

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING –
MINUTES
January 16, 2006**

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“Indiana Swimming provides progressive, innovative programs that inspire excellence.”

GENERAL CHAIRMAN: 317/842-0528	Arlene McDonald arlenemcd@aol.com
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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 Board of Directors

The next meeting of the USA Swimming Board of Directors is next weekend, January 20 & 21, in Colorado Springs. In addition to officer and staff reports, agenda items include approval of the Audit Committee, the 2006 Convention Schedule, 2006 Insurance Coverage, and USA Swimming's Incorporation in Colorado. Recently, Mark Hesse and Arlene McDonald were appointed to the newly created task force on Governance Legislation Implementation. This group, chaired by Julie Bare, will be working on the logistics of implementing the committee reorganization legislation passed at last fall's convention. Other task forces that are on the agenda for approval are Athletes Leadership Development, Membership Marketing, and International Swimming Hall of Fame.

Central Zone

The next conference call of the Central Zone General Chairs will be next Wednesday, January 18. Agenda items include SWIMS Policies and Guidelines, LSC policies regarding meet marshals, Zone Open Water Camp and Championships, and the LSC Development Committee.

2007 USA Swimming National Championships and Junior National Championships

Arlene met with representatives of the ICVA (Indianapolis Convention and Visitors' Association) to finalize the procedures for contracting hotel blocks. All contacts should be complete by mid-February. Arlene and Julie McKenney are meeting next Wednesday to finalize the criteria for potential club co-hosts and to discuss the timeline for identifying and contracting with the club co-host(s). Board members who have expressed interest in serving on the LOC are Lucy Duncan, Emily Kowalski, and Scott Ingram. Other BOD members who would be interested in an LOC position need to notify Arlene no later than the January 16 BOD meeting.

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
-Nothing to report		
Region 2 Coach Rep:	Don Cozad	ymcadon@kconline.com
Region 2 Non-Coach Rep:		
Region 3 Non-Coach Rep:	Mark Van Allen	mvanallen@rqaw.com
-Nothing to report		
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

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Those who argue for a very low level of reserves point out that an organization with a particularly imperative mission — the eradication of a disease, for example — has an ethical and moral obligation to use all its resources to carry out that mission as swiftly as possible. Others have questioned the ethics of an organization soliciting the public for donations while maintaining reserves that would allow it to operate for many months, or even years, without any additional public support. Many of the national watchdog organizations listed earlier in this publication have standards that specify the level of reserves they find acceptable. The National Charities Information Bureau, for example, suggests that charities should not have more than two years’ expenses in reserve — a level that very few nonprofits attain.

The distinction between reserves and endowment is significant. An endowment is a pool of money that is invested so that the income can be used to support the nonprofit. Often, donors have restricted these funds so that the principal cannot legally or ethically be used to cover day-to-day expenses. Reserve funds are more flexible. Reserves come from the accumulated surpluses of the organization over time, and can usually be designated or allocated by the board. Reserves can be spent to expand programs and run the organization, while endowment usually can’t. Many large institutions, such as universities and museums, have endowments that are many times their annual budgets. Harvard University, for example, has an endowment of more than \$6 billion, several times its annual budget, and is currently trying to raise an additional \$2 billion.

Article #3--How can we promote diversity, while avoiding tokenism?

To avoid creating token positions on your board, start with a firm commitment to diversity. Announce it; put it in writing. Creating a sense of ownership is difficult if recruitment of new board members is based on pure representation of a specific group in the constituency. No board member wants to fill a quota. No one should be expected to - in fact, no one is able to - represent an entire subsection of the population. Board members contribute according to their skills and knowledge. Focus on the entity as a diverse mixture, not on individual representation.

Remind all board members of their duty to loyalty. Board members need to represent the organization and its best interests. Tokenism tends to promote individual commitment to a population group or interest.

To avoid the appearance of creating token positions, treat each board member equally. Expect the same from everyone; each board member, new or old, has the same responsibilities. Involve every new member immediately. Assign tasks independently of cultural or ethnic background. Recruit several members at the same time from the same group.

