

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
REPORTS & MINUTES
June 16, 2008**

Page 1 of 10

ATTENDANCE: Will Bernhardt, Joey Black, Dave Boggs, Lucy Duncan, Chad Englehart, Charlie Fry, Bruce Graham, Mark Hesse, Scott Ingram, Lynn Kintsler, Emily Kowalski, G. Daniel Michael, Kent Nelson, Hal Paul, Walt Peycha, Samantha Robertson, Rich Schroeder, Brad Smith, 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. Motion Passed.

OLD BUSINESS

Old Business Action Item:

1. The investment committee makes the following recommendations to the Board:
 - a. the investment account floor be **1 year operating expenses of no less than \$350,000**
 - i. 1 year = all vital and necessary programs and expenses to run Indiana Swimming with little change to our mission and vision and the service we provide to our members.
 - b. 7.5% return program

40/30/20/10

40 - new programming
30 - travel fund
20 - 2nd year
10 – sustaining

It was moved and seconded to accept this Action item. Passed.

Scheduling: 2009 Summer Schedule: Age Group State July 24,25,26
Senior State July 30, 31, Aug. 1 & 2

It was moved and seconded to accept these State dates for summer 2009. Passed. (2 opposed)

USAS Convention September 23-27, 2008. Atlanta, Ga – we have budgeted for approximately 12 board members to go. Go to usaswimming.org volunteer section, convention for further information.

Board Elections: Begin thinking about nominations for the following board positions opening up: General Chair, Administrative Chair, Age Group Chair, Technical Chair. Region Reps: Region1 Coaching Rep, Region 2 Non-Coaching Rep, Region 3 Coaching Rep, Region 4 Non-Coaching Rep. Contact Arlene McDonald for more information – arlenemcd@aol.com

NEW BUSINESS

Councilman Grant – It was decided by overwhelming majority that the Councilman Grant should continue. It was moved and seconded that the current Councilman Grant continue at the rate of 3 per season of not more than \$500 per grant to those who meet the current criteria. These grants will be funded through the operating budget. Passed.

It was brought to the attention of the board that the Councilman Grant does not include those swimmers who are part of the IN LSC but live outside of Indiana. It was moved and seconded to that any swimmers who reside outside of Indiana but who are IN LSC members be approved by Marge Councilman for grant funding. Passed.

The Committee will approach Marge Councilman to see if we can expand to include all members of the Indiana LSC.

Volunteer Awards: Presiden Mark Hesse encouraged everyone to look within their club and begin thinking about nominations for the current volunteer awards (www.inswimming.org)

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
REPORTS & MINUTES
June 16, 2008**

Page 2 of 10

ACTION ITEMS

GENERAL CHAIRMAN:	Mark Hesse mhesse@cville.k12.in.us
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Thank you to all our Board members who worked to complete the new site selection procedures and funding formulas for Olympic Trials. Congratulations and good luck to all our swimmers and coaches going to Trials!

SITE SELECTION – 2009 Short Course

Senior State	IUPUI Natatorium – FINS
Age Group State	IUPUI Natatorium – SSC
NW Divisional	Crown Point (CPSC)
NE Divisional	SWAC
East Central Divisional	FAST
West Central Divisional	CSC
Southern Divisional	DON

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
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	bjbbkgram@aol.com
Region 3 Non-Coach Rep:	Walt Peycha	walter.peycha@sbcglobal.net
Region 3 Coach Rep:	Samantha Robertson	cgswwimcoach14@aol.com
Region 4 Coach Rep:	Dave Boggs	seymourswimming@comcast.net
Region 4 Non-Coach Rep:	Rich Schroeder	schroeders0@comcast.net

REVIEW:

PAST GENERAL CHAIR: Arlene McDonald arlenemcd@aol.com

Past General Chair's Report June 2008 BOD Meeting Agenda

SwimForce Report

- **We are in an urgent situation with getting volunteers. Your assistance is appreciated.** Volunteer applications are available online at www.allgreatracers.com
- **Indiana Swimming and the IU Natatorium have been approved as the co-hosts of the 2009 ConocoPhillips National Championship and World Championship Trials.** Hotel contracts have been finalized and returned. The hotel website should be up and running by Monday, June 16.

