

INDIANA SWIMMING BOARD OF DIRECTORS MEETING MINUTES

November 21, 2005

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"Indiana Swimming provides progressive, innovative programs that inspire excellence."

GENERAL CHAIRMAN:
317/842-0528

Arlene McDonald
arlenemcd@aol.com

Welcome to our new Indiana Swimming BOD members: Dave Boggs – Region 4 Coach Rep; Don Cozad – Region 2 Coach Rep; Roger Lane – Region 1 Non-Coach Rep.

SECRETARY:

Tina Mudd

tmudd6@insightbb.com

Please visit this site www.inswimming.org/BOD/boardminutes.htm and download last meeting's minutes. Approval of these minutes will be the first item of business. Any corrections/revisions to last meeting's minutes will need to be made at this time.

NATIONAL/INTERNATIONAL EVENTS: Arlene McDonald arlenemcd@aol.com

USA Swimming Golden Goggles

The annual USA Swimming Golden Goggles celebration was held on Monday, November 14, in New York City. Aaron Peirsol was recognized as the Male Athlete of the Year while Katie Hoff won the honor as Female Athlete of the Year. Visit the USA Swimming website for more details about the event.

USA Swimming Board of Directors

The USA Swimming Board of Directors met on Sunday, November 13, in New York City. It was recommended that all clubs purchase directors and officers (D & O) insurance for their board members. There is a D & O policy plan available from USSIC with fees based on the size of the club, number of staff, and club facilities. The following task forces are currently working on related issues: Athletes Leadership Development, Athletes Convention Participation, Outreach, Legal Representation, China, Membership Marketing, Background Screening, and Open Water. The Background Screening task force has narrowed the list of providers to two and will be interviewing those providers later in November. The task force is planning to submit its recommendation by May. The Charitable Requests and Governance Legislation Implementation task forces have completed their work and submitted their recommendations for approval. See Arlene for more details about those proposals.

2005 USAS Convention

The annual USAS Convention was held September 13-18 in Greensboro, NC. Indiana Swimming was well represented by the following enthusiastic delegates: Kent Nelson, Tom Johnson, Lucy Duncan, Brad Smith, Brian Hindson, Jill Lockhart, Tony Young, Spencer Osborne, Joey Black, Emily Kowalski, Jay Chambers, and Arlene McDonald. Thank you, delegates, for your contributions to and support of this event. At the meeting of the Central Zone, Indiana Swimming was awarded the 2006 Central Zone Championships to be held at the IU Natatorium from August 10-13. Teams attending the Indiana site will be Indiana, Iowa, Lake Erie, Michigan, Minnesota, and Wisconsin. Thank you to Kent Nelson for presenting our bid!

Central Zone

On November 7, a conference call was held for all the General Chairs from the Central Zone. The 2007 Central Zone sites and team assignments were approved as follows: Cleveland State University (August 2-5) and Topeka, KS (August 9-12). Team Indiana was assigned to the Cleveland meet the first weekend of August. Other teams at that competition will be Arkansas, Illinois, Midwestern, Ohio, Oklahoma, and Lake Erie.

2007 USA Swimming National Championships and Junior National Championships

Since the last board meeting, Arlene has been meeting with hotel properties attempting to secure room blocks convenient for our guests. Goals for the next three months include soliciting and identifying club co-hosts and assembling the local organizing committee (see New Business). Arlene has both met with and participated in a conference call with Matt Farrell, the new Managing Director of Business Development at USA Swimming, who has been seeking input on ways to enhance the relationship between USA Swimming and national meet hosts and ideas to raise the profile of the events. A December staff meeting is scheduled in Colorado Springs to further investigate the recommendations that have come forward as a result of Matt's communication with national meet directors.

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Regional Reps (SR voting member in bold):

All regional reps are reminded to be in contact with their member clubs both before and after board meetings for input and idea sharing.

