

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
PRE MEETING REPORTS
November 12, 2007**

Page 1 of 11

ATTENDANCE: Will Bernhardt, Julie Cardona, Don Cozad, Lucy Duncan, Andrew Elliott, Charlie Fry, Claire Gendron, Mark Hesse, Scott Ingram, Lynn Kinstler, Emily Kowalski, Arlene McDonald, Daniel Michael, Kent Nelson, Hal Paul, Samantha Robertson, Rich Schroeder, Ross Van Allen, Tony Young

SECRETARY:

Please visit this site www.inswimming.org/BODPAGE.html 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.

OLD BUSINESS

Financial Audit update

Lucy and Lynn will be meeting November 27 with a CPA firm to discuss the depth of the upcoming audit.

Travel Fund

Preliminary conversations about a bit more tweaking to the travel fund policy (and capping expense categories in advance of meets) is being discussed. More details by the January board meeting due to Senior Vice-Chair, Chad Englehart not able to attend this meeting.

OLYMPIC TRIALS UPDATE

Congratulations to Arlene McDonald as she was asked to serve as Co-Meet Director for the 2008 Olympic Trials in Omaha. We all know how invaluable she is and now others are asking for her help! NICE JOB ARLENE!!

Arlene updated the Board that there were still 5 VIP boxes available in the lower bowl of spectator seating. There are 18 seats in a box, there's 15 sessions and there's full-service hospitality included in the price of the box. Price is \$25,000. Should Indiana Swimming purchase a VIP box? Should we try to split with another/other LSC's. Who would we make these available to? Costs per seat, per session were discussed. Motion was made but lacked a second (to offer to our IN swim members' families of qualifiers first). At this time, IN Swimming was not ready to commit to the full price.

NEW BUSINESS

SUMMER STATE MEETS

It was reported that our 2008 Summer Senior State weekend would be in conflict with the Central Zone Section 3 Sectionals. After much discussion, MOTION: To move everything back 1 week so that the Sectionals would not be in conflict with our Senior Championships. Therefore, Senior Champs would be 1 weekend later (July 24-27); subsequently moving our Age Group Champs a week later as well (to August 1-3). Motion passed (1 opposed).

Additionally, the current bidders for our summer meets were stated. There was discussion on why no one was presenting to host AG State at the IU Natatorium if it was in fact, available. MOTION: Re-affirm to Age Group hosts that the IU Natatorium is the preferred facility. PASSED. This should also be included in the Bid Interest form.

Summer 2007 Age Group State issues were directed to Kent Nelson, Administrative Vice-Chair, to address with the host.

ACTION ITEMS

2009 v 2012 NCAA D2 Nationals – from 2005

Gary Kinkead has been asked by the NCAA to investigate the possibility of Division 2 NCAA's returning in either 2009 or 2012. However, in looking at calendars for 2009 & 2012, it actually looks like the way that March falls in 2009 might work best with our Divisional/Senior/Age Group weekend structure (weekends 1,2 & 3 in March). Your dates would overlap with Senior which we would be able to find an alternate facility. The 2012 calendar would overlap with Age Group meet, which would mean that we'd have to find an alternate facility for that meet and the large spectator crowds. There's not any other facility in the state that would be able to accommodate those cheering families! The Board agreed to the 2009 consideration. Lynn will contact Gary Kinkead.

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
PRE MEETING REPORTS
November 12, 2007**

Page 2 of 11

Now, Gary has indicated that 2009 was not chosen for Indy, but 2010 might be available. The dates would be March 10-13, 2010 and would correspond with our SENIOR Champs weekend. MOTION: Passed.

GENERAL CHAIRMAN:	Mark Hesse mhesse@cville.k12.in.us
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- Beginning with Monday's meeting. I propose we change our order of business to deal with Old Business and New Business first so that we can approach these items with energy. Reports would move to the end of the agenda.
- Met with Lynn and Tony and their respective evaluation teams to finalize their reviews.
- Met with personnel committee to finalize salary recommendations.