ADMINISTRATIVE VICE-CHAIRMAN:	Kent Nelson 217/799-5903 kentnelson1976@gmail.com
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AWARDS:

PERSONNEL:	Kent Nelson	kentnelson1976@gmail.com
TEAM INDIANA:	Emily Kowalski	a40momski@aol.com

Spring 2009 Site Selection Awards:

- EC Divisional – FAST; WC Divisional – CSC; South Divisional – DON; NE Divisional – SWAC; NW Divisional – CPSC
- SR – FINS (IU Nat – Indianapolis)
- AG – SSC (IU Nat – Indianapolis)

Additionally, the bid process/application will be revised a bit for upcoming bids.

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
REPORTS & MINUTES
June 16, 2008**

Page 3 of 10

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:	Charlie Fry	swimwtsc@comcast.net

Indiana Open Water Camp:
Dates: June 13-14
Approx. 30-35 swimmers attending
The athletes will be working on pack swimming, drafting, starts, turns, finishes and feeding during our two 1 ½ hour water sessions. We will also have some team bonding activities while the swimmers are their. Rick Walker will be helping us out again this year. Rick was the National Team Head Coach for 12 years and is the Head Coach at Southern Illinois University.

Site selection for open water:
New information has been put together for future sites.

TEAM INDIANA:	Emily Kowalski	a40momski@aol.com
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We are so very excited for the 2008 MegaZone. Our staff is in place and what a GREAT staff it is!! I am working with the Head and Associate Coaches as well as Circle City SwimWear to secure outfitting, work on themes and general Team Indiana Unity. Tony has been extremely helpful in working with speedo for some of our outfitting. Lynn, as usual, has been wonderful in being a source of information to parents. Once again, Lynn and I, along with Samantha Robertson (and any other board members who would be willing to help) will be manning the Zone table at the Age Group State Meet in Columbus. We are looking at the possibility of over 250 swimmers and a Team Indiana Victory.

CAMPS:	TJ Day	swimday@yahoo.com
OUTREACH:		

SENIOR CHAIR: 260/710-0879	Chad Englehart coachenglehart@verizon.net	
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OPEN WATER:	Charlie Fry	swimwtsc@comcast.net
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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REMINDER -- 2009 Budget Requests are due no later than 7/10/08. If possible, please include budget numbers for 2009 and 2010.

Financial Reports -- Detail and Summary Report – are available upon request from Lucy Duncan (lucyuss@aol.com)

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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TEAM INDIANA:	Emily Kowalski	a40momski@aol.com
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**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
REPORTS & MINUTES
June 16, 2008**

Page 4 of 10

ATHLETE REPRESENTATIVES: office@inswimming.org Andrew Elliott (PRO) Ross VanAllen (WTSC) G. Daniel Michael (USC) Carly Mercer (SSC)

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

Executive Director Board Report

MEMBERSHIP / SWIMS – Fine update

The team that had the \$3500 fine assessed after Winter 2008 season is not going to be renewing in the fall (2009). An entirely new team is being started by community volunteers/parents. This has been in the works for at least 3-4 seasons and in my opinion, is not being started to skirt the fine. In fact, the new team is considering other coaches for their staff. The husband-wife coach team is also considering taking a break from coaching swimming. The wife/coach, who was the person responsible for compliance with registrations/fees, has asked that we not assess the fine to the new team and that the fine be placed in her name.

According to 502.6 (page 103 of USA Swimming Rules): Delinquent Dues & Fees – If any member or the legal representative of any member has secured a court judgment against any other member for non-payment of financial obligations due such member in the normal and usual course of activities or business associated with membership in and of swimming, that member's membership rights may be suspended only after a hearing before the LSC Board of Review until the judgment is satisfied.