Region 1 Non-Coach Rep:	Roger Lane	rlane@jorsm.com
Region 1 Coach Rep:	TJ Day	swimday@yahoo.com
Region 2 Coach Rep:	Don Cozad	ymcadon@kconline.com
Region 2 Non-Coach Rep:	Mark Gage	gagecm@comcast.net
Region 3 Non-Coach Rep:	Mark Van Allen	mvanallen@rqaw.com
Region 3 Coach Rep:	John Newhouse	jnewhouse@ma.rr.com
Region 4 Coach Rep:	Dave Boggs	seymourswimming@comcast.net
Region 4 Non-Coach Rep:	Brian Conroy	brconroy@aol.com

REVIEW:	Bob Hartley	rhartley@locke.com
PAST GENERAL CHAIR:	Mark Hesse	mhessehoya@aol.com

ADMINISTRATIVE VICE-CHAIRMAN: Kent Nelson 217/446-8165	baadmincoach@insightbb.com
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AWARDS:	Bruce & Shannon Nunnely	nunnelyfamily@aol.com
PERSONNEL:	Kent Nelson	baadmincoach@insightbb.com

New staff – Michele DeLuna has been hired to fill the role of part time staff helping with registrations and office work. Welcome Michele.

Letter of Agreement – Final letters of agreement are ready pending an executive committee meeting on Monday evening.

TEAM INDIANA:	Emily Kowalski	a40momski@aol.com
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The Mid States Quad is just around the corner (January 7-8) and everything is progressing well. Mete arrangements are being finalized. We have a Top Notch staff and December 1st we will begin accepting applications. I am looking forward to working with Head Coach John Newhouse, we have begun preparation for the meet and are looking for a Team Indiana Victory!

Staff assignments are:	15-18-	Chad Englehart (SWAC)
	13-14 -	Tom Johnson (CON)
	Head / 11-12 -	John Newhouse (THT)
	10& Under -	Meg Osborne (WTSC)
	Assistants:	Melanie Pully (SSC); William Spilman (NASA) David Martin (GRE)

2006 ZONE MEET:

I have had the first meeting with our partner teams to finalize the partnership agreement. We are happy to be working with Red Devil, Indian Creek and Avon. If anyone is interested in helping with the 2006 Zone meet, please get in contact with Kent via email at baadmincoach@insightbb.com

EXECUTIVE COMMITTEE – pulled for discussion

The executive committee met via conference call in October. In an effort to increase communication and effectiveness, the executive committee will be holding conference calls in months where there are no board meetings.

At the August retreat I was assigned to create a task force to explore the following areas:

- We need to do a better job of using our regional reps to set up grass-roots communication.
- Conducting technology-based meetings (teleconferencing) needs to be explored.
- The regional reps need to utilize conference calls for coaches and club presidents in their regions.
- In the months between Board of Directors meetings, all BOD members should submit written reports to the new secretary for distribution. The reports should be submitted no later than the 15th day of those months.
- The BOD needs to encourage greater personal contact instead of relying so much on email communications.
- ALL BOD members MUST submit pre-meeting reports to the secretary by the established deadlines.

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BOARD DEVELOPMENT:

While increased involvement is great, most of the issues did not need the use of a task force. I have done some preliminary work and here are some of my findings.

Regional Reps – While the idea was a great one, the original intent was to have representation from the 4 corners of the state. It was felt that a job should be assigned to these regional reps. Unfortunately, as with most of our elected positions, business and personal life take first priority, and many things were not getting done. My suggestion for the regional reps, and increasing communication is to continue to allow Tony to coordinate them to get the access that he needs into the regions. Agreement that Tony can be an asset to these BOD members.

Technology-Based Meetings – This has been a very interesting research project. While technology may make our lives easier, I have found it does not make it any cheaper. The number one online video conference company out there is WebEx. This is the same company that USA Swimming is using for their online clinics. This company offers many great features, and even has a 14 day free trial. However for 20 members to be part of unlimited video conference it would cost around \$1500 per month. You can also use their pay per use feature which is \$.33 per participant per minute. This also does not take into account the need for each person to have a pretty good connection, and microphone and video camera. Many campuses offer video conference, and do many of the major movie theatres, but the cost for 1 meeting every other month greatly outweighs the benefits.

While technology is increasing it is still not affordable for small organizations. I have contact USA Swimming to see if there is any kind of piggy back that we can do on their contract with WebEx. However, at \$1500+ per month we could simply reimburse each board member for their travel to meetings.

Regional Reps Conference Calls – I have not heard anything on this, other than a report from John Newhouse that getting a date was the hardest things. No use in having a conference call if no one shows up for it.

One of my roles as Admin Chair is to work on Board development. Each month I am going to be adding some educational documents and information about our roles as board members. I would like everyone to try and take the time to read it, and hopefully have a 10 – 15 minute discussion at the board meetings.

Article #1 –

How can we make our committees more effective?