Appointments: Julie Cardona – Awards Chair
Emily Kowalski – Secretary
Both appointments above passed in a motion.

Strategic & Long-Range Planning – General Chair Mark Hesse
For those with an interest in our Long Range Planning, please contact Mark Hesse.

Who are we? Who do we want to be? What do we want to accomplish?

Vision: *Creating Opportunities for Swimmers to Realize Their Dreams.*

Mission: *Indiana Swimming provides progressive, innovative programs that inspire excellence.*

Core Values: *Commitment & Integrity*

These statements were adopted during a series of retreats from 2002-2005. I believe it is time for us to re-visit these statements and either re-commit to or revise them. The two main questions we need to ask ourselves is are these statements still valid (do we and our membership believe in them) and if so, what have we done to advance our mission and vision. I do not anticipate being able to address this all in one evening but I believe we must begin to craft a plan of attack.

Please review the following information and prepare to be involved in a short discussion of how best to proceed.

In 2005 the following information was developed. Again this must be evaluated and revised.

Indiana Swimming Strategic Drivers:

Historically essential and ongoing ...

1. To remain the model LSC in USA Swimming
2. To remain the leader in promoting the sport of swimming in Indiana
3. To remain the a national leader in hosting of successful competitions at all levels
4. To maintain a position of financial strength

Need for greater emphasis ...

1. To be recognized as Indiana's #1 family sport for competition, health, and fitness
2. To foster membership growth and retention
3. To be a leader in forging strategic partnerships to enhance the sport
4. To identify and confront obstacles to future growth and success
5. To educate and mentor member clubs, coaches, and athletes
6. To develop ongoing board development and succession

Strategic Groups for Key Issues

I have included some of what I consider to be our accomplishments in these areas. I invite others to add to the list.

- Forging Ongoing & Future Strategic Partnerships
A. Indiana University Natatorium – Arlene McDonald

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
PRE MEETING REPORTS
November 12, 2007**

Preserve the Memories, 2007 Nationals & Juniors, 2008 MegaZone, buy-in from USA Swimming

B. High School Swimming – Tony Young

Indiana HS Swimming & Diving Hall of Fame; webcasts of State meets

- Club and Coach Development: Education & Support – Tony Young
Club visits, 2006 Summit, 2006 April Swimposium, 2006 CLMBS, 2007 Swimposium, Coaches Mentoring at nationals, Age Group & Senior Committees
- Membership Growth, Retention, and Diversity – Lynn Kinstler
?
- LSC Marketing, Promotions, and Fundraising – Lynn Kinstler
?
- LSC Leadership and Succession – Mark Hesse
?
- LSC Communication – Kent Nelson
New website?
- LSC Financial Planning & Management – Lucy Duncan
On-line access for key financial staff & volunteers
- National Events: Solicitation & Coordination – Arlene McDonald
2007 Nationals & Juniors, 2008 MegaZone, 2009 World Championship Trials

Input from the Coaching Summit held in May 2007

The following statements came from a group of “leading” coaches in our state

What/Who is Indiana Swimming?

- Support Structure
- Source of answers, first place to turn with a question
- Resource center
- Provides opportunities- camps, clinics, educations, meets, activities, etc.
- Relationships
- Well meaning, hard working people unable to meaningful connect to the mass membership
- Well structured organization unable to connect with all the State’s regions
- Educational
- High School, Club, College
- Just for elite swimmers (where’s mine)
- Jealousy
- Resources, numbers, money- but limited production
- Top 3 LSC in most categories accept performance
- ISI is the “bar setter” and the coaches have to step up to those standards
- Our own little world
- Central hub that takes care of our needs
- “Mission” and “Vision”
- Heart and Pulse of swimming in Indiana
- Tony Young- The ISI Sports Development Director is the face of the organization- a strong, neutral, unbiased, all-knowing source of leadership
- Togetherness- especially at the elite levels
- ISI is aquatics in Indiana- competitive, learn to swim, safety- we do it all!
- US!