The board agreed and asked Lynn to assess the fine to the coach responsible for the late registrations and not the new team that will be formed. They also asked Lynn to consult with our attorney on the verbiage for the "invoice" for the fines even though an email invoice had already been sent to offending team. POST meeting report: Attorney indicated that if our policy gives an offender until 12/31 to pay, then I cannot insist on a 30-day remittance term as the board had asked. A USPS certified letter is to be sent to coach assessed the fine.

Additionally, I spoke with IL Swimming office about how they enforce fines and she agreed that most of her offenders pay. However, they don't have an "if you don't pay" policy in place. When I told her about ours, she told me that there is legislation being presented to USA Swimming HOD in September that an LSC cannot impose penalties of not renewing a memberships. I have not seen such proposed legislation.

Michele and I have had conversations about tweaking our registration processes as they relate to meet recons. We'd like the board's blessing to be able to assess the fine if the registration money is not paid BEFORE the meet (for invites) and within 3 days of any other meet (duals, time trials, etc). This process is used by IL Swimming and they have not had many fines to assess. Her process to upload results is pretty flawless. While we only have a handful of offending clubs (who historically miss deadlines), we believe our 10 business day deadline (after a meet) notices might get lost/forgotten. We'd like to institute this new "deadline/timeline" process in the fall. Michele and I will work together on updating the registration guidelines document AND communicating this with the clubs. **Michelle and Lynn will continue to discuss and research and present a proposal to the Board at the August meeting.**

SWIMS TIMES RECON

We are pretty much caught up with loading IN meets for the summer. There are still some holding tank issues from winter that are high school sectional & collegiate meets where we can't match the swimmer to a member. We're in the process of simply deleting those times. IF needed in the future, we can go back in at any time and load those times manually upon request.

WEBSITE

Thanks to Kent Nelson for teaching me how to make a word document a "type in / save" document. I've switched our Meet Scheduling Request form and the Sanction application form to this type of form to download for ease. With busy schedules, I'm not sure when we'll get with Bob Hartley on an online database management system for these schedule requests and subsequent sanction application processes. It's still a possibility for the future.

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
REPORTS & MINUTES
June 16, 2008**

Page 5 of 10

FINANCIALS

I have finally received the deposit check scanner. However, it just arrived earlier this week and I have not had the opportunity to work with it. I will do this for July deposits and report back in August.

Have worked with Lucy on the accounting software deposit documentation that seems to be smooth. Will continue to work on adding credits and "invoices" to the accounting software as well.

MEGA ZONE

Continue to plan for the August event. We are in need of volunteers! If you have some time to donate to this event, please submit a volunteer form to Michele DeLuna (www.allgreatracers.com).

TEAM IN

I continue to work with Team IN Manager, Emily Kowalski on the entry process. The Team IN forms and online entry process will be live by June 19. We will follow the process we did behind the scenes for Quads back in January. This involved every swimmer completing a form for their events/times they wish to enter and then we'll export their events from SWIMS to upload into TM. Then, Emily will delete those events the swimmer wishes to enter, but other times will be there for coaches and any subsequent relay consideration. It's a very clean process. However, with AG State being so close to entry deadline, we'll be pressed for time to export and then import.

I plan to help Emily staff the Team IN table at Columbus this summer for entries (explanations of what the meet is). Emily and I have been working on a document that we'll post on the website that "defines" Team IN for Quads (selection process) and then the Team IN for Zones. We hope to have that finalized by July 1.

SUMMER STATE MEETS

I worked with Tony Young and Scott Ingram in planning/executing the Championship Coordination meeting for our summer championship hosts back in May.

I helped edit/proof-read the entry letters for grammatical/sentence structure/consistency. Thanks to Scott Ingram for overseeing this process of updating the entry letters. It's a huge task and our extra eyes help!! I will have posted the championship entry letters by the time you read this report (and Monday's board meeting). I will activate the online entry system by June 19.