To ensure that your committees actually help the board do its work better, follow these suggestions.

- Determine whether you truly need all the committees. Eliminate the unnecessary ones.
- Turn some committees into task forces with specific time frames.
- Draft a clean job description for each committee. Do not allow the committees themselves to determine their charter.
- Choose committed members who can advance the objectives set for the committee and who are able to attend meetings.
- Set meeting schedules well in advance. Take advantage of electronic communication and virtual meetings.
- Set term limits for committee members.
- Regularly assess the effectiveness of the committees. Don't tolerate substandard results.

Article #2 –

What are 3 Ds, 3 Gs, and 3Ws?

Using catch phrases or acronyms makes it easy to remember certain principles or guidelines. There are several sets of triplicate letters that help board members recall particular expectations tied to their board service.

3 Ds refers to the legal obligations of board members. They are the duty of care, duty of obedience, and duty of loyalty. These duties indicate that a good board member makes prudent decisions, respects laws and the organization's legal documents, and does not put personal interests above the interests of the organization.

3 Gs means 'give, get, or get out.' Many boards expect their members to bring in money either by making a personal contribution or participating in fundraising or both. If this does not happen, a board member may be asked to leave to give the seat to someone else.

3 Ts and 3 Ws take a more rounded approach to board service expectations. The Ts refer to treasure, time, and talent and the Ws refer to wealth, work, and wisdom. Besides participating in securing finances (treasure and wealth), board members are expected to participate in activities (time and work). The final important contribution is the board member's knowledge and expertise (talent and wisdom.)

Article #3 –

How should the board and the executive director relate?

Summary:

Keeping this relationship clear and productive is one of the biggest challenges facing nonprofits. There are many views on how to do that well. This item is adapted from the Minnesota Council of Nonprofits' online library.

"No single relationship in the organization is as important as that between the board and its chief executive officer. Probably no single relationship is as easily misconstrued or has such dire potential consequences. That relationship, well conceived, can set the stage for effective governance and management." John Carver, *Boards that Make a Difference*, 1990. (Order [Boards that Make a Difference](#) from Amazon.Com; a royalty will be paid that helps support this service.)

The relationship between the Board of Directors and the Executive Director is one of the most written about topics in nonprofit literature. This document summarizes some of the thoughtful material that has been written on this subject, including the book cited above and information from BoardSource (<http://www.boardsource.org>) and Independent Sector (<http://www.independentsector.org>). For more on the subject and others, please see [board basics](#) at the website <http://www.mncn.org>.

As a general rule of thumb, it is said that in a nonprofit organization, boards primarily govern and staff primarily manages. This means that a board provides counsel to management and should not get involved in the day-to-day affairs of the organization. Confusion and tension can arise when this rule is put to use practically, because the distinction between management and governance is not absolute. In order for this rule to work effectively, each party in this relationship needs to understand its own responsibilities and those that fall in the other's purview, and the way in which the board and staff conduct their business needs to reflect this understanding. Clear expectations for the board and the director need to be established and maintained, because a board that is overly active in management can inhibit the organization's effectiveness.

A nonprofit's Board of Directors has very specific duties that are distinct from those of the Executive Director. Directors have fiduciary responsibilities, and they are required to act within their authority primarily for the organization's benefit. Directors do not have power or authority individually. A board's decision-making ability lies in its group structure. While at times an individual board member may become extensively involved with one particular program area and be working with staff, this is usually temporary, and information regarding the need for increased attention by that board member should be relayed regularly to the full board.

(The Minnesota Attorney General has a useful paper on [fiduciary duties](#) on the website at <http://www.ag.state.mn.us/>. -- Ed.)

Nonprofit boards generally have the duties of selecting and working with the executive director, amending bylaws, approving the annual budget and long-term strategic plans, and ensuring its own succession. The board often establishes committees to accomplish its activities, including financial, personnel, fundraising and planning functions. Through such committees, the board assists management in policy formation and strategic planning. While nonprofit staff may conceive, develop and implement the organization's plan, the board will often monitor the process and provide counsel. However, it is often true that in smaller, younger nonprofits with limited staff positions or experience, or in more grass-roots type organizations, board duties may include more tasks typically associated with management.