The goals below were set in 2002

CATEGORY	GOAL	STATUS
Education <i>Michele, Chad, Dave, Mark</i>	<i>Offer USA Swimming Club Leadership & Business Management School seminars to all Indiana Swimming</i>	Completed

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
PRE MEETING REPORTS
November 12, 2007**

<i>G., John K, Andy, & Arlene</i>	<i>member clubs in 2002-2003 free of charge</i>	
Education	<i>Conduct a Swimming Expo in conjunction with the 2004 April HOD meeting</i>	In Progress – Scheduled with USA Swimming; speakers chosen
Education	<i>Employ an LSC Club Development Coordinator by January of 2004</i>	In Progress – Interviews scheduled for 10/9; recommendation to BOD in 11/03
Communication <i>Lucy, Kathleen, Mark V, Lynn, & Susan</i>	<i>Indiana Swimming will reach every household member through email and regular mail.</i>	Has only been done with officials and club leaders
Communication	<i>Regional Representatives will make personal contact with each Club President in their region at least twice annually.</i>	Has been done by some region reps, but not all
Communication	<i>Indiana Swimming will place information on Web to encourage open communication with the Athlete Reps (athlete section on web)</i>	At this time, only the athlete rep email addresses are on Web; no athlete page
Marketing/Promotion <i>Brian H., Brad, & Karen</i>	<i>Promote the sport of swimming to every family in Indiana</i>	Not in progress
Marketing/Promotion	<i>Promote Indiana Swimming's Members (statewide press releases, grants, club assistance with promotional ideas)</i>	Not in progress
Marketing/Promotion	<i>Promote to Indiana Swimming Membership</i>	Not in progress
Marketing/Promotion	<i>Promote for Corporate Sponsors</i>	In Progress – Brian has developed some hotel relationships
Membership <i>Kent & Mark H.</i>	<i>Increase athlete membership a minimum of 5% annually (using various strategies outlined with original goal)</i>	Membership TBD – Strategies not in progress
Membership	<i>Increase non-athlete memberships a minimum of x% annually</i>	% was never determined; strategies not in progress
Membership	<i>Develop a "goody" style package for new & returning swimmers</i>	Not in progress
Membership	<i>Develop a membership program (outside of USA Swimming) for non-USA Swimming organizations</i>	Not in progress

Financial Planning – General Chair Mark Hesse & Administrative Chair Kent Nelson

Indian Swimming has done a fantastic albeit conservative job of managing our financial resources over the past 25 years. Currently we are in the enviable position of having amassed a greater reserve fund than is necessary. We are therefore faced with some important choices of how to proceed in advancing our mission through judicious use of some of this "excess". Our 2008 operating expenses are projected to be \$338,140.00 or 2007 operating expenses were \$358,749.35. Our current investments total \$504,588.75. There is considerable disagreement about what is considered to be an adequate reserve fund for a non-profit with recommendations ranging from 50-100%. For us, using an average of the two figures above that range is \$174,222.34-348,444.68. If for discussion purposes we use 75% as our goal the amount would be \$261,333.51 which would give us an excess of \$243,255.24 currently.

So the big question is: "What are we going to do with the \$243,255.24?"

There was much discussion on this item/our financial planning. At our October HOD meeting, many members questioned our increase in some fees while we have money in the bank. A list of programs, etc was being discussed, but nothing was put in any rank order. How much money do you keep in investments, and how many years would it last? After a very lengthy discussion of thoughts, ideas, concepts, it was determined that we everything we do/propose, needs to tie into strategic planning. We need to move to a policy that proposals

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
PRE MEETING REPORTS
November 12, 2007**

Page 5 of 11

need to be well-thought out and that numbers should be more accurate. Better communication instead of board meeting day presentations. MOTION: That all future programming proposals and/or budgetary impacted issues must have a 30-day written advance notice/publication and that they need to be in a formal business plan format. PASSED.