UPCOMING

- Dry out from all of this rain!!
- SC Beach Vacation for Kinstler family – June 20-27!!
- Enjoy rooting for our IN Swimming members participating in Olympic Trials!
- Continue Mega Zone planning
- Continue to work on website upgrades
- Continue "spring file cleaning" in offices
- Work on office budget requests due to Lucy by July 10.

**Sport Development Director
Board Report
06/16/2008**

GENERAL

From April 21 to present my focus as Sport Development Director has revolved around such Special Events as preparing for attending ISI Sponsored Camps, and planning for the Mega Zone 2008 meet. April, May and June are busy months for club visits and presentations. Office duties include: blast e-mails, sanctions and scheduling are all ongoing. Special Projects include coordinating efforts to host a LSC USA Swimming Splash Bash during the Olympic Games and my continuing participation with the Indiana High School Hall of Fame Committee, USA Swimming Club Development staff meetings, and Age Group Development Committee meetings via conference call.

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
REPORTS & MINUTES
June 16, 2008**

Page 6 of 10

SPECIAL EVENTS/PROJECTS

CLUB / COACH VISITS/ PARENT MEETINGS AND MEETS

I have developed a 2-3 hour presentation was used to assist two clubs with the development of the NFP club structure. This information is preceded by gathering background information from the club administrators prior to the informational meeting to assist in guiding the clubs in a unified direction. Follow up communication and/or a meeting is always suggested. I also attended a local club BOD Retreat facilitated by Tom Avischious of USA Swimming

I work with clubs on a regular basis to conduct parent and athlete education meetings on a seasonal basis which include nutrition, leadership and understanding and supporting your swimmer. This spring I have made 6 of these presentations.

Continually meet with coaches to discuss challenges and provide feedback at their facilities and meets

REGIONAL THINK TANK MEETINGS

The second meeting was hosted at the BW3 in Merrillville, IN on Saturday April 19. Matt Lee of Munster Swim Club has been instrumental in coordinating the location and recruiting attendance in the area.

The goal of the meetings is to first and foremost build relationships with coaches/teams and best identify their needs and goals. Topics discussed were:

- Are the opportunities ISI offers make an impact?
- What is Indiana Swimming to you?
- Do we want ISI to bring National level meets to Indiana?
- The need for Parent & Coach Education.
- Are we inspiring excellence?
- ISI Swim Meet expectations and design?
- What obstacles and opportunities affect swimming in the region?

In attendance were 35 coaches, officials and club representatives.

Thoughts from the meeting:

- Many of the clubs represented did not know of the services that the SDD position provides
- Move BOD meeting regionally once or twice a year so others can regions can participate (maybe April & August)?
- Coaches still feel a disconnect with coaches in Indiana Swimming due to geographic location
- The impact of teams financially due to travel and the lack of LC pools in the area,
- Most teams in attendance did attend last summers nationals and those in attendance think Indiana Swimming should continue to host national meets.
- There was good discussion on teams working together to provide opportunities
- Many of the coaches did not know of much of the Indiana Swimming programming
- Assistant Coaches educational opportunities are lacking
- There was discussion on the challenges for growth in the area
- Set dates for future visits to meets and clubs in the region

CAMPS

All five camps will be completed by Mid-June. Both one day CTS Camps filled as well as the Age Group Memorial Day Camp. All camp evaluations have been very positive due to the experience and energy of the camp staffs. I conducted a parent education meeting at both one day camps and Milt Nelms spoke to the parents at the AG Memorial Day Camp. The coaches and national team athletes were rated high in the campers experience rating

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
REPORTS & MINUTES
June 16, 2008**

Page 7 of 10

The Open Water Camp will take place on June 13. The camp participants will also participate on June 14 in the Huntington Mile or 5 K race to utilize the skills they learned at the camp.

