Page**

- 7) Reports of officers/chairs
 - a) General Chair
 - b) Admin. Vice Chair—National HOD report: banned Lazer suits and suits covering neck, shoulders or below knees for 12 and under swimmers competing in 12 & under competition; Plaques used for WSI Championship awards have been well received. Feeling was that keeping these awards for 13 and over was a good idea. Grand Prix Meets have generally been successful. Next year WSI will keep same format; don't have to swim all the events; but to win the award, have to swim each event at least once. Need to get word out to clubs. Need to get Grand Prix schedule out before February. Casper, Cheyenne, Lander, Laramie, Powell.
 - c) Sr. Chair—Would like to get Sr. Training camp at Olympic Training Center. Need 12-16 month advance time to schedule. One coach for 10 athletes, non under 12. \$40/day. June and Christmas break might be a good time. Jerry would like to know which WSI athletes are going to senior level meets.
 - d) Age Group Chair—33 swimmers went to zones. All Star meet still of interest to other LSC's, mostly for summer dates.
 - e) Secretary—no report
 - f) Treasurer—report discussed under Budget
 - g) Coach representative—no report
 - h) Athlete representative—no report. Alex Robinson resignation letter read.
 - i) Membership/registration coordinator—no report
 - j) Safety Chair—Important to keep each club safety chair contact information up to date.
 - k) Officials Chair—Need to recruit additional officials by directly encouraging them to try. Any meet invite has to state whether pool length is certified.
 - l) Zone Coordinator
 - m) Others

- 8) Adjourned 12:00

ATTACHMENT A

2008 Proposals for Wyoming Swimming's House of Delegates Meeting

- 1. Proposal:** Change the Constitution and Bylaws to provide for additional ex-officio members to the Board of Directors to make the past general chair a member of the Board

0.3 EX-OFFICIO MEMBERS - The following persons shall be ex-officio members of the Board of Directors during the time period in which they meet the defined status:

- .1 Members of the USA SWIMMING Board of Directors who are Individual Members in good standing; and
- .2 USA SWIMMING Committee Chairmen who are Individual Members in good standing.
- .3 The immediate past general chair

Action Taken: Passed

- 2. Proposal:** Amend the Constitution and Bylaws to provide for a permanent office administrator, appointed by the General Chairman with the advice and consent of the Board. The following change and new provision would be added:

614.1 OFFICE ADMINISTRATOR – WSI may employ an administrator to assist the General Chair and Board in the performance of their duties. In the event the Board decides to employ an administrator, the General Chair shall appoint the administrator with the advice and consent of the Board or committee established by the board. The administrator's pay shall be set by the Board. The administrator shall, report to and, perform those duties assigned by the General Chair or Administrative Vice-Chair if so assigned by the General Chair.

Action Taken: Passed

- 3. Proposal:** Amend the Constitution and Bylaws to make the Officials Chair a voting member of the Board. The election of the Officials Chair would begin November 2008. The following changes would be needed to make this effective:

606.2 ELECTIONS - The House of Delegates, at its annual meeting, shall elect the General Chairman, the Administrative Vice-chairman, the Secretary, and the Senior Vice-chairman in odd-numbered years; and the Age Group Vice-chairman, the Treasurer, the Officials' Chairman and the Membership/Registration Coordinator in even-numbered years. The House of Delegates shall also elect the members of the Board of Review (See Section 610.3.3).

606.7.10 Officials Chairman - The Officials Chairman shall chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for WSI. The Officials Chairman shall be a referee certified by WSI and each member of the Officials Committee shall be a certified official of WSI.

0.2 NON-OFFICER CHAIRMEN AND THEIR COMMITTEES; COORDINATORS

.1 ELECTED, EX-OFFICIO AND APPOINTED NON-OFFICER CHAIRMEN AND COORDINATORS -

A. Elected Chairmen and Coordinators - As provided in Section 606.2, certain non-officer committee chairmen and coordinators shall be elected by the House of Delegates. Their eligibility, terms of office, etc. shall be as provided in Sections 606.2, 606.3 and 606.6. These elected non-officer committee chairmen and coordinators of WSI are:

- ~~(1) the Officials Chairman; and~~
- (2) the Safety Coordinator.

B. Chairman - Pursuant to Section 607.3, certain other committee chairmen are designated ex-officio by virtue of an office currently held.

C. Appointed Chairmen - The chairmen of all other standing committees shall be appointed by the General Chairman with the advice and consent of the Board of Directors and the respective division vice-chairman. The appointed standing committee chairman shall assume office upon appointment or the date designated by the General Chairman, and shall serve until sixty (60) days after the next election of a General Chairman or until a successor is appointed and assumes office.