A financial history of how we finished the year vs the budget (past 10 years). Also desire to have the years that budgetary increases got passed (ie: The \$1 surcharge, the \$4 travel fund, entry fees, etc). Lynn will research and report at a future board meeting.

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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: Claire Gendron clairemgendron@mail.com

I have decided that the best manner in which I can serve the clubs in region 1, other near-by clubs and Indiana Swimming is to attend meets.

I attended a meet in Kokomo, where I worked as starter and a meet in Logansport, where I was meet referee. At each meet I explained that I would work at the meet in any manner asked, and I would take questions, comments and considerations to the BOD, at the request of parents, coaches and other interested parties.

The two issues that have come up are as follows:

1. (addressed by several people, more than five) There was general disapproval of the required attendance at the recent HOD meeting, last October. There was insufficient time for discussion of the agenda items and general lack of knowledge concerning what was being presented for vote. One person said that the feeling was of confrontation; that someone should dare to question a proposal, recommended for approval, and should be approved.

2. Several people told me that they are paying enough for swimming. Indiana Swimming should hire a "professional" fund raiser, not an Indiana Swimming member as has been done previously. The salary should be a small draw on commissions. Do not continue to raise fees.

As much as possible, I will work with officials at local meets and continue to ask for questions and concerns that need to be presented to the BOD from parents, coaches and other interested parties.

Region 1 Coach Rep:	Jim Sharp	jsharp3761@aol.com
Region 2 Coach Rep:	Don Cozad	ymcadon@kconline.com
Region 2 Non-Coach Rep:	Bruce Graham	bgraham@kannmfg.com
Region 3 Non-Coach Rep:	Walt Peycha	walter.peycha@sbcglobal.net
Region 3 Coach Rep:	Samantha Robertson	cqswimcoach14@sbcglobal.net
Region 4 Coach Rep:	Dave Boggs	seymourswimming@comcast.net
Region 4 Non-Coach Rep:	Rich Schroeder	schroeders0@insightbb.com

REVIEW:

PAST GENERAL CHAIR: **Arlene McDonald** arlenemcd@aol.com

ISI Elections: At the October House of Delegates meeting, the following volunteers were elected (or re-elected) to the Indiana Swimming Board of Directors: Lucy Duncan (Finance Vice Chair), Claire Gendron (Region 1 Non-Coach), Walt Peycha (Region 3 Non-Coach), Rich Schroeder (Region 4 Non-Coach), Don Cozad (Region 2 Coach), Dave Boggs (Region 4 Coach), Carly Mercer (At-Large Athlete), Daniel Michael (At-Large Athlete) and Ross VanAllen (Junior Athlete Rep). Congratulations to all and thank you for your willingness to serve in these important positions! Those elected to the Board of Review were: Anne Butlaff, Bob Hartley, Dan Johnson, Bill Close, John Krick, Theres Love, John Newhouse, Tim Pashley. All were notified. They will have an election among themselves to elect the Chair. A list of 18+ athletes was also given to Bob Hartley to find 3 athlete reps willing to serve.

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
PRE MEETING REPORTS
November 12, 2007**

Page 8 of 11

TECHNICAL CHAIRMAN: 317/490-9024	Scott Ingram singram@omnicityusa.com
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COACHES REP: 574-220-7946	Will Bernhardt coachwill05@gmail.com
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Will reported that one of his college roommates is employed at the University Place hotel. He wondered if we'd like for him to research the possibility of moving our meetings out of the basement of the Pan Am Plaza to the University Place hotel. We encouraged him to pursue this potential.