Preparations are completed for the June All-Star Camp for 15-16 year old boys and girls will be held in Phoenix AZ June 18-22. As Camp Director I have organized all travel and lodging arrangements as well as coordinating pool time and meet entries along with Chad Englehart.

Dave Gibson is the host club head coach and has been very accommodating with all preparations. As there were no distance events offered at the BEST Tune-up for Trials meet 3 of our Indiana Swimming distance swimmers will participate in the 1500 at a local meet on Thursday night at Arizona State University.

All paperwork in being finalized with USA Swimming and all financials are being completed.

SPONSORSHIPS

I met with Mark Rund of Methodist Sports Medicine to discuss future sponsorship agreements for the Mega Zone , Quad and 09 National Championship meets. MSM has agreed to provide services at the Mega Zone meet for free as part of the Preserving the Memories initiative. There is ongoing discussion with other potential sponsors for the Mega Zone meet.

MEGA ZONE MEET LOC MEETINGS

Met with Julie McKenney, Matt Reisweg and Bob Tomlinson to coordinate the aqua zone logistics and discuss sponsorship possibilities. Attended the Mega Zone Committee LOC meetings

OPERATION WATER SAFETY

Jenny Burgess of the YMCA and I met with Veolia Water to seek sponsor funding for the 2008 Operation Water Safety program Carmel Swim Club hosted a very successful Operation Water Safety Kick-off Day at Carmel High School on April 26. This is an opportunity that many of our local clubs are not taking advantage of that would help with recruiting to swim lessons, swim team and community/diversity outreach.

INDIANA HIGH SCHOOL SWIMMING AND DIVING HALL OF FAME

The committee is currently involved in the long range planning for future recognition of inductees and the future of the Hall of Fame Classic and fundraisers.

USA SWIMMING/LSC

I am working with Randy Julian to coordinate CLBMS in coordination with the USA Swimming Splash Bash and/or during the week of the Indiana Swimming HOD meeting October 1-4.

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. Current topics are: The tech suits and the affect on Age Group Swimming and the Top 10 Age Group Recognition Program.

Jim FOX USA Swimming Marketing Coordinator contacted Indiana Swimming about hosting at large scale USA Swimming Splash Bash Party. Preparations have just begun.

OVERVIEW

- USA Swimming will target USA Swimming team members and coaches and offer them the perfect tool to host an Olympic watch party and spread the word about USA Swimming to prospective members

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
REPORTS & MINUTES
June 16, 2008**

Page 8 of 10

- 500 local club parties and 10 large scale parties will take place during the 2008 Summer Olympics from August 9 through August 16, 2008! **CURRENTLY 15 INDIANA CLUBS HAVE APPLIED TO HOST THE LOCAL PARTIES**
- Coaches/Parents will be provided with all the tools to make the party great with a party host kit! They'll also have the perfect platform to tell their friends/team members about how to get involved in USA Swimming and encourage swim team sign-ups!
- A national, instant win sweepstakes will create excitement for the parties and beyond

IN ADDITION 10 LARGE SCALE PARTIES

- In addition to the 500 club-based swimming parties, USA Swimming will select 10 target markets to host a larger scale swimming party at a local pool, swim park, hotel, etc.
- At the party, there will be games, prizes, a live DJ, give-aways and viewings of the 2008 Olympic swimming competitions!
- USA Swimming members in the target markets will receive an invitation to attend the Swim Party and invite their friends
- Swim Parties will also be promoted through the following tactics to drive crowds:
 - The week prior to the parties for 2 days, Buzz Squad teams will target local boys and girls clubs, community centers, malls, etc. and distribute branded invites to the big event
 - Pre-promotion packets including posters, clings, table tents, flyers, etc, will be shipped to the party location to invite kids to the event
- Confirmed locations
 - Omaha
 - Concord CA (Bay Area)
 - Houston
 - Irvine
 - Chicago
 - San Antonio
 - Fort Lauderdale
 - Baltimore
 - Washington D.C.
 - Indianapolis
- Party activities will include:
 - Team-based pool games and competitions that are designed to include large amounts of kids
 - Raffles and giveaways throughout the event day
 - Opportunity for a local USA Swimming Coach or professional swimmer to talk to the kids about USA Swimming
- The Olympic Swimming competitions will be shown throughout the event and kids will be able to watch from the pool-side or get a coveted spot on the huge raft inflatables in the middle of the pool or at a local venue.
- A local kid-friendly DJ will be spinning the tunes and taking requests
- Interested kids can sign up to join the USA Swimming team on the spot and all will receive information packets about the organization
- Food and beverages will be available to the party-goers throughout the event day and all will receive a branded USA Swimming swim cap as a party favor!
- Instant-win game postcard distributed at all parties
- Prizing