.2 DUTIES AND POWERS OF NON-OFFICER CHAIRMEN AND COORDINATORS -

~~A. Officials Chairman - The Officials Chairman shall chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for WSI. The Officials Chairman shall be a referee certified by WSI and each member of the Officials Committee shall be a certified official of WSI.~~

AB. Safety Coordinator - The Safety Coordinator shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA SWIMMING safety education information to all Group Members, athletes, coaches and officials of WSI. The Safety Coordinator shall develop safety education programs and policy for WSI and make recommendations regarding those programs and policies and their implementation to the applicable division Vice-chairmen and the Board of Directors. When approved by the Board of Directors, the Safety Coordinator shall be responsible for the coordination of their implementation by the Club Members. The Safety Coordinator shall prepare and transmit the reports required pursuant to Section 608.7.

BC. Sanctions Chair shall issue all sanctions for WSI sanctioned meets in conformity with USA Swimming rules and with the Bylaws, Policies and Procedures of WSI. Each application for sanction will be submitted for review

by the Sanction Chair. If the application meets the USA and WSI requirements and is accompanied by the required sanction fee, the Sanction Chair shall issue the sanction, deposit the sanction fee in the WSI account, and forward to the WSI Treasurer an accounting for the sanction fee. Following each meet, the Sanction Chair shall receive and review the financial report and deposit all funds into the WSI account within two weeks following receipt.

Action Taken: Passed

4. **Proposal:** Amend Rule III.C.4.(e) in the Handbook to make clear that the 200 mile rule for priority meets does not apply to WSI Sponsored meets.

e. No two (2) clubs may host an invitational or open meet within two hundred (200) miles of each other on the same dates without approval from the club with the earliest request for the date. WSI Sponsored Meets and Closed meets such as league or dual meets are exempt from the distance separation restriction. All priority meets shall be open to all WSI clubs and swimmers.

Action Taken: Passed

5. **Proposal:** Amend the Constitution and Bylaws to provide for nominations for athlete representatives to come from coaches. Each club may have one coach submit a nominee, who need not be from the coach's club.

604.1.3 ATHLETE REPRESENTATIVES - Two (2) Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. At the time of election, the Athlete Representative must (a) be an Athlete Member in good standing; (b) be no older than a junior in high school; (c) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by WSI or another LSC; and (d) reside in the Territory and expect to reside therein throughout at least the first half of the term. One coach member from each club in good standing shall be entitled to submit one nominee from those WSI athletes meeting the stated criteria for athlete representative. Nominees need not be from the coach's club. The deadline for submitting nominations by the coaches shall be established by the General Chair. The General Chair may require nominees to write a short biography, statement of interest and/or essay as part of the nomination process which will be shared with the voting athlete members. The election of the Athlete Representative from the list of nominations from the coaches shall be conducted annually during WSI's short course age group swimming championship, or other regularly scheduled meet designated by the Board of Directors. The balloting shall take place at a meeting called for that purpose by the Senior Athlete Representative, or failing that, at a time and in a manner designated by the Board of Directors. The Athlete Representatives elected shall be determined by a majority of the Athlete Members in good standing present and voting who are thirteen (13) years of age or older.

Action Taken: Passed

- | **6. Proposal:** Amend the Constitution and Bylaws to make clear that the Sanctions Chair is appointed by the General Chair with the advice and consent of the Board.

607.2.1.A. Appointed Chairmen - The Sanctions Chairman shall be appointed by the General Chairman with the advice and consent of the Board of Directors. The chairmen of all other standing committees shall be appointed by the General Chairman with the advice and consent of the Board of Directors and the respective division vice-chairman. The appointed standing committee chairman shall assume office upon appointment or the date designated by the General Chairman, and shall serve until sixty (60) days after the next election of a General Chairman or until a successor is appointed and assumes office.

Action Taken: Passed

7. **Proposal:** Change XII.C of the Rules and Regulations to increase the participation fee from \$3.50 to \$5 for a one day meet and from \$4 to \$6 for a multiple day meet effective January 1, 2009.

Action Taken: Passed

8. **Proposal:** Change XII.A. of the Rules and Regulations to increase the registration fee payable to WSI from \$5 per year to \$7 beginning January 1, 2009, \$9 beginning January 1, 2010 and \$10/year beginning January 1, 2011.

Action Taken: Failed

9. **Proposal:** Change XII.B. of the Rules and Regulations to increase the club registration fee payable to WSI from \$125 per year to \$175/year for those clubs with over 25 swimmers registered for the prior year. Effective for registrations beginning December 15, 2008.

