



BoD Minutes

June 8, 2022

This meeting began at 8:30pm via ZOOM

BoD members present

Steve Potter (DAQ) – General Chair
Lucas Ferreira (GA) – Admin Vice-Chair
Rob Copeland (SCAT) – Finance Vice-Chair
Kevin Sullivan (OAC) – Treasurer
Nancy Harmon (SCAT) – Secretary
Hugh Convery (GA) – Senior Vice-Chair
Sydney Pepper (DYNA) – Age Group Vice-Chair

Ed Saltzman (DYNA) – Officials Chair
Meredith Green (BAY) – Open Water Chair
Brook Kubik (SA) – Operational Risk Chair
Tommy Jackson (CAD) – DEI Chair
Elizabeth Isakson (GOLD) – Senior Athlete Rep
Rachel Todebush (SPAC) – Junior Athlete Rep
Grace Ann Byerly (TWS)- Junior Athlete at-large

BoD members absent

Matthew Grant (VAST) – Tech Planning Chair
Jarrod Hunte (DCS) – Coaches Chair

Mike O’Shaughnessy (GOLD) – Safe Sport Chair

GASI Swimming staff present

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

GSI Swimming staff absent

Others present

Karl Krug (SPAC) – Governance Chair
Jonathon Foggin (ABSC)
Rayleen Soderstrom (UNAT) Southern Zone Disability Chair

Call to order, approval of minutes

S. Potter called the meeting to order at 8:34pm. Mission and vision statement of Georgia Swimming (GASI) presented

Motion: (R. Copeland): to approve minutes from May 11, 2022 (E. Saltzman seconded)
Discussion: no discussion
Vote: Unanimous approval
Resolution: May 11, 2022 minutes approved

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Officer Reports

General Chair (S. Potter) Welcome, no report

Admin Vice-Chair (L. Ferreira) no report. With the changes to the Policy and Procedures manual the Statement of Ethics form is being moved to the Board of Directors manual. It will now be handled electronically. Everyone is asked to complete the online version.

Finance Committee (R. Copeland, K. Sullivan) no report. K. Sullivan is working on transitioning into Treasurer role. April is reconciled, working on May. Everything should be completed by next BoD. R. Copeland stated that the committee has been working on the new Credit Card Policy that will be presented in new business. Additionally, they have continued discussion on the new fee structure for next year. L. Thompson gave an overview of the LSCs options as online registration becomes effective September 1, 2022. USA Swimming has decided to collect their fees directly. The question remains how to collect local LSC fees. There are two options:

1. All payment goes to USA Swimming. USA Swimming will then reimburse the local LSC with their portion.
 - a. Pro-one-time registration for all athletes/non-athletes.
 - b. Con-additional processing fee of 3-4%, GASI would have to increase fees to cover the extra cost (approximately \$6000) and any fee increase would have to go before the HoD. Furthermore, it will be longer until money is available to LSC.
2. Local LSC collects their portion of fees directly, USA Swimming collects their portion directly through online registration
 - a. Pro-no extra fee to local LSC, money goes directly to LSC, no waiting on USA Swimming to reimburse.
 - b. Con-Extra work for LSC registrar (although process is already in place). It will mean separate payments for USA Swimming/GA Swimming for non-athletes and registrar would invoice GA LSC portion via email.

The Finance Committee recommends opting out and collect our fees directly (option 2).

Discussion:

- E. Saltzman asked with the opt out policy would individuals have to register twice? L. Thompson responded that Athletes will be one time and then she will just bill the clubs (unless they are unattached). Non-Athletes will still be registering once but they will pay separately. They will receive an invoice via email for the Georgia portion. E. Saltzman foresees a problem in that it is often difficult to get some individual to register once. L. Thompson mentioned that this is a learning year we will reassess before the spring HoD.
- H. Convery was asked by Coaches to mention to the Board, that as soon as K. Sullivan is ready to be inundated with emails it needs to be well publicized, as they are continuing to email J. DeCarlo about reimbursements. It was noted that K. Sullivan does have access to treasurer@gaswim.org and that is the email everyone should be using. K. Sullivan did note that he does not yet have access to deposit checks, bank account or checks.
- L. Ferreira asked if the Finance Committee had come up with a specific dollar amount for the Travel Fund? R. Copeland responded that they did not come up with a specific dollar amount

