

# INDIANA SWIMMING BOARD OF DIRECTORS MEETING

## Minutes

NOVEMBER 20, 2006

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**Members in attendance:** Dave Boggs, Bruce Graham, Don Cozad, Andrew Elliott, Daniel Michael, Hal Paul, Lynn Kinstler, Lucy Duncan, Joanne Freudenthaler, Samantha Robertson, Brad Smith, Emily Kowalski, Joey Black, Bob Hartley, Kent Nelson, Mark Hesse, Arlene McDonald, Tony Young, Chad Englehart, Scott Ingram, Spencer Osborne, Tina Mudd

<b>GENERAL CHAIRMAN:</b>	<b>Mark Hesse</b> <a href="mailto:mhesse@chs.cville.k12.in.us">mhesse@chs.cville.k12.in.us</a>
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**SECRETARY:** Tina Mudd [tmudd6@insightbb.com](mailto:tmudd6@insightbb.com)

Please visit this site [www.inswimming.org/BOD/boardminutes.htm](http://www.inswimming.org/BOD/boardminutes.htm) and download last meeting's minutes.

**Motion** to approve minutes from August meeting made by Chad Englehart and seconded by Lucy Duncan. **Passed**

**Motion** to approve Financial Report made by Chad Englehart and seconded by \_\_\_\_\_. **Passed**

**Motion** to approve agenda made by Scott Ingram and seconded by Lucy Duncan. **Passed**

**Motion** to approve items not pulled for discussion made by Kent Nelson and seconded by Scott Ingram. **Passed**

### CENTRAL ZONE

- ISI needs to select a preferred date for the 2009 CZ Championships. Options: July 31-August 2, August 7-9 or August 14-16.

**Motion** was made by Brad Smith and seconded by Chad Englehart to select August 7-9, 2009 as the date for the 2009 Central Zone Championship. **Passed**

- Central Zone General Chairs voted to donate \$300 to the Arkansas Prostate Cancer Society in memory of Paul Blair. LSC's, clubs and individuals were encouraged to make their own donations.

### LSC DEVELOPMENT – KEY ISSUES

All Board members are requested to identify one of these eight areas to which they are interested in contributing their time and talents.

- Forging Ongoing & Future Strategic Partnerships:
  - IU Natatorium (Arlene)
  - High School (Tony)
- Club and Coach Development: Education & Support (Tony)
- Membership Growth, Retention, and Diversity (Lynn)
- LSC Marketing, Promotions, Sponsorships, & Fundraising (Lynn)
- LSC Leadership & Succession (Mark)
  - Appointments (need confirmation vote by Board)**
    - Camps - TJ Day**
    - Open Water – Andy Pedersen**
- LSC Communication (Kent)
- LSC Financial Planning & Management (Lucy)
- National Events: Solicitation & Coordination (Arlene)

### 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.

<b>Region 1 Non-Coach Rep:</b>	<b>Roger Lane</b>	<a href="mailto:rlane@jorsm.com">rlane@jorsm.com</a>
Region 1 Coach Rep:	Jim Sharp	<a href="mailto:swimday@yahoo.com">swimday@yahoo.com</a>
<b>Region 2 Coach Rep:</b>	<b>Don Cozad</b>	<a href="mailto:ymcadon@kconline.com">ymcadon@kconline.com</a>
Region 2 Non-Coach Rep:	Bruce Graham	<a href="mailto:bjbbkgram@aol.com">bjbbkgram@aol.com</a>
<b>Region 3 Non-Coach Rep:</b>	<b>Mark Van Allen</b>	<a href="mailto:mvanallen@rqaw.com">mvanallen@rqaw.com</a>
Region 3 Coach Rep:	Samantha Robertson	<a href="mailto:cgswwimcoach14@aol.com">cgswwimcoach14@aol.com</a>
<b>Region 4 Coach Rep:</b>	<b>Dave Boggs</b>	<a href="mailto:seymourswimming@comcast.net">seymourswimming@comcast.net</a>
Region 4 Non-Coach Rep:	Joanne Freudenthaler	<a href="mailto:pjfreudenthaler@aol.com">pjfreudenthaler@aol.com</a>

Five people from RAC attended the New Officials Clinic Sept. 30th in Sellersburg. Thanks to Darryl Gust for holding the clinic. A need for more clinics held in southern Indiana was recognized. I attended the Club Leadership & Business Management School with my home team, Donner Swim Club. We came back from the workshop with many wonderful and helpful ideas and are, in fact, in the planning and implementing phase of those ideas.

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### REVIEW:

Bob Hartley

[rhartley@locke.com](mailto:rhartley@locke.com)

Bob made a report to us at the meeting on BOR Policies and Procedures and Do's and Don'ts for LSC Board Members.

#### ▸ Relationship to Other Parts of IN Swimming

Resolves disputes

#### ▸ Jurisdiction

Doesn't make rules, doesn't execute the laws, doesn't enforce the laws (this is the job of the executive board). Investigates, conducts hearings, makes any matter affecting ISI involving ISI and a member, anything involving members of ISI, between ISI and members of another ISI, between ISI and member of another LSC.

#### ▸ Operation

4 regular members and 3 alternates. Written petition for review, answer, telephone prehearing conference, mediation, exchange info, hearing, order, appeal. Publish vs non publishing review for others to see is up to the board to decide.

