



## BoD Minutes

July 13, 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  
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 (DCS) – Operational Risk Chair  
Matthew Grant (VAST) – Tech Planning Chair  
Elizabeth Isakson (GOLD) – Senior Athlete Rep  
Rachel Todebush (SPAC) – Junior Athlete Rep  
Grace Ann Byerly (TWS)- Junior Athlete at-large

### **BoD members absent**

Tommie L. Jackson (CAD) – DEI Chair  
Kevin Sullivan (OAC) – Treasurer

Hannah Burke (GA) – Senior Athlete at-Large  
Mike O’Shaughnessy (GOLD) – Safe Sport Chair

### **GASI Swimming staff present**

John Pepper, Business Manager  
Veronica Burchill, Director of Social Media

### **GASI Swimming staff absent**

Lora Thompson, Membership Coordinator

### **Others present**

Karl Krug (GA) Governance 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 BoD minutes from June 8, 2022 (B. Kubik, second)  
**Discussion:** no discussion  
**Vote:** Unanimous approval  
**Resolution:** June 8, 2022, minutes approve

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## Officer Reports

**General Chair** (S.Potter) reported on last month's disciplinary action concerning a Georgia swimmer at Open Water Zones. The executive committee voted to impose sanctions. Notification was sent to the parents noting their right to appeal to USA Swimming. They did so with the Administrative Review Board overturning the penalty of no Pool Zone participation for 18 months. They upheld no Open Water Zone participation for 18 months. We have not heard back from the family. S. Potter will update the board when he hears from them.

**Admin Vice-Chair** (L. Ferreira) no report

**Finance Committee** (R. Copeland, K. Sullivan) Finance meeting held.

- R. Copeland reported that K. Sullivan is doing a great job handling backlog of emails. He is working through several hundred unopened emails; has gotten through most of them. If you requested reimbursement and have not heard, please resend the request noting that you have not heard to [treasurer@gaswim.org](mailto:treasurer@gaswim.org).
- Reviewed our current financials
  - Balance sheet currently at about \$190,000 in the operating account, that will continue to go down as we start to handle travel reimbursement.
  - Investment account is sitting at about \$540,000
  - Totals net assets stand at approximately \$785,000. The committee had a good discussion on how those funds will be allocated between the various reserves such as Travel, Operating, Strategic, and any others that come up. More to come in future meetings.
  - Revenue and expense: YTD \$750,000 against a full year budget of \$845,000. This is 90% of the budget on the revenue side, which is anticipated as we have just a few more meets with incoming sanction fees and very little on the registration side. We are very close on the revenue side. On the expense side we had budgeted \$895,000 and we are just over \$700,000 currently. This is at 80% but we expect this to change as travel reimbursement occurs. We have budgeted \$100,000 for Travel Reimbursement and only \$10,000 has been reimbursed. We anticipate another \$90,000 in travel reimbursement by the end of the year. We had budgeted a \$50,000 deficit, right now we are \$43,000 to the good but with the Travel Reimbursement we'll probably end the year right at the negative \$50,000 deficit. Reports coming.
- Reengaged the firm that did our audit last year to do this year's audit and tax returns.
- Starting budget preparation cycle. July into early August will be used to pull together the budget to present to the BoD and HoD.
- Accounts are currently with Wells Fargo and we are having a difficult time transitioning new people. New treasurer still cannot write checks. In talks with Truist, will be moving banking, investment, and credit card. Conversation is still early; it may take 60-90 days to finalize.
- Continued to discuss National Travel Fund approved by the HoD. There is a concern if we don't get the money set aside now there won't be enough funds to cover demands for winter season. The Finance Committee's response is that they will make sure it is covered by setting aside \$100,000. They are still working on whether the funds are investment dollars or operating expense.

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**Discussion:** H. Convery asked if K. Sullivan is able to deposit checks even though he cannot access account? There is currently no set place to send fee or fine payments. R. Copeland responded yes, and J. Pepper noted that he just sent an email to all head coaches that checks should go to L. Thompson until issue is resolved.

**Discussion:** H. Convery went on to say there is a need to get numbers settled as he needs to figure out budget requirements for next year's travel fund based on this year's numbers. S. Potter noted H. Convery should reach out to E. Pingel, Sanction Chair, for numbers of the \$3 surcharge and R. Copeland stated the Finance Committee could possibly help guide him with his needs to set the budget. Travel Fund Committee has a Finance Committee member on it and it is incumbent on the Travel Committee to set the numbers. K. Sullivan receives reports from E. Pingel as to what should be charged. It is a good place to start.