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because it is somewhat tied to the reserve policy still being formulated. We have Initially talked about \$100,000 coming from our investment fund with the purpose to grow it. This year there is money budgeted for travel and additional money will be coming in this summer from the Athlete Travel Surcharge that will be going into the travel fund. Plan is, once we have a policy in place on how to deal with reserves, we'll set the fund at around \$100,000. L. Ferreira asked will travel reimbursement for 2022-2023 still be coming out of the budget? R. Copeland replied yes. Committee will continue to work with Travel Fund Committee to develop this policy and once in place they will work from the fund. L. Ferreira asked when next year's budget would be discussed. R. Copeland stated that the Finance Committee will begin having conversation on 2022-2023 budget in July. They are hoping to have something in place by next board meeting.

- L. Ferreira asked about reimbursement for Select Camp. Where should names be sent? Send names to R. Copeland and he will get with K. Sullivan to reimburse. H. Convery mentioned that no travel had been reimbursed this year. S. Potter mentioned this was not the forum for this discussion. It needs to be an item on the Finance Committee's agenda. K. Sullivan stated that he would get with J. DeCarlo to see what was going on. R. Copeland asked to be looped in to understand how much is owed and get the checks cut.

Senior Chair (H. Convery) report submitted.

Committee is having all sorts of problems generating and getting an accurate "Fine List" from Senior State. Senior Committee wishes to stay with it and collect fines but run the risk of annoying clubs. Finance Committee says to let it go. The committee asked H. Convery to bring the question to the board. What is their feeling is about just letting it go this year?

Discussion:

- S. Potter responded that we need to bill it; we cannot afford to just flush \$4000 down toilet. The fines need to be pursued with a light-handed touch. Assess the excuse if viable let it go, otherwise collect. He mentioned that if someone wanted to make a motion to dismiss they could. None made.
- H. Convery brought up the seed money for the Travel Fund. He wanted to know why it was not on the agenda under Old Business. He stated current inactions do not reflect the feelings of the Travel Fund Committee. S. Potter reiterated that R. Copeland stated we do not have a reserve policy and we are uncomfortable digging into our investment reserves without one. L. Ferreira stated that the reserves have been collected for years and they are only asking for money to be moved. R. Copeland made a clarification that this is not a budget item but a balance sheet item for setting up this reserve. If we need \$100,000 to spend now, we can cut a check. It will happen, we just need a policy. Potter restated the Finance Committee recommended a policy be in place, and the proper place to discuss this is the Finance Committee meeting once the reserve policy has been finalized.

Age Group Chair (S. Pepper) report submitted.

- Working with E. Saltzman on Meet Information for Age Group State.
- Pool Zones is back in Tupelo MS. Currently 4 disability athletes. Working with L. Ferreira concerning a Senior Zone tie, will announce team when decided.

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- Discussion necessary concerning issue with a minor athlete. This needs to be addressed tonight as it affects Pool Zones and we are currently at 18 days, must be decided by 20 days. Executive Session to discuss will immediately follow this board meeting.
- Awards for Age Group State Meets. Host team was never billed for awards in February, GASI covered the cost. The Age Group committee is requesting that GASI pay for the team and individual awards for Age Group State, moving forward. R. Copeland stated that they needed to know the amount. He requested that the age group committee fill out an unbudgeted expense request, found in Policy and Procedures. Send it to the Finance Committee and they will take it up at their next meeting.

Diversity (T. Jackson) report submitted. Recently met with Leland Brown III, Program Director, Diversity, Equity, and Inclusion at USA Swimming, and Southern Zone Chair, discussed connecting and accepting.

