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**BoD Minutes  
January 12, 2022**

This meeting began at 8:30pm via ZOOM

## BoD members present

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| --- | --- |
| Steve Potter (DAQ) – General Chair | Ed Saltzman (DYNA) – Officials Chair |
| Rob Copeland (SCAT) – Finance Vice-Chair | Brook Kubik (DCS) – Operational Risk Chair |
| Joe DeCarlo (RAYS) – Treasurer | Jarrod Hunte (DCS) – Coaches Chair |
| Nancy Harmon (SCAT) – Secretary | Elizabeth Isakson (GOLD) – Senior Athlete Rep |
| Hugh Convery (GA) – Senior Vice-Chair | Rachel Todebush (SPAC) – Junior Athlete Rep |
| Sydney Pepper (DYNA) – Age Group Vice-Chair | Mike O’Shaughnessy (GOLD) – Safe Sport Chair |
| Tommy Jackson (CAD) – DEI Chair |  |

## BoD members absent

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| --- | --- |
| Jonathon Foggin (ABSC) – Admin Vice-Chair | Kevin Sullivan (OAC) – Open Water Chair |
| Meredith Green (BAY) – Coaches Vice-Chair | Grace Ann Byerly (TWS)- Junior Athlete at-large |
| Matthew Grant (VAST) – Tech Planning Chair | Hannah Burke (GA) – Senior Athlete at-Large |

GASI Swimming staff present GASI Swimming staff absent

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| --- | --- |
| John Pepper, Business Manager |  |
| Veronica Burchill, Director of Social Media  Lora Thompson, Membership Coordinator |  |

## Others present

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| Karl Krug (GA) Governance Chair |  |
| Kai Smith (ATAQ) |  |

# Call to order, approval of minutes

S. Potter called the meeting to order at 8:35pm. Mission and vision statement of Georgia Swimming (GASI) presented

**Motion:** H. Convery to approve BoD minutes from November 11, 2021 (S. Pepper, second)

Discussion: no discussion

Vote: Unanimous approval

Resolution: November 11, 2021, minutes approve

# Officer Reports

**General Chair** **(S.Potter)** no report

**Admin Vice-Chair** **(J. Foggin)** not present, no report

**Finance Committee (R. Copeland, J DeCarlo)** Finance meeting, light attendance (R. Copeland and J.Pepper).

J. DeCarlo gave an update on Financials. He and L. Thompson finalized issues with October, and he will be closing out books for 2021. November is closed out and is working with bank reconciling deposit issues during December. He will be getting with our accounting firm to start our audit and 9090 tax return. Invoicing through Quick Books Online started in November and process is being nailed down. Working on email reimbursements for Senior State and Junior Nationals.

**Discussion:** There is an issue with deposits at a particular branch (October and December). Checks are sticking together. L. Thompson had an issue in the past and it took going into bank and working with the branch manager. This solution has not been possible due to COVID restriction. J. Pepper and L. Thompson are working with the branch to correct this issue.

**Senior Chair (H. Convery)** Brief meeting was held at Senior State allowing coaches from outside the committee to attend. The committee is moving forward with plans for Long Course Season. K. Krug feels he will have information concerning the Travel Fund ready for the next Senior Committee meeting to review.

**Discussion**: H. Convery complimented Swim Atlanta and specifically Will Baer for working with Georgia Tech concerning their falling light issue just prior to the Senior State meet. Communication was outstanding. Ed Saltzman added that Clarice Wasmuth’s Administrative team also went above and beyond to help Senior State run smoothly.

**Age Group Chair (S. Pepper)** Age Group State meet is sanctioned. As a reminder to those running Age Group State, H. Convery stated that teams who use TeamUnify need to be advised that it will be necessary to provide a printout of Bonus Swims. Hytek has an issue and bonus swims must be manually input.