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:		

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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TECHNICAL CHAIRMAN:	Scott Ingram singram@omnicityusa.com
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SCY Championship Season Items

Meet entry letters for the SCY Championship Season have been revised and noted as such on the Indiana Swimming website. The majority of the revisions have to do with '05 dates and info that was inadvertently not updated to '06 dates and info (ie fax numbers, etc). In addition there has been some language added in both the **Coaches Scratch Box** area and the **Scratching from Finals** area in order to make sure recent HOD changes are as clear as possible. The language added (*noted by italics and underline*) is as follows:

Coaches Scratch Box

In *all timed final events and* all events where preliminary heats are necessary, after the heats have been seeded, any swimmer who fails to compete in an individual event heat in which they are entered and have not been scratched in accordance to the above deadline will be **barred from all further individual events of that day**. (NOTE: This does not bar an individual who has qualified earlier in the session for a final or consolation final from swimming in that final.) **Additionally, that swimmer shall not be seeded in any individual events on succeeding days unless that swimmer declares an intent to swim prior to the close of the scratch box for that day's events, or within 30 minutes of the missed event, whichever is later.**

SCRATCHING FROM FINALS

Scratching from Consolation finals and Finals:

- A. Any swimmer qualifying for the *original bonus final*, consolation final or final in an individual event who fails to compete in said final shall be barred from further competition for the remainder of the meet except as noted in "Exceptions" below. **A declared false start (USA-S rule 102.14.5D) or deliberate delay of meet (USA-S rule 102.14.7A) is NOT permitted and will be regarded as a failure to compete.**
- B. In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the bonus final, consolation final or final when possible with the next qualified swimmer(s).
- C. First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.
- D. If an Alternate wishes to have the opportunity to swim, they must report to the STARTER prior to the start of the event. Otherwise, no Alternates will be called for.**

OFFICIALS / RULES: 317/335-2929	Hal Paul hpaul1053@insightbb.com
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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

Congratulations to Team Indiana and the entire coaching staff (insert Quad Team coaches here) on their victory. I continue my daily conversations with coaches from around Indiana between 130 & 230pm, trying to get a grasp of what is

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going on in Indiana.

Many compliments from the other LSC's were passed on to me during the Quad meet for our efficiency of entries etc, and the comment of "Indiana is way ahead of us" was made more than once!

Reminder to coaches and team representatives to make sure your coaches are current with all certifications!

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

OFFICE & STAFF
317/237-5780

Lynn Kinstler
lynn@inswimming.org

Tony Young
tony@inswimming.org

SCHEDULING: 2006-07 Winter Schedule Requests deadline May 1, 2006.
 2007 Summer Schedule Reqeusts deadline December 1, 2006.

Executive Director Report—Lynn Kinstler

What a busy rest of November and December with a few holidays mixed in! I hope everyone had a great holiday season. The month of December was spent primarily reminding officials and coaches who hadn't renewed to renew and then then, as they came in, they were processed (our part-time staff is processing the athletes only). Additionally, many teams sent in their club charters to keep their insurance valid. I'm now reminding clubs about the survey from the House of Delegates (if they haven't completed and submitted) and to send their current bylaws. I am confident that we'll get 100% submissions and have some good data from the surveys.

Team IN for the Quad meet had me validating the submitted entry times for those swimmers wishing to be considered by the staff. Thanks to our hosts for adhering to the deadlines for submission of final results (MM backups), as we were able to prove almost all of the consideration times. There were a few coaches/submissions who were unaware of the September 1, 2005 qualifying date as many kids had submitted times from last March. That was easy to fix.

Helped with the Quad meet last weekend. Thanks to Arlene for her help with Hospitality. The officials got a kick out of me flipping pancakes on Sunday morning. Great swims and a great meet for all! Always fun!!