Secretary (N. Harmon) secretary@gaswmi.org is now working. Please use for any correspondence.

Registrar (L. Thompson) no report. L. Thompson shared that K. Krug has offered GAC School for an onsite education session for the new online registration, along with Zoom capability for those who cannot attend. Additionally, she will be in traveling in Georgia and is offering to do an onsite session for Coastal and/or South Georgia teams, as well.

Discussion:

- S. Potter asked about cost of GAC? K. Krug estimated \$100. S. Potter asked why not just Zoom? L. Thompson stated that there are those more comfortable with in person. S. Potter said more is better and thanked L. Thompson for her willingness. She will investigate available dates and notify.

Business Manager (J. Pepper) report submitted. Will be discussing Fred Lamback Meet in new business.

Open Water (M. Green) Open Water Zones held last month. Meet went well. Single incident to be discussed later.

Governance Committee (k. Krug) no report

- Committee will have a couple of things to go over in the next couple of weeks. The biggest is making updates and amendments more interactive. The goal will be to make it easier for the Admin Vice Chair to keep everything up to date.
- Meeting about the next slate of candidates for the 2022-2023 cycle.

Operational Risk (B. Kubik) no report.

- Committee has not yet met this month. B. Kubik will be meeting next week with Mary, Georgia Tech, to discuss putting in writing procedures to handle abnormal situations at Tech during meets (i.e., fire alarm). H. Convery suggested that someone who runs meet should be present. B. Kubik agreed and stated this was last-minute scheduling and she intends to include her

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committee, that is made up of coaches, in anything that is written. S. Potter said go ahead, meet with her to find out what she is thinking about but include coaches before formulating any policy.

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

Coaches Chair (J. Hunte) not present, no report

Safe Sport (M. O'Shaughnessy) not present, no report

Athletes (G. Byerly) no report. G. Byerly reported that they have begun to put together a Health Day and are working on College Recruiting Interviews for the podcast.

Officials (E. Saltzman) Working with Age Group Committee to get state meet information finalized to meet 30-day deadline for OQM request. Have sent names to J. Foggin names for Senior State.

Old Business

none

New Business

Proposal: (R. Soderstrom, Southern Zone Disability Chair) to have GASI host the Fred Lamback Disability Meet.

Discussion: J. Pepper was approached by the Disability Committee and ASL to end their hosting of the Fred Lamback Meet. This meet has not taken place for several years and they are asking that the LSC take up the responsibility for hosting this event as they did the Diversity Meet last February. This meet will not be a burden to the LSC as there is already a club that is willing to donate a facility and numerous officials have stepped up as well. Glenda Orth, has requested a line item in next year's budget of \$5000 for the Disability Committee

R. Soderstrom gave the BoD background on "The Fred" as it has been known. This meet was originally held at Georgia Tech, but the facility was too large. ASL took it over, however it can no longer support it. This would be the one "disability only" meet held yearly in the Southern Zone. There is one in each of the other zones. US Para Olympic Swimming is very much interested in bringing this meet back onto the calendar. Because of this they are offering us more support than in previous years. They are offering to send staff, at their cost, to run a camp on Friday in conjunction with the classification part of the meet. Para swimmers compete by disability (not age); new swimmers must be classified to compete. The camp would be an educational opportunity for the swimmers and their parents, while they wait for their appointment to be classified. This is a cost we would normally cover. The main cost to the LSC would be to bring in Certified Approved Classifiers. This would involve covering their transportation, lodging, and meal allowance for the meet (beginning Thursday – Sunday). Also, Glenda Orth has volunteered her time to certify officials; this is another cost we will not have to incur. There

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are talks ongoing with ATO, Swiss Timing, point of entry person, multiple officials, and volunteers. Entry fees would go to Georgia Swimming, \$80 per athlete. Meet is October 14-16, 2022.