**Senior Chair** (H. Convery) as reported (see attached)

**Age Group Chair** (S. Pepper) 831 athletes are set to participate in Long Course Age Group State. We will have chase starts for all prelim sessions. There are 51 applicants vying for 36 slots for Age Group Zones, which will be selected this weekend.

**DE&I committee** (T. Jackson) not present, report submitted (see attached)

**Secretary** (N. Harmon)

**Registrar** (L. Thompson) J. Pepper reporting for L. Thompson stated that they have been working on setting up the link for SWIMS 3.0. Coaches will be notified next week. There will be two teaching sessions, possibly, Wednesday and Saturday next week.

**Business Manager** (J. Pepper) One month out from LEAP paperwork being turned in. Currently at 95% and after this weekend it should be complete. J. Pepper will review and submit it to USA Swimming and wait to see if anything needs to be adjusted.

**Discussion:** L. Ferreira, representing the coaches, expressed concern over the rollout of SWIM3.0. No one is excited about it and he is wondering if USA Swimming is aware of this. J. Pepper noted that they have been beta testing with a few other LSC's and are fixing issues and streamlining the system. Registrars had extensive training out in Denver and L. Thompson is excited about it. At the beginning every parent will receive a link to fill out data and hopefully that will eliminate issues with wrong information (i.e., wrong spelling of names). We'll just have to wait and see how it goes as it rolls out on September 1, 2022. J. Pepper offered to include L. Ferreira on a call next week where he can ask questions and express his concerns. S. Potter agreed that there is a level of anxiety concerning SWIMS 3.0. He offered, if there is enough interest, to add an agenda item to the GA HoD next month and give L. Thompson a chance to present an overview and answer questions. The board hears the concerns of the coaches about the process and where to go if there are problems.

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**Coaches Chair** (vacant) Jarrod Hunte resigned as Coaches Chair; we are waiting on the committee to name a replacement.

**Open Water** (Meredith Green) report submitted

**Governance** (K. Krug) Working on finalizing LEAP document. USA Swimming is asking for a Financial Oversight Document among others. He will be reaching out at the Age Group State and contacting BoD members for assistance in finalizing the documentation needed. The committee will be next working on the Reserve Policy that Finance Committee discussed last night. They are getting prepared for the next slate of candidates to get a jump start as we have some pretty big positions opening up in the next election cycle.

**Safe Sport** (M. O'Shaughnessy) not present, no report. S. Potter noted that we had an additional club certify Safe Sport in the last month.

**Operational Risk** (B. Kubik) Met with Georgia Tech on a zoom call. It was very productive. Waiting on them to send us their Standard Operating Procedures document. They want us to review. J. Pepper sat in on the meeting as someone with coaching experience. Also, met with UGA and received their procedures. We're excited to compare these documents in order to streamline our procedures for when we hold meets in these facilities. The committee met last night and we are working on procedures for chemical exposure and should have something soon.

**Discussion:** K. Krug asked about the possibility that all USA Swimming Teams hosting meets may need to have a lifeguard on deck. Per J. Pepper, yes this is coming. It will be voted on at the September HOD.

**Athletes** (E. Isakson) Planning a mental wellness day. Still working out the details, like what to call it. There will be a sports psychologist (Kiersten) who met with the athletes on Monday and discussed what is needed, which is to have the athletes be aware and accepting of mental health issues. She will bring her expertise to the event. Junior Representative applications will close this Friday and will be elected at Senior State next week.

This was E. Isakson and H. Burke's last board meeting and she wanted to Thank everyone, it has been so fun, and she can't wait to see all the amazing things Georgia Swimming does in the future.

**Officials** (E. Saltzman) Age Group State is ready and Senior State is looking good.

**Technical Planning** (M. Grant) Application for bid meets is completed and is ready to go out next week. Also, application for non-bid meets is ready to be posted by J. Pepper. This is the new form that goes to Tech Planning, per changes voted on at the last HoD. Continue to look at the calendar seeing if we can make it any better.

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## Old Business

### **National Travel Fund** – Senior Committee (H. Convery)

S. Potter asked if this was separate or is it in conjunction with the new reserve policy. H. Convery stated that he just needs to set the number so he can get what he needs done for his August meeting. He needs to set up the meeting and have the financial data available for them so they can put together a prudent decision about how well we can finance our athletes in 2022-2023. S Potter stated it is very much in alignment with the reserve policy and he should get the necessary information from E. Pingel, Sanction Chair. H. Convery added that they are going to implement an electronic document that needs to be submitted within 30 days. It will generate a spread sheet with information that will then go to H. Convery, K. Sullivan, and R. Copeland with data to be used to track requests and funds. They would like to do a dry run with the August meets even though it is outside the dates of the Travel Fund's proposal passed at the HoD.