Ultimately, the ideas and actions of the Executive Director, perhaps more than the will of the board, will influence the nature of the dynamic that characterizes this important relationship. Because it falls to the Executive Director to help

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determine which issues the board will address and to assemble the information that shapes the discussion, this individual can guide the board towards a true governance role. The following are three specific methods that the Executive Director can take to help the board govern more and manage less:

1. Use a comprehensive strategic plan that has been developed in conjunction with the board, and supplement it with regular progress reports. This can be a useful tool for the board as it develops its own annual work plans, and will keep the board's sights focused on the long term goals and mission of the organization. Regular reports based on this plan will keep board members apprised of progress toward organizational goals, and provide part of the basis for evaluation of the executive director.
2. Provide the board with relevant materials before board meetings, and explain why the materials are coming to the attention of the board. Let board members know how specific agenda items relate to the organization's larger mission, and what kind of action or discussion is desired of the board on each item.
3. Facilitate board and board committee discussions so that the board stays focused on the larger issues. Refer to set policies that define the limits of the board's decision-making power, and strive to engage the board in a dialogue among themselves that leads to consensus-building.

AGE GROUP VICE-CHAIRMAN: 317/878-2136	Brad Smith bsmith@nhj.k12.in.us
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ADAPTED:	Joey Black	fishyjo@aol.com
OPEN WATER:	Ed Merkling	emerklin@iupui.edu
TEAM INDIANA:	Emily Kowalski	a40momski@aol.com
CAMPS:	TJ Day	swimday@yahoo.com
OUTREACH:		

- 1) the first "Heat Sheet News" was sent out and received with great review. Will continue to ask clubs to place these in heat sheets throughout the season.
- 2) Have assembled the age-group committee, will have our first conference call soon.

SENIOR CHAIR: 260/434-0659	Chad Englehart coachenglehart@msn.com
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OPEN WATER:	Ed Merkling	emerklin@iupui.edu
TEAM INDIANA:	Emily Kowalski	a40momski@aol.com
CAMPS:	TJ Day	swimday@yahoo.com

FINANCE VICE-CHAIRMAN: 317/745-6817	Lucy Duncan lucyuss@aol.com
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Statements for year end (8/31/05) actual vs. budget will be available for the meeting Monday as well as 9/30/04-9/30/05 comparative statement. There are more line items that have been created allowing for more details for future actual reports.

We are in the process of obtaining estimates for an audit. Should you have anyone within your club, family, or friend who would be willing to discount or donate such services, please contact either myself or Lynn.

The Investment Committee and staff met with our Merrill Lynch consultant, Dave Morgan to review the past year's investment portfolio for Indiana Swimming. It was agreed that our blend/mix of stocks and bonds is where we desire it for our best and safest growth to achieve financial stability and goals. After review of analysis reports, it was agreed we would move our bond portfolio from Merrill Lynch Group to Pimco Group in hopes of a higher return. Our past year's overall return was 3.42%.

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All financial statements, bank account statements, and investment account statements are available for review by any board member by simply contacting me should anyone wish to do so.

TECHNICAL CHAIRMAN:	Scott Ingram singram@omnicityusa.com
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Championship Coordination Meeting

The Championship Coordination Meeting was held Wed Nov 16th. The meeting was attended by the following Indiana Swimming representatives: Lynn Kinstler, Arlene McDonald, Tony Young, Hal Paul, Scott Ingram.

All six hosts were in attendance:

- CPSC – NW Divisional
- SWAC – NE Divisional
- NOB – Central Divisional
- JAWS – Southern Divisional (Changed from DON as they had a facility conflict)
- SCSC – Senior State
- SSC – Age Group State

All aspects of hosting our Short Course Championship Meets were covered with particular attention to the following items:

- New One Entry deadline procedure and timelines
 - o New fine structure
- New failure to scratch guidelines as well as Scratch timelines
- Warmup timelines and adjustments
 - o Time adjustment for the NW and Southern Divisional
- Posting of Results to the Web

All clubs were asked to provide Contact info and Facility info/directions to Scott by November 30 so that he can finalize the Meet Entry letters. Meet Entry letters and Meet Event Setup files will be posted to Indiana Swimming website by Dec 15th.