- R. Copeland stated he needed a budget.
- B. Kubik mentioned she had spoken with Nathan Mundy of Para Swimming a while ago and he had promised money if the LSC would host the meet. R. Soderstrom stated that she had spoken to him and that they would send staff to help and would help identify and arrange for Classifiers but would not pay for them.
- S. Potter felt there should be a more formal proposal.
- L. Ferreira asked for a clarification of the motion.
 - J. Pepper responded that the motion is for Georgia Swimming to host and run this meet, going forward, in the same light as the LSC took on the Diversity Meet last February. We would be the sole provider with sponsorships. No individual team would host.
- R. Copeland called for a vote

Motion: (J. Pepper): Georgia Swimming to host Fred Lamback Disability Meet (B. Kubik seconded)
Discussion: None
Vote: Unanimous approval
Resolution: GASI will now be the official host of the Fred Lamback Disability meet

Proposal: (J. Foggin) ABSC request for \$25 surcharge at Bulldog Invite.

Discussion: UGA Staff has approached ABSC to host a meet for College Swimmers at the end of June. J. Foggin checked with Tech Planning, and nothing is on the schedule. This meet is essentially for swimmers who are Sectionals, Futures, and above qualifiers. ABSC is requesting a \$25 surcharge which is in line with the Atlanta Classic.

- R. Copeland asked why a surcharge rather than just upping the entry fee? J. Foggin responded that a surcharge protects the club better than entry fees. Often at meets like this the swimmer comes in to swim just one or two events. There is a large cost in running a prelims finals meet. Upping the entry fee places more of a burden on the swimmer who will swim more events. The one time surcharge keeps the entry fee lower and affects all who enter.

Motion: (L. Ferreira): allow ABSC to charge \$25 facility surcharge at Bulldog Invite (H. Convery seconded)
Discussion: None
Vote: Unanimous approval
Resolution: Bulldog Invite facility surcharge is now \$25.

Proposal (R. Copeland, Finance Vice Chair), Georgia Swimming Credit Card Policy

Discussion: There has been an increased need for individuals representing GASI to have a credit card versus a debit card. There are several cases where a credit card is necessary (i.e., renting a car). It is the recommendation of staff and senior leadership that GASI make available, on a very limited basis,

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credit cards to specific individuals, as needed. As no current policy exists, the Finance Committee has drafted a policy (see attached) that covers Issuance, Use, Spending Limits, Documentation and Reconciliation, and Enforcement.

- S. Pepper asked if these credit cards are to be used exclusively or will debit cards still be available for use. R. Copeland responded that specific details need to be addressed; items such as lodging, and airfare would not be placed on a credit card. Checks would continue to be cut for invoiced items.
- L. Ferreira recommended that the Governance Committee be given a chance to review this policy before the BoD takes a vote. R. Copeland felt this was an excellent suggestion. K. Krug will put this on the Governance Committee's agenda. R. Copeland will put this policy forward for a vote at our next BoD. In the meantime, he will get with K. Sullivan (Treasurer) and begin looking at credit card issuance companies.

Announcements

Next BOD meeting – Wednesday, July 13, 2022, 8:30pm

Adjournment

Meeting adjourned 10:01pm

Respectfully submitted:

Nancy Harmon

GASI Secretary
June 14, 2022



Business Manager Report

Jun 6, 2022

1. Veronica and I have started talks with the Senior Capstone Class for Social Media Marketing at Gwinnett Tech. Veronica will be having video calls with 5 teams there to help work on our next campaign to work on keeping summer league swimmers in the water beyond July. I have reached out to all of the summer league associations such as, ASA, Cobb County, and Gwinnett Summer League and have asked if they will be willing to share their membership database or if they will send an email to their membership that the parents can provide information to us. More to come.
2. I have emailed the following board members for items that are needed for Leap renewal. Rob, Karl, Mike, and Matthew (As of 06.06.22, no information has been received) LEAP is due to USA Swimming by **September 30, 2022**. This is not negotiable and failure to submit our Leap 3 requirements will result in loss of our check from USA Swimming and possible repercussions from USA Swimming.
 - a. Financial Oversight - The allocation of LSC finances reflects the priorities of the LSC and should be planned on a multi-year basis. The LSC has access to collective resources greater than those of most individual teams within the LSC. Resources should be allocated to support the success of athletes, coaches, and teams of the LSC and include a specific allocation to include DEI and Outreach participation in all LSC programming.
 - b. LSC Investment Policy - A plan for the use of LSC financial reserves to benefit the LSC athletes, coaches and teams should be in place in the LSC. The policy should be available to members and include who is managing the funds, as well as how funds are invested and spent.
 - c. Sponsorship/Fundraising - The LSC can partner with businesses and individuals to secure funding, equipment, or services which benefit the athletes, coaches, and teams of the LSC.
 - d. Governance Committee - The Governance Committee supports the BOD in three areas: Board Recruitment, Board Development, and BOD Documents. The Governance Committee does not make BOD decisions. The Governance Committee should reflect the diversity of the members and teams of the LSC. **How the LSC Governance Committee is fulfilling its responsibility in each of the following areas: board recruitment, board development, board documents**
 - e. Athlete Protection - To maintain a healthy environment for athlete participation, LSCs should provide training opportunities (virtual or in-person), recognition/incentives for teams, coaches, and parents to complete Athlete Protection Training (Safe Sport /APT/MAAPP/SSRP). **How the LSC is proactive in promoting Athlete Protection programming in the LSC.**
 - f. Safe Sport Recognition Program - A worthy goal for every LSC should be 100% of their teams to complete the Safe Sport Recognition Program (SSRP). LSCs can encourage teams to complete training by providing virtual access, issuing challenges and incentives to teams to complete the

Strong Clubs, successful athletes, supported by Georgia Swimming!

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Sr committee meeting minutes 6/7

Members In attendance: Hugh Convery, Karl Krug, Mike Wardwell, Jeff Hike, Harvey Humphries

1. Confirmed LC Sr State @ UGA hosted by ABSC July 22-24. Jonathan submitting sanction soon, waiting on event file.
2. Review HOD's passage of the Travel Fund and initial discussion on our process for choosing amounts and what the process will be for claiming reimbursement. Supported 100K seed money for fund.
3. Update on fines from sc sr state. Discussed waiving fines from dec. decided to move forward on trying to collect pending board input.
4. Initiate discussion for SC Sr State Dec 2-4
5. Chose a rep for the new divisional committee. Mike Wardwell

Next meeting July 12, 1230p

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Age Group Report:

1. Open Water Zones- incident sent to executive board
2. Age Group State Meet information is at Sanction, new order of events will be posted this week.
3. Pool Zones- Age Group Application is now available for selection in July. We are back in Tupelo instead of Arlington.

Diversity Committee Meeting Minutes

5/12/2022

I. Coach Jackson welcomed the committee members to the meeting.

Attendance: Coach Tommie Jackson (Diversity Chair), John Pepper (Georgia swimming Business Manager), Coach Brandon (HLHK), Coach Reno (SFS), Coach Marianne (CAD), Mercedes Larkin (DAQ Official), Will Fogin (Athlete-ABSC).

II. Mission Statement: Reviewed

III. Georgia Diversity Swim Camp

Recap: The camp was held at West Gwinnett Aquatic Center. 27 athletes applied and 24 athletes participated in the camp. The athlete's evaluations that were completed and submitted rated the camp as either excellent or good. The athletes enjoyed all aspects of the camp and were particularly motivated by Sabir Muhammad's story and Coach Lim's talk on nutrition. While they liked both the pool and classroom portions, they felt that the pool session was a bit long. And would like to have it split up into "classroom/pool/classroom".

The Coaches worked well together and overall felt the facility was accommodating but a bit small as far as classroom and lane space. Brandon suggested that photos from the camp should be shared on Georgia Swimming Instagram page.