**Diversity (T. Jackson)** T. Jackson asked Coach Kai Smith to give an update on the Georgia Swimming’s Diversity Invitational, to be held February 19, 2022. Coach Kai stated that the meet has been sanctioned and submissions are being accepted. West Gwinnet Park Aquatic Center has been secured. Contacted Hershey Food Corp to supply chocolate for heat winners and Quik Trip to supply gift cards to volunteers. He will be contacting Gio DePalma with Antico’s looking for assistance in fund raising. Been working with J. DeCarlo to create a link on Georgia Swimming website for members to contribute.

**Discussion:** B. Kubik asked if swimmers with disabilities were included? Coach Kai stated the meet is open to any registered Georgia Swimmer. T. Jackson stated that swimmers could not have a state cut. [Later discussion after this meeting, Coach Jackson realized he was thinking of the Diversity Camp. All swimmers are welcome.]

**Secretary (N. Harmon)** N. Harmon requested when stating motion to approve or seconding a motion please add your name as it is not always clear who has made the motion.

**Registrar (L. Thompson)** Registration is moving along at a rapid clip. No exact numbers to report but we are ahead of last year.

**Business Manager (J. Pepper)** report submitted. J. Pepper reminded those Chairs that he requested information for our Leap process, to please return as soon as possible. This information is needed for submitting to USA Swimming. Please reference the Business report for committees still outstanding **(V. Burchill)** report submitted. Spoke with B. Kubik this week concerning instituting a series on Disability and Para swimming within our podcasts. Interviewed Mike O’Shaughnessy, Safe Sport Chair. He is so knowledgeable that this video, to be released tonight, will be educational as well as a good refresher. V. Burchill feels as a LSC we can do better distributing information and educational content by pushing out on multiple platforms. She is concentrating on creating new content, reaching out to various people to be interviewed, and working on the podcast. Also, created a new template for the newsletter which will now be issued bi-weekly with more content variety than in the past.

**Discussion:** K. Krug, Governance Chair, asked J. Pepper if Governance needed to reply concerning Leap

Renewal since the committee is not a voting member of the Board. J. Pepper replied, yes, USA Swimming needs a response from the Governance Committee.

**Discussion:** H. Convery noted that the first edition of the new newsletter came from Jessica. It needs to be updated to J. Pepper or V. Burchill. They will correct.

**Discussion:** S. Potter noted that J. Pepper put together a very professional communication about where we are as a LSC and what we are working on. Everyone should have received the e-mail and need to read it. He also wants the Board to be aware of all the work they do to communicate and publicize the good things happening in Georgia Swimming. We don’t want to lose sight of all the good done through social media and digital marketing. B. Kubik also wishes to thank them both for listening and their guidance as she tries to navigate USA Swimming’s Disability and Para Swimming path. Their help and incites have been invaluable.

**Athletes (E. Isakson)** Continuing to promote the food drive with targeted takeovers of Instagram by the four Athlete Representatives. These will be directed at Age Group State and GHSA High School State. The takeovers with continue into March with the athletes highlighting their teams’ preparations for championship season. Started planning Leadership Summit planning, COVID is an issue.

**Discussion:** V. Burchill reported Olympians, Nic Fink and Natalie Hinds, are lined up for a Zoom call to be awarded to the Top Team winners, also working to engage Allison Schmitt, as well.

**Coaches Chair (J. Hunte)**. Held first Coaches Education call, J. Hunte plus 2 coaches. Talked about Character Development. Will be looking to build on this call. Working on Coaches awards. Looking to make them more merit based and less popularity. Need to get with J. Pepper concerning email list. It contained 6-7 coaches no longer with teams, need updated addresses.

**Safe Sport (M. O’Shaughnessy)** report submitted**.** Podcast to be released tomorrow will be an excellent opportunity to disseminate information and get the word out. Even though we are in the top 10 LSC’s in USA Swimming for Safe Sport clubs certified our numbers are waning. We still have 24 clubs in the pipeline. He is working with clubs to get the word out and to encourage completion.

**Discussion:** S. Potter reiterated that this Podcast needs to go to USA Swimming Safe Sport. We want them to know the effort being put forth and want to get this information to the broader community. M. O’Shaughnessy will send it on to Liz Hahn (USA Swimming, Program Director, Safe Sport) tomorrow.