OFFICIALS / RULES: 317/335-2929	Hal Paul hpaul1053@insightbb.com
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The new rules for Breaststroke and Backstroke, that have been passed by FINA and adopted by USA Swimming have been an area of confusion for many throughout the state. At the House of Delegates meeting in September, these rule changes and their corresponding interpretations from USA Swimming were discussed. Following the HOD meeting these rule changes and interpretations were posted to the Indiana Swimming website, and each of the Regional Officials Chairs additionally emailed Bruce Stratton's letter and interpretations to each of the Referees in their regions. Unfortunately, there still seemed to be a number of officials who were not aware of these rule changes, and this caused some problems at meets held during the beginning of the Short Course Season. At this juncture I think that the vast majority of the officials are now aware of the rule changes, and are incorporating them into their Stroke Briefings and the way they make calls on deck.

Tony Young has supplemented the Regional Chair's emails with Blast Emails to all coaches and officials in his database, in an effort to increase the opportunities for all interested individuals to be aware of the rule changes.

At this time Indiana Swimming in adhering to the rule changes, however, USA Swimming has yet to update their National Stroke Briefing. This has caused us some problems, due to the fact that it is our procedure to use the National Stroke Briefing at all sessions, of all meets. I have repeatedly requested an update from the USA Swimming Official's Committee, however, they have yet to update the website with a new, updated briefing.

In October I attended an LSC Officials Chairman meeting in Omaha. At that meeting the primary topics of discussion were the new rule changes and their interpretations. We also reviewed and discussed the changes that are being implemented regarding how officials will be certified at the National and National Championship level. These procedures have yet to be published, but all indications are that they will be implemented. While in Omaha we also visited the site of the 2008

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Olympic Trials at the QUEST Center, an impressive convention and sporting complex. It will be much like the Short Course World Championships held at Conseco Fieldhouse a year ago. The big difference is that the convention center will house a second 50 meter pool for warm-ups, as well as a 25 meter warm down pool. The athletes will have an area totally to themselves. There will also be a 250,000 sq. ft. Aqua Zone open to the public at all times. It should be a great venue to hold the trials.

REGIONAL OFFICIALS REPS:

Region 1:	George Behrens	geobehrens@hotmail.com
Region 2:	Don Kropf	kropfdon@npcc.net
Region 3:	Mike Korth	mkwindy@sbcglobal.net
Region 4:	Eliot Van Velzen	eliotv@insightbb.com

COACHES REP: 317/696-1543	Brian Hindson brian.d.hindson@gmail.com
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COACH EDUCATION:	Brian Hindson	brian.d.hindson@gmail.com
TEAM INDIANA:	Emily Kowalski	a40momski@aol.com

ATHLETE REPRESENTATIVES: Jill Lockhart (YSC) office@inswimming.org	Spencer Osborne (SSC) office@inswimming.org	Stephanie Schortgen (FWA) office@inswimming.org
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OFFICE & STAFF 317/237-5780	Lynn Kinstler lynn@inswimming.org	Tony Young tony@inswimming.org
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SCHEDULING: 2006 Summer Schedule Requests deadline December 1, 2005.
2006-07 Winter Schedule Requests deadline May 1, 2006.

EXECUTIVE DIRECTOR REPORT

The months since our last official Board meeting, back in August have been filled with finalizing the 2005 USA Swimming year (registrations, meets, etc) and prepping for 2006.

Participated in the Board of Directors Retreat. Am hopeful that the enthusiasm for making our LSC as great as we can continues throughout the year.

Planning and arrangements for the September HOD meeting came and went. There was almost 100% club attendance at the House of Delegates meeting. The workshop that Tony led prior to the House of Delegates meeting where he presented on Club Fundraising/Marketing P.R. ideas was well received by those clubs that attended.

As indicated in Kent's report, there is a new part-time staff assisting with athlete registrations. Michele has proven to be very detail oriented and all clubs are receiving their membership cards in a timely manner. Many clubs have already registered their entire teams, as we already close to 6,000 members.

Coach and Officials registrations have been fairly steady and I appreciate everyone's efforts to get those to me. There's not many urgent cases so far, but I do expect more by the end of the year.

With Michele DeLuna's help, I spent a day cleaning out the offices and back storage area of 5 dumpster loads of dated forms, results, etc. WOW! What a difference. Hopefully, by mid-January, it will be like a new office when I clean out the files around my work area.

I helped host the Championship Coordination meeting earlier this week. We really appreciate these clubs for stepping up to host our state meet series events.

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UPCOMING:

I will begin loading all of the meets to-date into the national database. With the IMX Challenge, there's more swimmers gearing towards watching their scores and they are anxious to see those. We'll be able to stay up on that after the first of the year with almost all registrations in by then.

Will also begin the processing of gathering all information needed (neat and tidy) for an audit.