#### ▸ Effect and Enforcement of Decisions

issue papers, orders, executive enforces orders

It is up to the board to decide how the information is disbursed to the board and the rest if the organization.

**Motion** was made by Kent Nelson and seconded by Don Cozad that executive committee notify General Chair of all cases through board of review. **Passed**

**Motion** was made by Tony Young and seconded by Lucy Duncan that historical records (petitions for review) from board of review are to be kept in the office of the permanent office of Indiana Swimming to be saved permanently. **Passed**

### PAST GENERAL CHAIR:

Arlene McDonald

[arlenemcd@aol.com](mailto:arlenemcd@aol.com)

### SwimForce Report

**2006 Central Zone** – The final meet and financial report for the 2006 Central Zone Championship Meet held in Indianapolis at the IU Natatorium has been submitted to USA Swimming. As per the revenue sharing agreement with our club co-hosts, ICAC, RDAC, and ACST, Indiana Swimming/SwimForce realized a profit of \$4,781.24 for this event. Many thanks to Kent Nelson (IS), Brad Smith (ICAC), Michele DeLuna (RDAC), and David Smith (ACST) for all their efforts that contributed to the success of this meet.

### **2007 USA Swimming National Championships and Junior National Championships**

- The first combined meeting of the two LOCs (Southeastern & Carmel) was held on Tuesday, October 3, at Hamilton Southeastern High School. Since that time, various subcommittees have continued to meet. The next combined LOC meeting is in January.
- Our USA Swimming site visit is on Friday, December 1.
- We will have an information table at the US Open at Purdue to promote these events.

### **2007 USA Swimming Open Water Grand Prix**

- Eagle Creek Reservoir and The End Result Company have been contacted and reserved for this event to be held on Sunday, August 5.
- At this time, we do not have a contract from USA Swimming for the event.
- The Indiana Swimming Open Water Chair, in collaboration with Arlene, will be responsible for co-chairing this event.

### **2008 Central MegaZone Championships**

- We were successful in our bid to host the 2008 Central MegaZone Championships from August 6-10, 2008. Thanks to Mark Hesse, Julie McKenney, and Todd Greenwood (ICVA) for presenting our bid at the 2006 USAS Convention!
- We are in the process of soliciting members of the Advisory Committee for this event. We currently have received the following names: Ben Harlow (OK), Paul Lundsten (MN), Sarah Tobin (LE), and Scott Bliss (MV). Arlene has

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requested that the remaining LSCs submit their candidates by January 1. After that time, the committee will meet by conference call to study the bid proposal and make recommendations at next year's convention.

### LSC Development

#### **IU Natatorium "Preserve the Memories" Campaign**

Scott Davison, Pat O'Connor, and Mike Hewitt have been constructing the business plan for the Natatorium. They are nearing completion of this document. We are hoping to meet with University officials in November to discuss its contents and a time line for designated projects.

#### **2006 Board of Directors "Retreat"**

The members of the Indiana Swimming Board of Directors met on Friday, September 22, to review the progress on its 2005 strategic goals and key issues and make recommendations to the incoming Board of Directors. There is a detailed report submitted as an addendum to this agenda.

#### **2006 Head Coach & Club President's Summit**

On Saturday, September 23, in conjunction with the annual House of Delegates meeting, Indiana Swimming held its first Head Coach & Club President's Summit. Preliminary figures indicate that we should come in under budget for this program. Many, many thanks to all board members for their contributions to the success of this program. Evaluations received were extremely positive.

<b>ADMINISTRATIVE VICE-CHAIRMAN:</b> Kent Nelson 217/799-5903 xm@xcite-media.com
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Entry letter for quads went out last week, Jen Ferguson from ACST has agreed to serve as our entry / computer person.

Site Selection: Currently the site selection committee is working on a new process for the site selection process. I will have amore indepth report at the board meeting.

**AWARDS:** Bruce & Shannon Nunnelly [nunnellyfamily@aol.com](mailto:nunnellyfamily@aol.com)

**PERSONNEL:** Kent Nelson [baadmincoach@insightbb.com](mailto:baadmincoach@insightbb.com)

As Mark Hesse reported last month, the staff review teams have been selected and appointed. The review process is currently underway.

**TEAM INDIANA:** Emily Kowalski [a40momski@aol.com](mailto:a40momski@aol.com)

<b>AGE GROUP VICE-CHAIRMAN:</b> Brad Smith 317/878-2136 <a href="mailto:bsmith@nhj.k12.in.us">bsmith@nhj.k12.in.us</a>
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**ADAPTED:** Joey Black [fishyjo@aol.com](mailto:fishyjo@aol.com)

**OPEN WATER:**

**TEAM INDIANA:** Emily Kowalski [a40momski@aol.com](mailto:a40momski@aol.com)

**CAMPS:** TJ Day [swimday@yahoo.com](mailto:swimday@yahoo.com)

**OUTREACH:** Jay Chambers [jchambers2@indy.rr.com](mailto:jchambers2@indy.rr.com)

<b>SENIOR CHAIR:</b> Chad Englehart 260/434-0659 <a href="mailto:coachenglehart@msn.com">coachenglehart@msn.com</a>
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**OPEN WATER:**

**TEAM INDIANA:** Emily Kowalski [a40momski@aol.com](mailto:a40momski@aol.com)

**CAMPS:** TJ Day [swimday@yahoo.com](mailto:swimday@yahoo.com)

<b>FINANCE VICE-CHAIRMAN:</b> Lucy Duncan 317/745-6817 <a href="mailto:lucyuss@aol.com">lucyuss@aol.com</a>
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Financials were distributed at the meeting.