2023 Camp: Next year's camp will be held on April 15, 2023. Georgia swimming would like for the Committee to search for an alternative facility that would be more accommodating for the number of participants. It would be ideal to be able to use both the classroom and pool at the same time. Will Fogin will work with John to explore possibilities with Marist School and Greater Atlanta Christian school. Brandon will work on getting info on using a Dekalb high school and Mercedes will search for alternative locations as well. Brandon and Reno will work on a slogan/theme for next year's camp. A suggestion was made to develop an ad that could be displayed on scoreboards at meets to promote both the Diversity Camp and swim meet.

IV. Georgia Swimming Diversity Meet (Feb 25, 2023)

The committee will also search for alternative facilities for the Diversity Meet.

Meet info is top priority and both Coach Marianne and Mercedes will head up that task. It will initially be planned for a one day/two session meet. Coach Jackson will be planning for officials and a meet director.

V. Meeting Adjourned

Proposed amendment to Georgia Swimming Policy & Procedure Manual

Date submitted: 6/8/2022

Proposed By: Finance Committee (Rob Copeland chair) Email: Rob_Copeland@comcast.net

Which governing document is to be amended or revised? Georgia Swimming Policy & Procedure Manual

Does this proposal amend an existing provision? No. If yes, which provision?

If not an amendment, in which section or article do you propose the new language be added: Section 6 Article 6.4

Purpose of proposal: This proposal allows for the issuance, use and management of Georgia Swimming credit cards.

6.4 Credit Card Policy

Corporate credit cards are the property of GASI and shall not be used for personal purchases. Credit cards provide GASI staff and volunteers with the ability to effectively and efficiently make purchases in accordance with this policy and the approved budget.

6.4.1 Issuance

- Credit cards may be requested by officers, directors and employees who need corporate credit cards to execute financial transactions to conduct the business of the corporation.
- The Finance Committee shall review all applications for completeness and business need; then make a recommendation to the board of directors.
- The board of directors is authorized to approve the issuance of credit cards to individuals.
- Credit cards shall only be issued to officers, directors, and employees. Except the treasurer who shall administer the credit relationship and not be issued a credit card.
- Credit cards will be issued in the name of the employee or board member.

6.4.2 Use

- The card may only be used for the purchase of budgeted goods or services for official business of GASI.
- Allowable expenses include lodging, transportation, meals (excluding alcohol), and registration/entry fees. Other types of expenses require written pre-approval from the treasurer
- Use of the card for personal or non-business expenses is prohibited.
- Use of card for cash advances, bank checks, traveler's checks, electronic cash transfer and similar activities are prohibited.
- The person issued the card is responsible for its protection and custody, and shall immediately notify the credit card company and treasurer if it is lost or stolen or unauthorized transactions are incurred.
- Unauthorized credit card purchases and charges without appropriate documentation are the responsibility of the cardholder, including any related late fees or interest.
- Any person using a credit card for purchases that cannot be substantiated as a necessary purchase for official business will be subject to disciplinary action.
- The person issued the card must immediately surrender the card to the treasurer or general chair when there is no longer a business need or upon a resolution of the board of directors. The treasurer is responsible for closing the card with the issuer.

6.4.3 Spending limits

- Each card will have a credit limit of \$1,000.
- Permanent or temporary increases in individual credit limits may be requested in writing to the treasurer. The request should include the requested increase amount, the budgeted business need and the duration for the increase. Increases up to \$5,000 for up to 60 days may be approved by the finance committee. Increases of higher limits or longer durations require approval from the board of directors.

6.4.4 Documentation and Reconciliation

- Credit card statements and expense reports will be submitted to the treasurer on a monthly basis. Expense reports must show the date, purpose, and name(s) for which the expenses were incurred.

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- The finance committee shall prepare a quarterly report to the board of directors on credit card usage.

6.4.5 Enforcement

- The person using a credit card for purchases that cannot be substantiated as a necessary purchase for official business will be subject to disciplinary action.
- Violations of this policy will result in disciplinary action, up to and including termination of employment, filing a petition of removal with the Administrative Review Board, and criminal prosecution.