Publishing a Top 10 list for the 2005 SCY & LCM times. Will work with the Nunnely's on the Top 10 awards process at our Senior & Age Group state meets.

Taking inventory of all returned state awards to utilize this season and not have to order as much.

Christmas shopping, car shopping and new furniture shopping (new house much bigger than old house, looks sparse)!

HAPPY TURKEY WEEK!

SPORT DEVELOPMENT DIRECTOR

GENERAL

From August 22 to present my focus as Sport Development Director has revolved around such Special Events as attending the Indiana Swimming BOD Retreat, USAS Convention, Indiana Swimming HOD, preparation for Race Analysis at our winter state meets, IMX Incentive Program and the Swimposium. Office duties include: updating Times Database, Blast e-mails, sanctions and scheduling are ongoing. Priority has been given to increased travel with numerous club and coach visits. Special Projects include my participation on a committee to develop a High School Hall of Fame and induction banquet, sitting in on the USA Swimming Club Development staff, Age Group Committee Planning meetings via conference call and assisting in coordinating the camps program.

SPECIAL PROJECTS

ISI Board of Directors Retreat

Attend the ISI Board Retreat at Abe Martin Lodge at Brown County State Park to assist in creation and implementation of the Indiana Swimming Vision and Mission statement.

USAS

Meetings Attended:

- Central Zone Forum and All Central Zone meetings
- Coaches Meeting
- Age Group Planning Business Meetings and Workshops
- Steering Committee
- Novice To National (How they do it)
- OIOC
- Grant Writing Workshops for Clubs
- USA Swimming's Club Recognition Program
- Governance Task Force
- Sports Science & Technology Presentations
- Waterworks (Swim Meet Promotion)
- House of Delegates Meeting
- Awards Banquet

HOD

Lynn and I presented a Fundraising and Club promotional workshop prior to the HOD meeting. I did a meet and great at each regional meeting. Created a slide show which promoted events that occurred in the 2004-05 season which included pictures from: World Championships, World Championship Trials, Swimposium, Lindsay Benko Clinic, Dara Torres Clinic, Autograph sessions at World Championship Trials meet, Olympic Training Center Camp. Presented SDD report at HOD. Manned the "Past Due" meet fees booth, assisted in set up and tear down and had dinner with coaches afterwards

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SWIMPOSIUM

I have been in regular communication with Milt Nelms (2005 Swimposium Keynote speaker and 2006 proposed speaker for Swimposium) on topics and itinerary to propose for the April 22 Swimposium. Also working with local clubs to help Milt arrange club visits to follow-up information presented at the 2005 Swimposium. Researching available sites, hosts and costs.

RACE ANALYSIS

Working to coordinate efforts with Milt Nelms, Alex Nitkitin (Authors of Proposed Indiana Swimming Pilot program for RA at Senior State and State Age Group meets) and USA Swimming. Bailey Weathers Sport Consultant at USA Swimming has offered his services to assist with the logistical set up and collection of data at the state meets. Bailey will be in Indianapolis the week of November 21-23 to meet with me and the Natatorium IT staff to help coordinate the set up at the NAT for the State Age Group Championships. He will also return to assist with the RA data collection at one of the state meets.

Milt, Alex and I have spoken via conference call on a weekly basis to discuss the RA goals, tutorial information for the data collection team, coaches, athletes and parents and the educational goals of the Swimposium.

As this is an innovative project that has never been conducted at age group meets all information and minutes are documented for future LSC's to follow.

I have also met with Joel Stagger, Indiana University Councilman Science of Swimming Center and Jennifer Van Sickle, University of Indianapolis sports administration department to promote the program and seek volunteers for the data collections team. Ball State and Wabash College have also been contacted.

INDIANA HIGH SCHOOL HALL OF FAME AND BANQUET.

I am part of a committee that is organizing an Indiana High School Hall of Fame and Banquet. The inaugural induction banquet will be in April of 2007. (ALL MEETINGS ARE HELD ON SUNDAY MORNINGS)

Mission:

The Indiana High School Swimming Hall of Fame is established to honor those athletes, coaches and special contributors who have contributed to High School swimming and diving in the State of Indiana. It will be a means of recognizing, preserving and promoting swimming and diving in the State. It honors the contributions and accomplishments of all of these individuals who are worthy of recognition as examples for others to emulate. A Hall of Fame plaque with the honorees names will be located in the hallway of the I.U. Natatorium at I.U.P.U.I

IMX INCENTIVE PROGRAM

A general outline of host selection criteria has been created as well as a starting date of the Summer Long Course season of 2006. This will allow all clubs to have an equal chance to learn about the Incentive Program, create an IMX meet format and apply for the monetary support.