Results from meets until the middle of December have been uploaded into SWIMS. Next week, I will catch up with the remaining meets. The IMX Challenge is becoming more popular as I've been receiving emails and phone calls on times missing.

UPCOMING

- To finalize the 2005 Top 10 reports for preview posting to the web. I hope to get this accomplished by February 3. In this process, I will get the records updated through August 31, 2005 and posted to the website.
- February 3-4 will be attending a USA Swimming sponsored workshop in Atlanta on the Board of Review Process. Our current BOR chair, Bob Hartley is also attending. The USA Swimming staff urged me to attend being the first contact for most complaints so that I'm aware of what we should communicate to people making complaints.
- AWARDS - Work on the Top Performer point totals with the Awards Chairs – the Nunnellys.
- Continue to process officials and coaches as they come in.
- Work with the Officials Committee on updating their instructions/forms as posted on the website.

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- Update the blast email list that Tony uses for his weekly blasts.
- File away the expenses documentation from the last 3 years as my file cabinet is full!!
- Sort and file the Merrill Lynch reports received weekly.

Sport Development Director-Tony Young

GENERAL

From November 21 to present my focus as Sport Development Director has revolved around such Special Events as attending the preparation for Race Analysis at our winter state meets, IMX Incentive Program, Quad Meet 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

SWIMPOSIUM

Location for the Swimposium on April 22 will be Brownsburg High School. Expenses will be for Lifeguards and custodial fees will be minimal. **This will be a “Coaches Only” track this year to discuss the Race Analysis data and offer ideas on how to implement this information into training programs.**

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.

RACE ANALYSIS

I am in the process of developing a web-informational page for Race Analysis and the Swimposium. Kevin Miller for the Nat is assisting with this. I will be taking a web page design class in January and February.

Information on the Indiana Swimming IMX Incentive Program for Clubs and the call out for Race Analysis Data Team Collection members has gone out in three blast e-mails. **I am still looking for 3 volunteers for each of the state meets.**

Bailey Weathers will be assisting with our Data Team Mock meet (Circle City Classic) as well as traveling back for our State Championship meets.

Continual meetings or communication with Bailey Weathers, Alex Nikitin, Milt Nelms and Kevin Miller (IU Natatorium) is ongoing to finalize protocols and information for Race Analysis teams. Bailey and the USA Swimming Staff have developed a CD of race clips for use by the Data Collection Team to become more familiar with the Race Analysis program.

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. (MONTHLY MEETINGS ARE HELD ON SUNDAY MORNINGS).

IMX INCENTIVE PROGRAM

A general outline of host selection criteria was sent out in blast e-mails to all clubs with a starting date of the Summer Long Course season of 2006. 18 clubs responded and 14 showed interest. Some dropped out due to lack of long course facilities. USA Swimming is still..... finalizing the guidelines for the IMX Logo usage.

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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. I have had as many as 100 parents in these meetings and as few as 4. These meetings are opening the doors to future club and informational meetings.

CLUB / COACH VISITS

November, December and January have been filled with numerous club visits. I am pleased with the turnout at parent education and informational meeting as coaches and parent support groups have done a great job promoting my visits.

Meet with local coaches on a regular basis.

Regional Reps can be influential in helping me meet with club representatives from their regions.

CAMPS

Finalizing all camp sites, staff and all paperwork for USA Swimming “Catch the Spirit” camp funding. Early February is now the goal to have all camp information finalized to begin promotion and marketing of camps.

LSC / ZONE SPONSORSHIPS

Working with SPEEDO, TYR and NIKE to gather information on an LSC and/or Zone Sponsorship for Indiana Swimming. More information to follow.

MEETS

Assisted with set-up, tear down and meet operations at the 2006 Mid-States Quad Meet.

MEETINGS

Meetings: Age Group Planning Committee, High School Hall of Fame Committee, High School Coaches Association (Moratorium)

Met with Kris Kovotovic of the Indiana Pacers to discuss special events that might be available for Indiana Swimming Clubs, Central Zone Championships 06 and Senior & Junior Nationals 07. We also discuss fundraising opportunities for local clubs.