<b>TECHNICAL CHAIRMAN:</b>	<b>Scott Ingram</b> <a href="mailto:singram@omnicityusa.com">singram@omnicityusa.com</a>
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<b>OFFICIALS / RULES:</b> 317/335-2929	<b>Hal Paul</b> <a href="mailto:hpaul1053@insightbb.com">hpaul1053@insightbb.com</a>
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### REGIONAL OFFICIALS REPS:

Region 1:	George Behrens	<a href="mailto:geobehrens@hotmail.com">geobehrens@hotmail.com</a>
Region 2:	Don Kropf	<a href="mailto:kropfdon@npcc.net">kropfdon@npcc.net</a>
Region 3:	Mike Korth	<a href="mailto:mikekorth@korthmotorsports.com">mikekorth@korthmotorsports.com</a>
Region 4:	Eliot Van Velzen	<a href="mailto:eliotv@insightbb.com">eliotv@insightbb.com</a>

<b>COACHES REP:</b> 317/696-1543	<b>Brian Hindson</b> <a href="mailto:brian.d.hindson@gmail.com">brian.d.hindson@gmail.com</a>
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<b>COACH EDUCATION:</b>	<b>Brian Hindson</b>	<a href="mailto:brian.d.hindson@gmail.com">brian.d.hindson@gmail.com</a>
<b>TEAM INDIANA:</b>	<b>Emily Kowalski</b>	<a href="mailto:a40momski@aol.com">a40momski@aol.com</a>

<b>ATHLETE REPRESENTATIVES:</b>			
<b>Spencer Osborne (SSC)</b> <a href="mailto:office@inswimming.org">office@inswimming.org</a>	<b>Andrew Elliott (Penn)</b> <a href="mailto:office@inswimming.org">office@inswimming.org</a>	<b>Daniel Michael (NIKE)</b> <a href="mailto:office@inswimming.org">office@inswimming.org</a>	

<b>OFFICE &amp; STAFF</b> 317/237-5780	<b>Lynn Kinstler</b> <a href="mailto:lynn@inswimming.org">lynn@inswimming.org</a>	<b>Tony Young</b> <a href="mailto:tony@inswimming.org">tony@inswimming.org</a>
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### Executive Director Report

Since my last report (10/31), not much too much to update.

**OFFICE EQUIPMENT:** The equipment is all in and scheduling of the installation is pending Microsoft licensing information so that software can be loaded. We're also altering the DSL speeds and we'll actually save about \$50 monthly and actually have faster download and upload speeds.

**REGISTRATIONS/PRE-MEET RECONS:** As previously reported, our clubs are being very proactive in getting their kids registered in a timely fashion. There are a couple of clubs who will be assessed our first \$100 per swimmer per meet fines as they have not been timely, nor have registrations been received.

**WEBSITE:** The woman commissioned to re-design our website is MIA. I'm going to attempt again these next couple of weeks to get a hold of her to see where we are. I'm anxious to update the look of our site!

Bob Hartley has been working on a new online meet entry system and is working out the final kinks. Eventually, clubs will be able upload information and be able to have similar online submission to our state meets. Our Team IN Quad meet online submission will be the first meet using this new system.

### UPCOMING:

Everything mentioned above +

- Storage/Filing updates
- Continue to process coaches and officials; email reminders
- Research the process on blast email lists and keeping them updated
- Coordinate with Kent and Tony on Mid-States Quad planning

### Sport Development Director Report

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### GENERAL

From August 16 to present my focus as Sport Development Director has revolved around such Special Events, as House of Delegates, Head Coach/Board President Summit, BOD Retreat Follow-up, CLBMS and LOC Meetings for the Nationals meets in Summer 07. Office Duties include, contacting overdue accounts from LSC teams, Blast e-mails, sanctions and scheduling are ongoing. Priority has been given to increased travel with club visits. Special Projects include attending a Permanent Staff Workshop in Colorado Springs, 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 EVENTS/PROJECTS

#### USAS Convention 2006

##### Meetings Attended:

- Central Zone Forum and All Central Zone meetings
- USA Swimming Board of Directors Meeting
- Age Group Planning Business Meetings and Workshops
- LSC Leadership Workshop
- Senior Swimming Committee
- Coaches Meeting
- USA Swimming's Club Recognition Program
- Meet the Candidates
- Facilities Development
- Waterworks (Swim Meet Promotion)
- House of Delegates Meeting
- Awards Banquet

### HEAD COACH/BOARD PRESIDENT SUMMIT – CLUB LEADERSHIP SCHOOLS

Assist with marketing, promotion, organization and answering questions for the Head Coach/BOD President Summit. Went to dinner with Arlene, Rose Synder and Pat Hogan to debrief following the HOD Summit.

Worked with the USA Swimming staff and LSC Clubs to coordinate 6 Club Leadership Schools in Indiana October 5-14.

I traveled to 5 of the sites to attend the meetings not only to learn but to network and make contact with local clubs. Lynn attended the Club Leadership School in Greenwood.

There were 40 teams that participated in the Club Leadership Schools as well as 4 teams from 3 different LSC's. All totaled 115 club representatives participated.