USA Swimming is finalizing the guidelines for the IMX Logo usage. Pat Hogan has kept me up to date and has given our LSC clubs who are currently hosting IMX event meets permission to use the IMX Logo to promote meets, awards, meet programs and general advertising. We are waiting to find out USA Swimming guidelines on retail sales items such as t-shirts etc...

Parent meetings and motivational Speaking

Parent Education meetings have been successful to not only to present materials to parents but to help coaches encourage communication and promote their programs. Meetings are customized to the level of experience of the parents attending the meetings. Some clubs will have more than one meeting set up for the experience levels of parents.

Club/Coach Visits

Club visits consist of discussing various topics such as: strategic planning, hiring a coach and discussing coaching issues, Promote Indiana Swimming, communication between coach and club and problem solving. Follow-up with clubs is always done and second or third visits are not uncommon and encouraged. Many clubs and coaches communicate on a regular basis.

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Camps

A camps coordination meeting was held October 5, 2005 to discuss evaluation of the 2005 camp program, 2006 camp selection criteria, staff selection, locations and dates for the 2006 Camps program. In attendance was TJ Day (Camps Coordinator), Chad Englehart (Senior Chair), Brad Smith (Age Group Chair), Brian Hindson (Coaches Rep) and Tony Young (SDD).

Dates: TBA

- 2006 Catch the Spirit One Day Camps (Tentative locations Crown Point and Terre Haute)
- 2006 Age Group Elite Camp (Crawfordsville or Notre Dame)
- Chick Newell Senior Training Camp (Purdue University-Memorial Day Weekend)

The camps will be promoted through e-mail blasts, handouts, websites, presentations at meets and coach and club involvement.

TJ Day and I met on November 16 as a follow up to our progress on the logistics of site selection, budget, guest speakers and all administrative information needed to apply for the USA Swimming "Catch the Spirit" camp funding. Early December is the goal to have all camp information finalized to begin promotion and marketing of camps.

MEETINGS

A communication meeting was held on October 5 to discuss vision, goals and definition of the Age Group and Senior Swimming in the Indiana LSC as well as the Sport Development Directors role in the implementation of these goals. Attending were: Chad Englehart (Senior Chair), Brad Smith (Age Group Chair), Brian Hindson (Coaches Rep) and Tony Young SDD.

Had Dinner with Marge Counsilman, Sandy Searcy, Ray Lawrence, Dave Tanner and Dean Voyles to discuss the usage of Doc Counsilman's name for a Life Time Achievement award for the Indiana High School Hall of Fame. It was a great night of talking swimming and Indiana History.

Met with Bev Arnold of Jay County Swim Club to offer input on their proposed pool renovation project. A follow up call was made to the Jay County Superintendent of Schools to provide local pool consultant information. These consultants are considered preferred vendors of USA Swimming to assist with this project.

Assisted in conducting the Championship Coordination meeting for Winter State meet hosts.

Met with 4 region representative at Indiana Swimming Board Retreat to gain some perspective on how the Region Rep position can work with the SDD to gather needed information from the four regions. I have followed up to ask the Region Reps to assist in setting up breakfast or lunch meeting to assist the SDD in meeting the coaches, BOD members and volunteers in their regions to offer Indiana Swimming's services to assist their clubs.

Attended Finance Committee Meeting.

Attended Personnel Committee Meetings.

Attended the IHSSAC coaching Clinic

Met with Dale Neuburger to a gain feedback and perspective on ideas and progress of the SDD position.

USA SWIMMING/LSC

With assistance from the USA Swimming Facilities Development staff I have continued to meet with the Lawrence Swim Team representatives to discuss their progress on a proposal for a new facility.

Attend by conference call, monthly meetings with the Club Development Staff that share information on observations and key issues from club visits.

Monthly conference calls with the Age Group Planning committee to continue to develop a mechanism for information sharing and programming to benefit the growth and development of age group swimming. The current goal is to gather

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information from each LSC on the following questions: What is your LSC's definition of age group Swimming and what is your LSC's mission for age group swimming?