TEAM INDIANA:	Emily Kowalski	a40momski@aol.com
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ATHLETE REPRESENTATIVES:	office@inswimming.org		
Andrew Elliott (PENN)	Ross VanAllen (WTSC)	Daniel Michael (NIKE)	Carly Mercer (SSC)

Submitted by Daniel Michael

The athlete reps have formed a very successful Facebook group for all Indiana Swimming Athletes in order to form a link between the reps and the athletes. It has been successful in the sense that we are getting some great ideas for furthering the diversity of meets. There was discussion on the implied/presumed liability Indiana Swimming would have since our logo is used in the group. We asked Daniel to remove the IN Swimming logo from the site. Someone should really seek out some legal advice from USA Swimming or others on guidelines on how this site should be used, etc and the potential liability.

Kyle Ruth, former Indiana University swimmer, and current club swimmer, desired that all 50's and the 100 IM be a part of the Senior State meet. There have been multiple confirmations of this notion from Chris Etherington and Colin Hoffman. This should be forwarded to Chad Engelhart, Senior Vice-Chair.

So far, that is all I have, but I believe it is a great starting point for us as athlete representatives in voicing the wants of the swimmers.

OFFICE & STAFF 317/237-5780	Lynn Kinstler lynn@inswimming.org	Tony Young tony@inswimming.org
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EXECUTIVE DIRECTOR REPORT – Lynn Kinstler

MEMBERSHIP

September began 2008 within USA Swimming. Preparations for a new season began just after Nationals. We have received 50% of our athlete membership (over 6,000) to-date (through November 5). Our officials have been sent a reminder notice to renew before December 31. I have not sent out a coach reminder yet, but almost 50% of our coaches have already renewed. It's been quite busy processing all of these memberships.

The second aspect of registrations is times/results loading. We've found that clubs registering their new swimmers much more timely than in previous seasons. We're fairly current in our process to load the results within 2-weeks of the meets. Many thanks to our club registrars.

CONVENTION

Attended USAS in California in late September. Most of the meetings I attended revolved around membership, times/results, insurance, and safety education. I did attend the Central Zone meetings as well as the House of Delegates meetings. Item of note: There will be some changes to the coach safety certs for 2009, but USA Swimming and the American Red Cross are still working out the details on how they plan to implement the changes (to Safety Training for Swim Coaches). I will inform all teams/coaches when those details get ironed out.

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
PRE MEETING REPORTS
November 12, 2007**

Page 9 of 11

SWIMPOSIUM / HOUSE OF DELEGATES

Worked with Tony Young on the events of the day which included setup, lunch/food, delegate check-in, and tear-down. Long, but very successful day!

FINANCIALS

At the request of the Board, with Lucy's guidance, we've re-structured our Quick Book line items and subsequently, the day-to-day processing of income and expenses. Logging incoming monies is a bit more time consuming, but it should provide for the information and format desired.

UPCOMING:

- Immediate major goal is to complete the website re-design and posting of all forms, etc with the help of Kent Nelson. We anticipate some good reviews and are anxious to "show it off"!
- Assist Team IN Quad Manager and Staff with Team IN Quad duties; run a great meet in January.
- Continue to process coaches, officials and club charters prior to the December 31 expiration date.
- Will be attending Golden Goggles in CA next weekend with fellow board members and other IN Swimming guests.

HAVE A WONDERFUL THANKSGIVING "BREAK"!

SPORT DEVELOPMENT DIRECTOR REPORT – Tony Young

GENERAL

From August 27 to present my focus as Sport Development Director has revolved around such Special Events as the attending the USAS Convention, the October 6 Swimposium, and increased club & coach visits. Office duties include: blast e-mails, sanctions and scheduling are ongoing. Special Projects include my continuing participation with the Indiana High School Hall of Fame Committee, sitting in on the USA Swimming Club Development staff, And Age Group Development Committee meetings via conference call and beginning all camp preparations for 2008.

SPECIAL EVENTS/PROJECTS

USAS 2007

Meetings Attended:

- All Central Zone meetings
- LSC Leadership Workshop
- Age Group Planning Business Meetings and Workshops
- LSC General Chairs Meeting
- Senior Swimming Committee
- Coaches Meeting
- Committee Chairs Dinner
- House of Delegates Meeting
- USAS Awards Banquet

I attended the Senior Chair/LSC Coaches Rep Workshop on Sunday. I also conducted a presentation on the Indiana Sport Development Position.