I provided needed transportation for the USA Swimming Staff members and had Tom Avischious and Randy Julian over to my home to watch football and eat a relaxed dinner.

I was impressed with the number of top 10 ten teams in the state and developing hungry teams that participated as well as a large number of head coaches. This was a great learning workshop that tied all of the HOD presentations and information together.

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Clubs attending the Club Leaderships Schools 10/5-14/2006	
MIST	ICAC
SDS	BURG
RDAC	WWST
CSC	GATR
INDY	DCAC
UNATT	JCSC
WTSC	LST
SCSC	PPSC
ZSC	MAC
SARG	NIKE
GEVV	TRAC
NSC	FWA
BOON	SWAC
MTV	HOTR
DART	PENN
DON	LSO
SCAC	ASHLAND KY
GRE	WESTERN IOWA NOTHERN
BGAC	NEMISIS-NORTH EAST OHIO
MART	TWINSBURG TIGER SHARKS, OH

### ISI BOARD RETREAT FOLLOW UP MEETING

I attended the ISI Board Retreat follow-up meeting facilitated by Pat Hogan of USA Swimming.

### CLUB VISITS

This is a busy time of year for club visits. I have just completed my 15<sup>th</sup> club visit in the months of September, October and November. Some of the visits have taken on some customized formats such as an overnight stay to discuss team goals with coaching staff and athletes. Many of the meetings have been structured to meet with club parents, athletes, coaching staffs and BOD members.

I met with a coaching staffs to conduct strategic thinking session and assisted a coach with the interview process during a job search.

I continue to promote the SDD position though blast e-mails, phone calls, club and meet visits. I meet with coaches on a regular basis as a sounding board and now assisting with staff retreats.

Assisting clubs on a daily basis with staff job hiring, work improvement programs, vision & mission goals and club progressions. All communications are ongoing and are structured to build relationships for numerous club visits.

### OPEN WATER

The Huntington Mile (June 16) has been chosen as a qualifier meet for the Grand Prix meet held in Indy August 2007 and will be used as part of the ISI Open Water camp. The guest Coach will be Rick Walker (Former Open Water Chair and head coach of the Southern Illinois Men & Women's Swim Teams). Rick is working on the format but could not get it done until after Thanksgiving due to team commitments. Rick Recommended Charlie Fry (WTSC) as a possible head coach

### LSC SPONSORSHIP

Negotiations were finalized for the LSC Sponsorship proposals. Information was sent to all BOD members in reference to acceptance the Speedo LSC contract.

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I have been in communication with Brian Bayse of Speedo to discuss the coordination of the LSC benefits, meets and clarification of sponsorship requirements

There was discussion as to how we want to make the Speedo agreement public to the LSC. Tony's recommendation was for it to be by communication to club leadership then by blast email. Thank you to the Sports Development director (Tony Young) for pushing through this sponsorship with Speedo and obtaining a very favorable deal. \$4000 of cash is given each year to be used for programming (camps, etc).

**Motion** was made by Kent and seconded by Lucy that \$300 be used for camps and \$1000 for education. **Passed** Negotiate with Speedo and parties involved in camps and clinics for Tony to be the contact person. Mark Hessee state that the outfitting will rest with those in charge of camps and clinics. For Division meets Speedo may provide banners, polybags and possibly Officials shirts. Speedo is very lenient if someone already has a meet sponsor prior to signing of this contract but asks that they be part of this. This is only for meets awarded by IN Swimming. Tony will add Division Meet and Open Water.

First name on meet has to stay as Indiana, but then can be sponsored by Speedo. (example: 2007 Indiana AGS Championship sponsored by Speedo—not Speedo Indiana AGS Championship). Sponsorship can only be changed if money comes to Indiana Swimming. Speedo has agreed to be a secondary sponsor if necessary so that meet hosts can still have opportunity to receive money from their sponsors to be used by them (not IN Swimming). Since money is affecting entire LSC should any money go back to meet host—No.

### MEETS

I have attended three meets thus far in the winter season.

### CAMPS

It has taken quite a while to receive information back from USA Swimming, Illinois Swimming and potential site hosts for the 2007 ISI Camps program. USA Swimming compiled a list of the qualified athletes for this summer's OTC Camp. Illinois Swimming has shared their notes from the Illinois Swimming camps coordination meeting.

At this time the potential 07 Camp locations are:

- OTC Camp in Colorado Springs. Dates to be determined by the USOC by the end of January (requested dates in order of preference 6/11-18, 6/18-25, 6/25-7/2)
- Age Group Camp hosted by Illinois Swimming in St. Charles IL on Memorial Day weekend
- Open Water Camp hosted in conjunction with the Huntington Mile on June 16.
- One Day Catch the Spirit Camp South hosted by South Dearborn Swimming either the last weekend in April or first weekend in May.
- One Day Catch the Spirit Camp (other location and date to be determined)

There will be a camps coordination meeting at 2:00 on Monday November 20 prior to the BOD meeting to discuss; OTC invitations, qualifying standards for Age Group Camp, camp staff, potential locations for one day camp and possible formats.

### HOOSIER AUTHORITY.

Hoosier Authority will conduct a live web cast at the Indiana High School Swimming & Diving Classic and Homestead High School Invitationals in December. Archived play by play results can be found at [www.hoosierauthority.com](http://www.hoosierauthority.com).