GOALS

- Improve communication with BOD Division Chairs
- Assist in the organization of the 2006 camps program.
- Conduct parent and coach educational meetings.
- Promote Swimposium/Camps/Quad Meet/Zones/SDD position with assistance of Region Reps.
- Organize Club/Coach/athlete educational and motivational meetings
- Club/Meet Visits
- Coordinate new and existing programming.

OLD BUSINESS

CLARIFICATIONS

7.5% of entry fees is due from **ANY HOST** that gets a sanction number from ISI. In the past, if there was a national level meet being hosted by one of our ISI clubs or another entity/organization in Indiana, we did not enforce the 7.5% fee. Yes, this dates back to when the ISC started hosting meets, etc.

Rule 18 of the ISI Operational Rules: Meet sponsors shall pay the Indiana Swimming Office 7-1/2% of the total gross entry fee and send them a copy of the financial report.

Is there any meet title, etc that would be exempt from this?

Additionally, since our inception of the \$1 surcharge, we need clarification on what meets would be exempt from having to pass this along to the swimmers. For instance, USA Swimming sets the fees for IE fees for national level meets and that is beyond the maximum allowed. We didn't have it for the 2005 Nationals? But, we had the Sectional host collect it.

MOTION: Any Grand Prix, US Open, Juniors, Nationals or Trials held with an ISI issued sanction will not be subject to the 7.5% of entry fees after the meet nor the \$1 surcharge. *PASSED.*

NEW BUSINESS

MEET SAFETY – MARSHALS

Tabled until January.

YOUTH SPORTS REPORT CARD

Arlene distributed an article she received from USA Swimming.

Organization of the 2007 National Championships & Junior National Championships

Arlene is working on a list of criteria for potential host clubs. We need to identify clubs by the beginning of February. Due to the length of the 2 meets, only Indy area teams will be identified. Additionally, there are more downtown hotel properties that we hope to create relationships with.

Coach/Officials Relationships

There were some emails being shared among coaches regarding the relationship of coaches and officials. Since they were very early in the investigative stages, this discussion was deemed to early.

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ACTION ITEMS

MOTION: To destroy financial records that are older than 10 years old (1994 and before). PASSED
Lynn was instructed to pull all of the 990's included to save those.

MOTION: For returned checks (NSF, closed accounts, etc), that ISI add a \$14 fee in addition to the bank fee (currently \$6) for the time involved in notifying member and collecting the original check amount. This would amount to a \$20 fine assessed. PASSED

MOTION: Add a \$5 option to the membership application for a coaches association dues. These dues would be used for coach recognition dinners, speakers and the such. This would be implemented for the 2007 registration year. DEFEATED. This can be done through the budget request process in August 2006.

MOTION: Approved appointment of Tina Mudd as Board of Directors Secretary. PASSED

MOTION: All board members MUST present written reports by the 45 10th of each month to the board secretary.
Reasoning: One of the most common things heard over the past few months is that we need to increase communication. The increase will help with productivity and keep people informed. I also believe it will increase accountability. We are all great at the meetings or during the time period from August through September, but when high season comes round in October; many board members drop off the face of the earth. Written reports on activities will make board members accountable. It will also increase the amount of share work by the board.

The Executive Committee met prior to the meeting concerning allowing the Sport Development Director a VOTE on the Board of Directors. Their recommendation was to not allow the vote. There was discussion given to the full board on why or why not to allow the SDD to have a vote.

MOTION BEFORE THE FULL BOARD OF DIRECTORS: To allow the SDD to have a vote on the Board of Directors. PASSED.

ANNOUNCEMENTS

Site Selection Meeting: Monday, January 16, 2006 – 5:00 pm – Indiana/World Skating Academy (lower level of the Pan Am Plaza).

Next BOD meeting: Monday, January 16, 2006 – 6:00 pm – Indiana/World Skating Academy (lower level of the Pan Am Plaza).

Next HOD meeting: Saturday, September 23, 2006 – 1:00 pm – 5:00 pm
Site TBD by August 2006 meeting

THOSE IN ATTENDANCE: Dave Boggs, Jay Chambers, Don Cozad, Lucy Duncan, Chad Englehart, Mark Hesse, Brian Hindson, Scott Ingram, Lynn Kinstler, Emily Kowalski, Roger Lane, Arlene McDonald, Tina Mudd, Kent Nelson, Bruce Nunnally, Hal Paul, Mark VanAllen, Tony Young