Action Taken: Passed

ATTACHMENT B
Wyoming Swimming, Inc.
Profit and Loss Statement 2006-7, 2007-8
2008-9 Budget

	Sep '06 - Aug 07	Sep '07 - Aug 08	2008-9 <u>Budget</u>
Ordinary Income/Expense			
Income			
Registration Income			
Outreach athletes	640.00	149.00	
Club Charter Fees	3,195.00	3,125.00	
Non-athlete Registrations	9,829.00	7,832.00	
Regular Athlete Registrations	65,610.00	48,891.00	
Seasonal Athlete Registrations	3,976.00	5,849.00	
Fines Levied	0.00	0.00	
Total Registration Income	<u>83,250.00</u>	<u>65,846.00</u>	6,800.00
Championship Entry Fees			
All Star Meet	2,750.00	0.00	
Zone Meet Income	12,465.00	12,462.00	
Meet Sanction Fees	1,550.00	1,615.50	1,500.00
Meet Participation Fees	14,463.50	13,300.30	18,500.00
Short Course Championships	8,964.00	14,592.00	17,000.00
Long Course Championships	4,952.00	5,010.00	5,000.00
Total Championship Entry Fees	<u>45,144.50</u>	<u>46,979.80</u>	
WSI Award Banquet Income	2,560.50	2,705.50	2,600.00
WSI Clinic Income	0.00	0.00	
Reimbursed Expenses	-169.68	0.00	
Interest Income	3,665.45	3,984.35	3,200.00
Miscellaneous Income	584.32	0.00	
Total Income	<u>135,035.09</u>	<u>119,515.65</u>	54,600.00
Expense			
Reconciliation Discrepancies	47.00	0.00	
USA Swimming Membership Expense			
Outreach Athlete	375.00	310.00	
Family Fees	1,485.00	0.00	
USA Club Charters	1,790.00	1,750.00	
Non-Athlete Fees	6,837.00	7,364.00	
Seasonal Athlete Fees	460.00	2,748.00	
Regular Athlete Fees	60,939.00	46,824.00	
Total USA Swimming Membership Expense	<u>71,886.00</u>	<u>58,996.00</u>	
Zone and Regional Expenses			
Zone Meet	23,208.06	27,665.47	12,000.00
Total Zone and Regional Expenses	<u>23,208.06</u>	<u>27,665.47</u>	
Elite Meet Expenses			
Senior Nationals	0.00	0.00	2,000.00
Junior Nationals	0.00	0.00	1,000.00
Olympic Trials	0.00	0.00	

US Open	0.00	0.00	
Senior Sectionals, Long Course	250.00	750.00	500.00
Senior Sectionals, Short Course	2,000.00	500.00	2,000.00
Total Elite Meet Expenses	2,250.00	1,250.00	
LSC Championship Expenses			
Short Course Championships	7,357.55	7,961.25	7,500.00
Long Course Championships	4,330.98	6,297.63	6,000.00
LSC Championship Expenses - Other	3,235.43	156.01	
Total LSC Championship Expenses	14,923.96	14,414.89	
All Star Meet	7,815.04	0.00	5,000.00
Administrative Expenses			
Chairman Officer Expenses			
LSC Hand Book Expenses	217.06	0.00	
National Conference Expense	6,225.93	5,160.50	5,000.00
Senior Chair	0.00	0.00	
Registration Chair	2,218.90	2,488.48	2,400.00
Safety Chair	0.00	0.00	500.00
Treasurer	88.75	78.87	
Officials Chair	1,576.72	4,569.46	2,000.00
General Chair	62.32	73.02	150.00
Age Group Chair	0.00	0.00	
Chairman Officer Expenses - Other	0.00	-100.00	
Total Chairman Officer Expenses	10,389.68	12,270.33	
Administrative Office Expense			
Web Site Maintenance	300.00	1,702.15	300.00
Monthly internet connection	0.00	0.00	
Admin Office Professional fees	3,560.00	3,115.00	6,000.00
Mailing	0.00	472.60	
Administrative Office Expense - Other	1,536.09	0.00	
Total Administrative Office Expense	5,396.09	5,289.75	
WSI Banquet & HOD Expenses	6,223.23	5,788.59	2,500.00
WSI Clinic Expenses	1,037.21	0.00	3,150.00
Miscellaneous	0.00	0.00	
Bank Service Charges	0.00	15.00	
Administrative Expenses - Other	10.36	0.00	
Total Administrative Expenses	23,056.57	23,363.67	
NSF Expense	0.00	450.00	
Payroll Expenses	0.00	0.00	
Total Expense	143,186.63	126,140.03	58,000.00
Net Ordinary Income	-8,151.54	-6,624.38	-3,400.00
Net Income	-8,151.54	-6,624.38	-3,400.00