This relationship can be invaluable in promoting the sport of Swimming in Indiana.

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### LOC FOR SUMMER 2007 NATIONAL MEETS

Attended the first LOC Organizing committee along with Arlene McDonald and ISI representatives to prepare for the 2007 National Meets

I am serving as Marketing and Sponsorship Chair for the National meets along with Matt Reiswerg of the IU Natatorium staff. I have meet with the sponsorship Chairs of the host clubs (SSC & CSC) to coordinate sponsorship efforts.

Met with Arlene and Peggy Swalls of IMS to discuss promotional opportunities.

Met with Arlene, Nat Staff and Karen Glass to discuss marketing and promotions for the National meets.

Met with Arlene and Nat Staff to coordinate dates and communication for Nat Meets and USA Swimming Site Visit in December.

Met with Arlene, Judy Thomas of the ICVA and Denise Herd of the IBE to discuss possible Water Safety Initiative in partnership with the Black Expo and Black Coaches Association.

Met with Arlene and Tim Hewitt to discuss possible Water Safety Initiative in partnership with the Black Expo and Black Coaches Association.

Met with Arlene, Nat Staff and Club LOC committee members to discuss potential sites for receptions for the National meets.

### MEETINGS

Assisted in conducting the Championship Coordination Meeting with Lynn and Scott Ingram for all Winter Meet hosts.

Continual Meetings: Age Group Planning Committee, High School Hall of Fame Committee

Working with Jay A. Bradley: Coordinator of the Department of Physical Education's Internship Programs for Exercise Science, Fitness Studies and Sports Management at IUPUI to assist with an internship program for Julie Cedars to work on the 2007 Nationals/Jr. Nationals LOC.

Bill Ramos with the IU Graduate program asked me to speak to his students on how USA Club Programs are structured. In my presentation I covered the philosophical approach, education, resources, business models, marketing, why customer service is important and the ever-changing aspects of the sport.

Attended an ISI Age Group Committee Conference Call conducted by Brad Smith

Attended a conference call to discuss the Site Selection process.

### USA SWIMMING/LSC

Lynn and I attended a Permanent Staff Workshop in Colorado Springs. I did a presentation on the history and evolution of the Indiana Swimming Sport Development Director position at the workshop. Travel was a challenge as Lynn and I arrived during blizzard conditions that cancelled the first day of the workshop. This served as a great opportunity to network with LSC office staff and USA Swimming staff members to share the challenges of the LSC's and helpful information. See agenda below.

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**LSC Office Workshop  
US Olympic Training Center, Colorado Spring  
October 26-28, 2006**

Time	Location	Topic	Staff Presenter/Notes
<b>Thursday October 26</b>			
Noon-4:00 PM	Athlete Center	Check-in, lunch, etc	
4:15-4:30 PM	R B Essick Room (rear of USA Swimming Building)	Pick up materials, name tag, etc	
4:30-4:45 PM	RBE Room	Welcome	Sue Anderson
4:45-6:45 PM	RBE Room	Overview of CDD Programs and Services	Tom Avischious
7:00 PM	Dining Hall	Dinner	
8:00-10:00 PM	RBE Room	Participant and Staff Reception	
<b>Friday October 27</b>			
8:15 AM	Pan Am Room ("the old dining hall")	Welcome, housekeeping	
8:30-10:30 AM	Pan Am Room	<b>Key Note Speaker: Ruby Newell-Legner</b>	
10:30-10:45 AM	Pan Am Room	Coffee Break	"The Picnic Basket"
10:45-11:15 AM	Pan Am Room	Field Services Overview	Ira Klein
11:15-12:30 AM	Pan Am Room	Sport Consultant Panel	Dave Thomas, Randy Julian, Pete Clark, Nelson, Dan McCarthy, Bailey Weather
12:30-1:30 PM	Dining Hall	Lunch	
1:45-2:30 PM	Pan Am Room	Diversifying USA Swimming	John Cruzat
2:30-2:45 PM		Break	
2:45-3:15 PM	Pan Am Room	Marketing USA Swimming	Matt Farrell
3:15-3:30 PM	Pan Am Room	Member Services	Cathy Durance
3:30-3:45 PM	Pan Am Room	Coffee Break	"The Picnic Basket"
3:45-4:30 PM	Pan Am Room	Breakout Session #1	Guided Discussion on roles and responsibilities, tips and communicati
4:30-5:15 PM	Pan Am Room	Wrap-up Discussion of Breakout Session	
5:15-7:00 PM	Dining Hall	Dinner Break	
7:15-9:30 PM	"The Warehouse"	Drinks and Dessert	Bus and vans depart Athlete Center at 7 PM
<b>Saturday October 28,</b>			
8:00-8:15 AM	RBE Room	Welcome, housekeeping, etc	Sue Anderson
8:15-9:30 AM	RBE Room	The Indiana Swimming Model	Tony Young
9:30-9:45 AM	RBE Room	Break	
9:45-10:30 AM	RBE Room	Leadership and Business Management Schools	Sue Anderson
10:30-10:45 AM	RBE Room	Coffee Break	"The Picnic Basket"
10:45-11:15 AM	RBE Room	The Club Recognition Program	Tom Avischious
11:15-12:15 PM	RBE Room	Background Screening and other Legal	Pat Hogan

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		Issues	
12:15-1:30 PM	Dining Hall	Lunch	
1:30-2:15 PM	RBE Room	Guided Tour of the USA Swimming Web Site	Tom Avischious
2:15-2:30 PM		Break	
2:30-2:45 PM	RBE Room	Preparation for Breakout Session # 2	Breakout by size: major issues faced by person and how to deal
2:45-3:30 PM	RBE Room	Breakout Session #2	Guided discussions
3:30-3:45 PM	RBE Room	Coffee Break	"The Picnic Basket"
3:45-4:30 PM	RBE Room	Conference Wrap-up	Share results of breakout session
4:30-5:30 PM		Break: Shop, workout, etc.	
5:45 PM	"Sonterra Grill"	Dinner	Bus and vans depart Athlete Center at 5 PM

### USA SWIMMING Cont...

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.