SWIMPOSIUM

Lynn, I and numerous BOD members made all pre & post-HOD preparations for the October 6 Swimposium held at Hamilton Southeastern High School which will be in conjunction with the HOD meeting. USA Swimming supplied many of the speakers through their Swimposium program. Mark, Lynn and I corresponded with Ruby Newell-Legner (Keynote Speaker) and spoke via conference call to discuss past HOD & Swimposium Presentations as well as developing topics for her presentations. I also coordinated all travel and lodging arrangements for Swimposium speakers.

We were very pleased with the turn out for all of the speaker presentations.

The IHSSCA Clinic was coordinated to be on the same weekend to offer coaches the opportunity to participate in both clinics.

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
PRE MEETING REPORTS
November 12, 2007**

Page 10 of 11

Friday October 5

Members of the Age Group and Senior Steering Committees met on Friday evening at Hamilton Southeastern High School to discuss topics relative to Age Group and Senior Development. The committee members and Swimposium speakers were then invited to my home where dinner was served and each committee shared information in an open forum.

Saturday October 6

- Facilities Presentation by USA Swimming Staff (25 participants from Indiana & Ohio Swimming Clubs)
- Senior Athlete Workout (45 Senior Athletes representing 20 clubs participated)
- Age Group Clinic (51 Swimmers representing 16 clubs participated)
- Officials (21 Officials participated)
- Parent Track (35 parents participated)
- Coaches/BOD Representative Breakout Session (86 Coaches and Board Representatives attended)
- Approximately 240 participants attended the HOD meeting

Ruby Newell-Legner was the keynote speaker. Feedback on post-presentation evaluations on Ruby's presentations was very positive.

CLUB / COACH VISITS/ PARENT MEETINGS AND MOTIVATIONAL SPEAKING

Club visits have increased greatly in the months of September, October and November. I have visited 13 clubs with 7 more on the schedule for later in November and December. Visits include parent education presentations, BOD strategic planning sessions and coaching staff planning sessions.

CAMPS

The Camps Committee met on October 17 to evaluate the 2007 Camps Program and begin preparations for the 2008 Camps. Camp selection criteria for athletes and staffs, staff recommendations, budget, locations, camp themes, logistics and the next four year Quad camps proposal were all discussed.

SPONSORSHIPS

Speedo has sent the Quad Team t-shirts and we have requested an athlete visit for the winter State Age Group Championships.

NATIONAL MEET LOC MEETINGS & NATIONAL MEET PARTICIPATION

I have coordinated the delivery of all sponsorship thank you notes and gifts with our LOC and Club host sponsorship chairs.

USA SWIMMING/LSC

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.

MEETINGS

Met with Mark Hesse and Mark Van Allen to discuss position evaluation.

Attended Investment Committee Conference Call

Visited Franklin to see their new 50 Meter pool and meet with representatives of the Community Committee that are working to attract local events at the new facility.

GOALS

- 2008 Camps preparations
- Conduct parent, BOD and coach educational and strategic thinking meetings.
- Post Race Analysis results on website
- Explore sponsorship possibilities
- Coordinate Operation Water Safety for 2008 ISI Club Participation
- Assist with Indiana Swimming and Diving Hall of Fame Classic

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
PRE MEETING REPORTS
November 12, 2007**

Page 11 of 11

SCHEDULING: 2008 Summer Schedule Requests deadline December 1, 2007.
2007-08 Winter Schedule Requests deadline May 1, 2008.

ANNOUNCEMENTS

Next BOD meeting: Monday, January 21 – 5:30 pm Pan Am Plaza – Lower Level – IW/SA HPL
Next HOD meeting: TBD by August 31, 2008

END OF MEETING DISCUSSION: Research the need to send mailings to all families within IN Swimming periodically about issues.