Met with Bill Ramos to discuss internship opportunities with the Counsilman Center for Swimming at Indiana University.

USA SWIMMING/LSC

I traveled December with the USA Swimming Facilities Development staff to local clubs to view facilities and discuss facility needs and issues.

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 conduct an Age Group Chairs / LSC General Chair conference call on January 23.

The first presenter, Ben Harlow, the Age Group Chair from Oklahoma, will be talking about the age group swimming goals they have put in place and the success they have achieved so far. Building their base of swimmers (a 43% increase from 700 to 1,000), retaining swimmers, incorporating the IMX program into their age group swimming program, providing coach education clinics to present updated/better training techniques, and better educating parents to make them feel part of the team are a few of the ideas that Ben will be presenting.

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If any of these topics are of interest to you, please join us on Monday evening, January 23rd at 8:30 pm **Eastern Standard Time**.

USA Swimming Club Development staff had invited me to attend a February 1 & 2 workshop on Strategic Thinking presented by Sandy Hughes. See information below.

**Sandy Hughes Training Session
Club Development Division**

Strategic Thinking

- Basic primer / training on Strategic Thinking and current trends in the field.
- Discuss and develop standard protocols that the Club Development staff can utilize to lead Strategic Thinking initiatives for clubs and LSCs.
- Review strategies and techniques and identify key facilitation skills that will assist CDD staff in leading productive Strategic Thinking efforts.

Introduce Proposed Changes to Club Leadership School

- Short session at which Sandy will introduce proposed changes to Club Leadership School.

Non-Profit Governance

- Review current trends in non-profit governance.
- Examine and discuss anticipated changes (i.e. implication of Sarbanes-Oxley) that might affect swim clubs.
- Review, discuss and finalize proposed changes to Club Leadership School.

Q & A Session

- Opportunity to ask questions and discuss various topics related to non-profit governance, the Club Leadership School, and strategic thinking.

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/IMX Incentive Program for Clubs/Zones/SDD position with assistance of Region Reps.
- Organize Club/Coach/athlete educational and motivational meetings
- Club/Meet Visits
- Coordinate new and existing programming.

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OLD BUSINESS

- Board Development: Retreat Follow-Up

Arlene would like for the committee to set a time to meet by conference call.

- Indiana Swimming Club Coach & Presidents' Summit-----The following proposal was handed out. It will be amended with the motion that follows.

“INDIANA SWIMMING 2007: THE YEAR OF THE CLUB”

What: *Indiana Swimming Club Coach & President/President-Elect Summit*

Kick-Off to the 2007 Season

- *The “summit” would be scheduled from 9:00 AM until 5:00 PM on Saturday followed by a banquet at 6:00 PM.*
- *The programming would include seminars given by USA Swimming members and other experts that satisfy the goals listed on the following page. In addition, a portion of the afternoon would be dedicated to an abbreviated House of Delegates session. The morning would include an athlete component consisting of educational workshops and the annual athletes’ meeting.*
- *Each club must meet the attendance requirements as outlined for the Indiana Swimming House of Delegates meetings. There could be optional coaches programs scheduled on Friday night that might include a meeting, certification session, or social.*

Proposed By: *Tony Young, Sport Development Director
Arlene McDonald, General Chair*

When: *Saturday, September 23, 2006*

Where: *Northside of Indianapolis*

Who: *All Indiana Swimming Head Club Coaches and Board Presidents or Presidents-Elect (funded) as determined by each club*

Other club representatives are invited, but must fund their own expenses for the banquet. All seminars will be offered free of charge to any club leaders and coaches. Other Central Zone leaders will be invited at their own expense.