Assisting in setting up Facilities Development staff meeting with local clubs in December.

### GOALS

- Improve communication with BOD Division Chairs
- Assist in the organization of the 2006 camps program.
- Conduct parent and coach educational meetings.
- Promote 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 such as Race Analysis
- Serve on the 2007 National and Jr. National Meet Local Organizing Committees

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

<b>OLD BUSINESS</b>
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#### Travel Fund

- 2002, 2003, 2004, 2005 based on # of qualified athletes we were under budget
- Chad has actual contract to go up on website for athlete reimbursement forms
- Scott Ingram asked whose decision is it to make judgment of what is appropriate and what is not for the code of conduct.
- Mark Hesse brought up the point of consumption of alcoholic beverages by SR Athletes (collegiates) even if over 21 (it is then their legal right). This violates the code of conduct. Does this need to be reworded to state unless legally of age? Chad will bring back recommendation after checking into NAtiona Team cod of conduct.
- Lynn will send and Chad will write the notice of code of conduct to all involved with US open.

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### NEW BUSINESS

**RESOLUTIONS** until September 2007 HOD since we forgot to include them for the 2006 legislation.

1. Tony Young, as per the November 2005 Board of Directors meeting, shall receive both voice and voting privileges on the Board of Directors.
2. A \$500 Board of Review Filing fee be included in the bylaws.

**Motion** was made by Mark Hesse and seconded by Kent Nelson that a \$500 Board of Review filing fee is to be refunded if judgment is found in your favor. Chad Englehart made a **friendly amendment** and Arlene McDonald seconded that the fee be reduced to \$250. **Failed**. Hal Paul made a motion tha fee be reduced to \$350. **Passed**. **Motion passed** as A \$350 Board of Review fining fee is to be refunded if judgment is found in your favor.

**BOR committee appointments**—Mark will ask them to stay on for another year.

#### 2007 September HOD dates

– USAS is late this year. The 2007 HOD meeting will either have to be before USAS or after (into October). Next House of Delgates meeting will be October 6, 2007 which is the week after convention

#### Summer 2007 bidders

There were no bidders for SR State (potential bid through IU) or AGS (interest expressed by WTSC at Fishers High School). Mark appointed a committee to study options to present on Decmber 1

**Post meeting BOD follow up conference call**—none this month

#### Board accountability—presented by Mark Hesse

- Accountability of board members to work together cohesively. Need to work on this cohesively—are we working together for success vs. working for our own club.
- Look at our area and what task we are responsible for. Examine your job description.
- Commit to attending meetings
- Commit to follow through with assigned tasks
- Must commit to selling the vision of IN Swimming to our membership and report back to the members what IN Swimming is doing.

#### Holiday social (Dec or Jan)?

Committee will put together something and report back

### ACTION ITEMS

To help the site selection committee work through the revamp of the process, we are asking the board to take up these questions:

1. What is the philospfy and/or mission statement of the following meets?: Suggestion by Kent is to send this back to site selection committee. **PASSED**

- a. Senior State
- b. Age Group State
- c. Divisionals

3. Create a new committee/task force for the review of facilities in Indiana. Kent is asking for a working task force to be created to review facilities. Scores will be attained from the following:
  - Sports Development Director, Officials, Kent and appointee from General Chair
  - Facility Mgr of each pool at optimal operation
  - Clubs involved to rank also
  - Officials committee (meet referee)

Working with USA Swimming to create a quantitative way to rate facilities.

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### BOARD DEVELOPMENT

## 10 Worst Things To Do In A Meeting

By Kate Lorenz, CareerBuilder.com Editor

Meetings have been hailed as the No. 1 time-waster in corporate America, and -- unless food is served to offset the boredom -- the most tortuous part of the work day.

Who among us hasn't cringed as the office windbag launched into a self-aggrandizing discourse that was completely off-point? Pitied a meek co-worker who got trounced by the office bully? Or marveled at a colleagues' ability to string together an array of buzzwords that mean absolutely nothing?

Yet no matter how mind-numbing things get, don't be lulled into thinking that meetings aren't important. The fact is, they can make -- or break -- your career. Here are 10 things you should never do in a meeting:

### 1. Show Up Late.

Nothing says "I'm disorganized" like walking into a meeting already in progress. Arriving a few minutes early not only demonstrates that you respect your colleagues' time, but guarantees you get a good seat as well.

### 2. Be Unprepared.

If you've been given an agenda or materials beforehand, read them. Think of any questions you have or contributions you could make to the subjects being discussed.