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
REPORTS & MINUTES
June 16, 2008**

Page 9 of 10

- Instant Win
 - Towels
 - T-shirts
 - Gift cards to USA Swimming online store
- Grand Prize
 - Trip for (4) to the Golden Goggles in New York to meet the team
 - November 17th, 2008

PR PLAN

- USA Swimming's Communication's Staff will work with FUSE, our outside PR firm, to maximize media exposure at Splash Bash parties.
- **Pre-event**
 - Pitch local media for advance stories in print, TV, and radio
 - Push key messages in every story
 - Support the U.S. Olympic Swim Team
 - Get involved in the sport and join a local club
 - Benefits of swimming as exercise
 - Explain what fans can do at each party
 - Distribute information on Splash Bash party and local clubs to surrounding cities with summer rec leagues
 - Contact community papers
 - Pre-event story
 - Calendar listings
 - Community Relations Element
 - Possible summer camp and community organization visits by LSC and USA Swimming officials
- **During event**
 - Facilitate interviews on-site and around the event with print, TV, and radio
 - Television
 - Coordinate live shots and taped news segments
 - Designate event spokespeople to give "join a swim club" message
 - Utilize kids who are swimmers as well as those who are excited to get into the sport
 - Print
 - Provide information on clubs in the area (include contact information)
 - Contact photo department for photo coverage
 - Designate spokesperson for phone or on-site interviews
 - Radio
 - Call-in interviews with kids at the event
 - Provide audio of local Olympian telling kids to watch the Olympics/join a club
- **Post-event**
 - PR wrap-up report
 - Media placements for Splash Bash parties (print, TV and radio coverage)
 - Provide clips of print stories
 - TV report via Critical Mention

MEETINGS

- Championship Coordination Meeting for Summer Meet hosts
- Met with Camp Coaching Staffs in person and via conference call prior to the start of the camps
- Met with Tim Hewitt and a representative of the Positive Coaching Alliance to discuss the possibilities to utilize this group in future coaching and parent educational presentations.
- Mega Zone Loc Meetings

**INDIANA SWIMMING BOARD OF DIRECTORS MEETING
REPORTS & MINUTES
June 16, 2008**

Page 10 of 10

GOALS

- Attend and complete 2008 Camps, financials and paperwork
- Coordinate USA Swimming Splash Bash
- Continue to explore sponsorship possibilities for Mega Zone
- Prepare all Race Analysis volunteers and logistics for summer championship meets
- Attend all championship state, sectional and Zone meets
- Create budgets for 2009 programming
- Coordinate & facilitate regional Think Tank meetings. in the summer and fall
- Set future club visit dates

SCHEDULING: 2009 Summer Schedule Requests deadline December 1, 2008.
 2008-09 Winter Schedule Requests deadline May 1, 2009.

ANNOUNCEMENTS

Next BOD meeting: Monday, August 25, 2008 6:00 pm Pan Am Plaza – Lower Level – IW/SA HPL
Next HOD meeting: TBD by August 31, 2008

House of Delegates Memorial

Clubs are asked to send Lynn Kinstler (lynn@inswimming.org) any deaths within their clubs (swimmers, volunteers, coaches).