Resources: *Pat Hogan and Rose Snyder*

Funding:

- *This summit would be a budget item in the 2006-2007 budget and, along with the CLBMS traveling program, would be the Indiana Swimming’s educational component for 2007. The funds normally budgeted for Swimposium would be applied to these two programs.*
- *Indiana Swimming will cover the cost of the banquet for the club head coach and club president/president-elect.*
- *Other club leaders and coaches are invited to attend the seminars free of charge but must pay for attending the banquet.*
- *A nearby hotel block will be reserved for those attendees wishing an overnight stay on Friday and/or Saturday. Individual clubs will arrange and fund any lodging.*
- *Saturday lunch will be at the attendee’s expense or solicited from sponsors.*
- *Indiana Swimming will use funds generated from the 2006 Central Zone Championship Meet as well as solicited sponsorship monies to help cover the costs of the summit.*

Goals:

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- *To promote the power of the partnership between the head coach and club president; the strength of any club is built on that partnership.*
- *To provide education that outlines the roles and responsibilities of the coach and club board*
- *To create a setting that initiates and/or enhances two-way communication between the head coach and president/president-elect*
- *To strengthen Indiana Swimming clubs and their BODs by providing education and tools that promote strategic thinking*
- *To motivate and inspire excellence among club leaders and coaches*
- *To educate club leaders about the new requirements of non-profits*
- *To inform member clubs about Indiana Swimming services and programs – camps, CLBMS, Swimposium, etc.*
- *To launch USA Swimming’s new Club Recognition Program*
- *To identify and nurture future LSC leadership for Indiana Swimming*
- *To conduct athlete education seminars and an athlete meeting in the morning sessions with encouragement for athlete attendance at the HOD and banquet*
- *To recognize the service of outstanding volunteers and athletes (banquet)*
- *To recognize national coaches and USA Swimming club award recipients (banquet)*
- *To celebrate the successes of the sport of swimming in Indiana*
- *To conduct HOD business and club educational opportunities on the same day*
- *To promote the 2007 Junior and Senior Championships being held in Indianapolis*
- *To launch club ticket sales for those events*

Follow-Up:

1. *All participating clubs must apply for the new USA Swimming Club Recognition Program. Applications will be available.*
2. *Participating clubs will create a club “check list” based on the information presented and ideas generated at the summit. By May 1 of 2007, clubs will submit an after-action report on the progress of their “check list” to the Sport Development Director of Indiana Swimming who will then compile a list of “best practices” to be shared among all participating clubs.*
3. *Following the summit to support the “Year of the Club” theme, IS will schedule and fund traveling “CLBMS” programs throughout the state at six locations.*

Other Ideas:

- *Bring in a top-name athlete to sign commemorative posters for each club.*
- *The banquet should include a keynote address by a motivational speaker as well as door prizes and entertainment.*

Estimated Expenses:

It is requested that \$10,000 be budgeted for this program as part of the 2006-2007 budget year with the remainder of the expenses being covered by sponsorships and 2006 Zone meet income.

After much discussion concerning

- * *lack of involvement of athletes in this meeting since this is when they should be having their athlete meeting as voted on by the HOD.*
- * *liability and cost of housing and transporting club athlete representatives*

A motion was made by Brian Hindson

MOTION: *It is requested that \$10,000 be budgeted for this program in 2007 and an additional \$5000 covered by other sources for a maximum expenditure of \$15,000.*

MOTION PASSED

NEW BUSINESS

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Mark Gage has resigned as the Region 2 Non Coach Rep. This is a voting position. The vote will revert to the Region 2 Coach Rep. Arlene is asking for recommendations on filling this position.

ACTION ITEMS

- Bereavement Donations Policy

A motion was made by Mark Hesse and seconded by Tony Young.

MOTION: In the case of the death of a current or former Indiana Swimming Board member or their family, Indiana Swimming will spend up to \$50 for flowers or donations as the family wishes. For all other deaths, Indiana Swimming will publicize on the website and weekly blast reports the information concerning where contributions can be made.

MOTION PASSED

ANNOUNCEMENTS

Next BOD meeting: Monday, April 17, 2006 – 5:30 pm – TBD by March 31.

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