### 3. Monopolize the Conversation.

When discussion ensues, it's protocol to let more senior figures contribute first. Once they've said their piece, concisely make your points. Don't drone on -- or feel compelled to speak at all if you don't have anything purposeful to say. As the old adage goes, "Better to be thought a fool, than speak and remove all doubt."

### 4. Make Your Statements Sound Like Questions.

Phrasing your statements as questions invites others to say no, argue or take credit for your ideas. Speak in declarative sentences, such as "Let's do more research on that."

### 5. Misread Signals.

Try to gauge the needs and mood of those in the room. Listen carefully to what people are saying to discern how receptive they might be to your ideas. You need to make your message relevant to your audience. For example, if everyone is focused on cutting costs, and you're angling for a system upgrade, you'll either want to stress how the new software will save money -- or table your request for another day.

### 6. Get Intimidated.

Unfortunately, some of your co-workers may view meetings as a battleground and themselves as verbal gladiators, sparring for the boss' favor. If you become the victim of a put-down or accusation, calmly defend yourself. If you need to buy time to think, do so with a question that will make your attacker accountable. For example: "Andrew, when did you start thinking I don't care about our sales results?"

### 7. Chew Gum.

The smacking, popping, cracking and cow-like chewing are annoying. Plus, it's rude and unprofessional. 'Nuff said.

### 8. Keep Your Cell Phone On.

You turn it off in restaurants and at the movies. Turn it off for your meeting. A ringing phone interrupts the presenter and distracts the audience. And whatever you do, never take a call in the middle of a meeting.

### 9. Wander Off Topic.

Don't hijack the agenda. Stay focused on what you and your team are trying to accomplish. If you must digress into unrelated areas, make sure it's alright with the others present. A good way to handle important issues not related to the topic at hand is to record them on a flipchart and revisit them at an appropriate time.

### 10. Skip It.

Sure, you might get more done if you forgo a meeting to stay at your desk and do your actual work. But if the meeting was called by someone higher up in the organization, you'll miss an opportunity to make yourself known. Remember, in the end, meetings aren't about productivity, they're about projecting a positive image and forming and building relationships that are crucial to your success.

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### ADDENDUM

#### INDIANA SWIMMING 2006 BOARD OF DIRECTORS

##### RETREAT: Review of 2005-2008 Key Issues

Friday, September 22, 2006 - Rathskeller Restaurant – Indianapolis, IN

**Facilitator:** Pat Hogan, USA Swimming Club Development Director

Also in attendance: Rose Snyder, Consultant & Former USA Swimming Club Services Director

**Participants:** Joey Black, Dave Boggs, Jay Chambers, Don Cozad, Lucy Duncan, Chad Englehart, Joann Freudenthaler, Brian Hindson, Scott Ingram, Lynn Kinstler, Emily Kowalski, Roger Lane, Arlene McDonald, Kent Nelson, Hal Paul, Brad Smith, Mark Van Allen, Tony Young

The Indiana Swimming Board of Directors met on Friday evening, September 22, 2006, to review the strategic goals and key issues that were formulated at its 2005 Retreat. The objectives of the session were to discuss each key issue, review the progress that has been made in each area, and make recommendations to the incoming board of directors about what should be addressed or accomplished by 2008.

The following are the key issues and notes summarizing the discussion by board members.

1. Club & Coach Development: Education & Support

- Progress has been made in this area, but has been a little slow. Accomplishments include race analysis at state meets, promotion and sponsoring of IMX meets, Milt Nelms coach Swimposium, combined LSC camp with Illinois, and webcast of state championship meets. Some camps have not been as successful as we had hoped.
- Our first head coach/club president summit is tomorrow. We anticipate a great turnout.
- Next Steps:
  - A. Less elite coaches need to be targeted; we're not reaching them. We're not getting enough buy-in at all levels.
  - B. Continue to focus on collaboration and continuity among the committee made up of Sport Development Director, Coach Rep, Senior Chair, and Age Group Chair.
  - C. Develop more educational programs and materials for coach-owned clubs
  - D. Biggest challenge: Getting club leaders to use "what's already out there"
  - E. Board members need to share Tony's programs and assist in getting the word out there; we can't leave education on the "backs" of one or two people.
  - F. Use National events in a creative way to reach out to clubs, athletes, minorities, etc. Dreams are born watching these events. We need to develop programs that tie into the events. These events present huge programming opportunities.

2. National Events: Solicitation, Coordination, & Promotion

- We have been successful in bringing the following events to Indianapolis:
  - A. 2005 World Championship Trials
  - B. 2006 Central Zone Championships
  - C. 2007 ConocoPhillips National Championships
  - D. 2007 USA Swimming Open Water Grand Prix
  - E. 2007 Speed Junior National Championships
  - F. 2008 Central MegaZone Championships
- Suggestions & Future Planning:
  - A. Key leadership positions need to remain consistent
  - B. Lynn is training volunteers to become "experts" in the registration process to take the load off the office in this area.
  - C. We need a contact to market and sell these meets to our clubs; Tony should be that contact.
  - D. Should we be helping clubs throughout the state bring events to their facilities?