H. Convery is still looking for a final vote on the specific funding of the Travel Fund.

## New Business

### **Credit Card Policy** – R. Copeland (see attached).

This sets the fundamental policy on the issuance of Credit Cards. Reviewed by Governance and they made one minor change.

Currently we have only debit cards.

- Credit Card Policy
  - issuance
  - use
  - spending limits
  - Documentation and Reconciliation
  - Enforcement

**Motion:** H. Convery     to accept Credit Card Policy as submitted by Finance Committee (M. Grant, second)

Discussion:     no discussion

Vote:     Unanimous approval

Resolution:     Credit Card Policy approved

**Discussion:** S. Potter noted that this will be an approval item for the fall HoD. H. Convery thought the BoD had authority to make changes as of the last HoD. K. Krug noted that revisions were ok but new policy still needed to go before the HoD. This is new policy; best practice says we will send it on to the HoD for final certification.

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## **Reserve Policy** R. Copeland (see attached)

This policy is a final draft by the Finance Committee but has not been reviewed by Governance.

R. Copeland presented that this policy is to set up the framework of how we are to handle reserve funds in the LSC. Right now, we have money sitting in Operating funds and Investment funds. The new Travel Fund is an example but there may eventually be reserve funds for other designated programs such as Strategic, Operating, and DE&I. These are areas that align with things LEAP is looking for us to do. It is about setting funds aside, so we know we have the money for specific programs. The policy sets up the framework and gives the board the authority to establish the reserves and ensures they are managed properly. It defines the various types of reserves, such as Operating, Strategic, or Program reserves, of which currently we would only have the Travel Fund in this area. Should we be given an Endowment; we have the framework to define it and set it up as a separate account and it would be managed independently. Additionally, it defines Investments and how and where we may invest, noting long and short-term investment options.

H. Convery asked where this will reside. R. Copeland feels that it would be Policy and Procedures, but he wants Governance to give their feedback on both content and location in our manuals. L. Ferreira agreed that Governance should review and decide where it fits best.

S. Potter stated that this is good work and long overdue. We've needed this policy for a long time. This would have been a good policy to have in place prior to COVID in spring 2021.

**Motion:** H. Convery     \$100,000 to be set aside seed money for the National Travel Fund (K. Krug, second)  
Discussion:        no discussion  
Vote:                Unanimous approval  
Resolution:        \$100,000 is designated as seed money for National Travel Fund

## **Voting members to USAS House of Delegates**

Bylaws state Chairman, Vice Chair, Coaches Chair, 3 or 4 voting members to be sent: 3 coach members, one non-coach member. As S. Potter will finish his term as Chairman next April, he'd like his slot to go to a next generation leadership member. Suggestion N. Harmon. K. Krug asked about athlete representation. It was determined that athletes come out of a specific committee, and we do not have any GA LSC athletes on that committee. We have 3 votes that we control, for sure, perhaps 4.

**Motion:** S. Potter     Nancy Harmon, Lucas Ferreira, Hugh Convery, Karl Krug to represent Georgia LSC at 2022 USAS HoD as voting members (R. Copeland , second)  
Discussion:        no discussion  
Vote:                Unanimous approval  
Resolution:        Nancy Harmon, Lucas Ferreira, Hugh Convery, Karl Krug will attend USAS HoD to represent Georgia LSC as voting members

H. Convery asked for suggestion for a 10-year athlete for Travel Fund. J. Pepper suggested Leah Gingrich out of Columbus. K. Krug suggested Nic Fink. H. Convery thanked them for their input.

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## **Announcements**

Next Board meeting will be August 10, 2022, at 8:30pm

## **Adjournment**

**Motion:** R. Copeland to adjourn  
**Discussion:** no discussion  
**Vote:** Unanimous approval  
**Resolution:** meeting adjourned at 9:34pm

Respectfully submitted:

*Nancy Harmon*

GASI Secretary  
July 20, 2022

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Sr committee meeting minutes 7/12

Members In attendance: Hugh Convery, Karl Krug, Mike Wardwell, Jeff Hike, Ian Goss, Ed Saltzman, Harvey Humphries, Melissa Welborn