**Discussion:** K. Krug asked if this going to be required? M. O’Shaughnessy stated not as of right now. USA Swimming feels that not enough clubs are currently interested to require it.

**Discussion:** J. Pepper asked if the Safe Sport video could be on demand or is there a link for clubs to access? M. O’Shaughnessy answered that it’s on the USA Swimming web site. If a club does a group presentation it needs to make a list of attendees and notify USA Swimming. This will count toward certification.

**Operational Risk (B. Kubik)** Report submitted. Added two new team members to the committee. Working on new manual, two documents have been written and three more are in the works.

**Discussion:** S. Potter asked B. Kubik what she’s heard concerning the Omicron variant. She stated that kids are dropping like flies, but the symptoms tend to be mild. Facilities are returning to masks, taking temperatures, and limiting people on deck. She hopes that we can start to return to common sense and follow the science. If sick, stay home. M. O’Shaunnessy supported B. Kubik’s views. H. Convery presented the contrary view as hospitalizations are at an all-time high. He feels we need to be aware of the surge and help to reduce the load on our health care workers. S. Potter requested board members to be aware and reach out and notify the BoD of any escalations.

**Technical Planning (M. Grant)** not present, no report

**Open Water (Kevin Sullivan)** not present, no report S. Potter reported that we are making progress on our Open Water meet in April. J. Pepper stated that there is an Open Water meeting tomorrow at 1:30pm. J. Pepper has requested an update from K. Sullivan, and he will make it available as soon as he receives it.

**Discussion**: S. Pepper noted that the event is scheduled for April 2, 2022, the same day as GASI HOD. It was the best day available. There will be some logistics to figure out.

**Officials (E. Saltzman)** Age Group State is sanctioned and the OQM is approved. Application to officiate has been sent out and 11 officials have already signed up. We are at about 70% renewal but still having a problem with APT. Working with USA Swimming to resolve Also working with USA Swimming to set up a Zoom Open Water Clinic in March in conjunction with our April Open Water event. Waiting on an instructor to be identified and timeframe set, he will then notify interested parties. Next week he will kick off our annual “rekindle the fire” campaign to reenergize interest in becoming officials. There are about 70 names in the pipeline who have expressed interest.

# Old Business

None

# New Business

Informed topic

**Zone Team Travel Expense**: S. Pepper reported that she worked with Southwest Airlines and received a price of $274/RT for 63 tickets, 2 additional tickets will be $20.20/RT (for our maximum travel number of 65). Fares will still apply if our numbers go down. We have 10 days to secure the fare. It’s a $3200 deposit with the balance due in June, 45 days before travel. Names will still be able to changed after that date. She reached out to Suzanne Dangelmaier, who oversees the meet, concerning hotels but has not heard back yet. She did secure Open Water hotels at $126 a night. S. Potter asked if we had the budget to cover these expenses. R. Copeland (Finance Vice-Chair) stated yes.

**Travel Reimbursement**: K. Krug looking for guidance on how to proceed. GASI is one of the few LSC’s that do not currently have a travel form or deadline policy. This is something that should be handled by the Senior Committee or Governance to make the procedure easier in the future. H. Convery suggested it should be folded into the travel form proposal currently being developed. S.Potter stated this would be a policy and procedure change and K. Krug should work with his committee and present it to him and J. Foggin prior to February board meeting so the board can vote on it at that time. K. Krug will take advisement back to committee. J. DeCarlo requested to be present at the meeting as he is developing software for reimbursement to the LSC for other situations. This software may be a solution for Travel reimbursement as well.

# Announcements

Next BoD meeting – Wednesday, February 9, 2022, 8:30pm

# Adjournment

**Motion:** (Ed Saltzman): motion to adjourn (second S. Pepper)

Discussion: None

Vote: Unanimous approval

Resolution: Meeting adjourned 9:36pm

Respectfully submitted:

**Nancy Harmon**

GASI Secretary

Jan 20, 2022