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### 3. LSC Communication & Participation

- Kent investigated and found that teleconferencing for board meetings was too expensive.
- We initiated board conference calls at noon every Thursday following a board meeting to reflect on the meeting and discuss progress toward or key issues. This seems to have worked well.
- The website updates are still in progress.
- The utilization of Region Reps remains a problem. However, there is value in having the input of eight additional members on the BOD.
- Suggestions & Future Planning:
  - A. The BOD needs to do a better job of setting up committees outside of the Board. Region Reps could be instrumental in this.
  - B. Can we integrate conference calls with on-site participants to conduct BOD meetings?
  - C. Northwest Indiana is underrepresented on the BOD.
  - D. Region Reps: Should we re-think geographical representation? Should we have representation by club size instead of geographic representation? A task force needs to be named to study this. The current region reps should be members of the task force.
  - E. Should Tony, with the help of the Region Reps, be conducting Regional meetings?
  - F. There is a basic universal need in all of our clubs: how to foster parent volunteerism.

### 4. Forging Ongoing & Future Strategic Partnerships

#### A. *The Indiana University Natatorium at IUPUI*

- Much progress has been made; we are co-hosting the 2007 Nationals and Junior Nationals plus the 2008 MegaZone Meet.
- The *Preserve the Memories* Task Force was formed in 2004 and expanded in 2006. Arlene sits on this task force and has invited Lynn and Tony's participation at strategic points. Progress is being made – slowly. We need to continue to remain involved in this effort.
- Suggestion: Continuing to nurture this relationship should remain a focus of ISI.

#### B. *High School Swimming*

- Tony received little to no response from coaches in his efforts to gather data to recommend changes to the HS moratorium.
- Tony has worked with the IHSAA in the webcast of the HS State Championships; he is also a member of the Hall of Fame Committee.
- Tony's relationship with the IHSAA is valuable to us. We need to consider this a long term investment.
- Suggestions:
  - A. ISI needs to continue to foster its relationship with the IHSAA.

B. Do we need to continue to address the moratorium? - only if there are more coaches willing the "champion the cause."

#### C. *ADDITIONAL PARTNERSHIP: The BOD recommended that we need to add a third partnership in this area to foster relationships with instate colleges and universities.*

- Colleges are scheduling meets that conflict with our club events, and this is affecting our club teams.
- We should sponsor a summit of the major facility directors once a year to coordinate statewide efforts for the betterment of the sport and its athletes.

### 5. LSC Leadership & Succession

- It was the general consensus that we have "bombed" in this area. Is it because of apathy, or is it because people are happy with what we are doing? Do they even know what we are doing?
- Region reps should be our potential leaders.
- We need to do a better job of seeking input and identifying leaders – this has to come from the pool deck.
- Suggestions for the Future:
  - A. Publish the summary of our retreats to the membership
  - B. Each BOD member should bring someone new to BOD once a year – "Bring

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a Buddy” night. Maybe this should not be a meeting, but something else such as a leadership recruitment night.

C. Clubs need to know the advantages for the club in having representation on our BOD.

D. We need to have a better plan to transfer knowledge.

C. Action Item: We need to have a Governance Committee that would identify, recruit, and train new board members. Rose would be willing to advise this committee. This is critical to our success.

### 6. Membership Retention, Growth, & Diversity

- We need more board diversity.
- We all need to do more to promote this initiative.
- This should be an outcome of club and coach education.
- Summer seasonal memberships are a good recruiting tool. Do we need another seasonal program to bridge the gap between swim lessons/summer league to year-round swimming?
- Suggestions for the Future:
  - A. Have non-swimming members on our Board.
  - B. Study creating another seasonal opportunity for membership.
  - C. Diversity: We need another delivery system. Use the motto: “Improving today’s teams for tomorrow’s athletes.”
  - D. We need to stress how the success of the club relates to fast swimming.
  - E. We need to track why people leave the sport.

### 7. LSC Financial Planning & Management

- Financial reports have been revamped to be more user friendly.
- We are currently seeking bids from two companies for an outside audit.
- This year’s budget requests went better than in the past.
- Reserves: What are they for?
- Suggestions for the Future:
  - A. We need to do some long term financial planning which includes the purpose and use of our reserves.
  - B. A good goal would be to do a two-year budgeting plan.

### 8. LSC Marketing, Promotions, Sponsorships, & Fundraising

- This has been a weak area for us – not much progress.
- Lynn is exploring a new look for the website. It should do more to promote the accomplishments of our membership.
- Lynn has obtained a media list from the IHSAA; she will start sharing that with clubs.
- Tony has secured Speedo as an LSC sponsor.
- Suggestions for the Future:
  - A. At next year’s HOD, conduct a workshop for clubs on utilization of the local media.
  - B. Appoint a task force made up of two board members plus club representatives to construct a sponsorship plan for the LSC.
  - C. Market the LSC outside of our membership.
  - D. Construct a marketing budget to “build the base.” We must commit money to a marketing plan and then follow up on its effectiveness with a tracking mechanism.
  - E. We need a business plan before any of the above can be done. Assign a task force of 2 BOD members plus 4 outside members to construct a business plan. It must have an evaluation component.
  - F. Give grants to clubs that present creative marketing ideas.
  - G. Learn from other organizations: Ex.: National Skating Month “Great to Skate” Put all the tools in a box for clubs to use
  - H. Have an LSC Swimming Month or Week – to coincide with the 2007 National events

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**ANNOUNCEMENTS**

Carmel Swim Club has complied with all sanctions and penalties imposed against Carmel Swim Club in the Davis v Carmel Swim Club by the Indiana Swimming Board of Review following the hearing on December 2005.

**Next BOD meeting:** January 15, 2007

**Next HOD meeting:** October 6, 2007