Non Members: Wil bayer, Michael Reynolds, Wes Hamborg

1. Last discussion about LC Sr State. Consider email from Micahel Taylor (“Long Course Senior State Qualifying Times” attached.)
2. Discuss Travel Fund and our process for choosing amounts and what the process will be for claiming reimbursement.
3. Update on fines from sc sr state and discuss revision of policy for proof of times (include no shows?) do swimmers actually have to swim qualifying events?
4. Initiate discussion for SC Sr State Dec 2-4 (new time standards attached)
  - a. Will now allow any swimmer with at least one qualified swim 3 bonus swims (200 and below)
  - b. 4 heats at night for 50-200s and 3 for 400, 500.
  - c. Qualifying since July 1, 2021
5. LC sr state next yr 7/21-23? Ga Tech?
6. Next Meeting at sr state sat 7am

## Upcoming Events

July 14-17 Senior Sectional @ Cary, NC

July 22-24 Senior State Champs @ UGA

July 26-30 National Champs @ Irvine, CA

July 27-30 Futures Champs @ Cary, NC

Aug 1-5 Juniors @ Irvine, CA

Next meeting July 23, 7a @ UGA – To gather input and discuss the state of GA Sr swimming (no business items)

Next business meeting Aug 9, 830pm



## **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](mailto: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 here 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.
- The finance committee shall prepare a quarterly report to the board of directors on credit card usage.

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## **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 as well as any necessary charges including any related late fees or interest.
- 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.

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## **Reserves, Endowments, and Investment Policy**

Financial reserves act as a safeguard and permit Georgia Swimming to adjust to seasonal variances in expenses and income. Market forces, economic downturns, natural disasters, or other unexpected expenses cannot be controlled, but expenses related to them can and should be managed. Reserve funds allow us to continue activity when income falls unexpectedly. These funds also allow us to seize an unprecedented opportunity, such as expanding a program or service outside of the budget cycle.

### **Operating Reserve**

A financial objective of Georgia Swimming is to establish an operating reserve to provide for 8 months of operating income. The board needs to authorize any disbursements from this fund. The funds for the operating reserve fund will come from the surplus from operations, or the net operating excess for each fiscal year.

### **Strategic Reserve**

A strategic reserve of \$20,000 shall be maintained for the purpose of allowing the Board to seize an unprecedented opportunity to explore time sensitive programs and services not envisioned in the annual budget cycle. Strategic reserves should not be used to fund existing programs that are running over budget. Strategic reserves need not be used during any given year. Requests for use of strategic reserves should include a detailed business plan presented to the Board. Funds allocated from the reserve shall be replenished from general reserves or through expense allocation in the following fiscal year.

### **Program Reserves**

The Board or HoD is authorized to establish program specific reserves. These reserves may be funded through income derived from specific sources or from Georgia Swimming operating funds. The source and use of funds must be explicitly defined in the program charter or other governing documents. Any program revenue or expense shall be in strict compliance with any relevant federal and state statute and rules, policies and mission of USA Swimming and Georgia Swimming. The amount of program reserves cannot cause overall reserves to fall below the Operating Reserve.

### **National Travel Reserve**

Georgia Swimming shall establish a Program Reserve to support athlete and coach travel to the national level events. The reserve is managed by the Travel Fund Committee; composed of the Senior Vice-Chair, Age Group Vice-Chair, Finance Vice-Chair, and a 10 year plus athlete. The Senior Vice-Chair shall serve as the chair of this committee and will provide periodic reports to the Board of Directors and an annual report to the House of Delegates. The reserve will be funded by a swimmer surcharge defined in Policies and Procedures and by monies allocated by the Board of Directors. Reimbursements to athletes and coaches from the reserve shall be budgeted and managed by the Travel Fund Committee.

### **Endowments**

Georgia Swimming may accept private or public donations as permanently restricted endowments. The source, use and management of endowments must be explicitly defined in the program charter or other governing documents. Expenditures from endowments should be restricted to endowment account interest, unless the endowment charter specifically defines principle expenditures.

### **Investment s**

The investment assets of Georgia Swimming are intended to support a broad array of activities in support of our mission. The primary goal is to invest the financial assets of the organization, in excess

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of funds needed for current operations, to provide optimum earnings growth, based on a total return approach, consistent with a policy of prudent investment and protection of assets. The Board has delegated to the Finance Committee the responsibility for overseeing its long-term investment program operating. Investments shall consist of short-term and long-term investments.

Short-Term Investments and cash equivalents - The following investment vehicles are acceptable: 1) Checking, Savings, or money market accounts issued by U.S. banks in an amount not to exceed the current maximum insurance payable by the FDIC, or 2) money market mutual funds.

Long-Term Investments - A portion of the investment balances may be invested in readily marketable U.S. mutual funds or exchange traded funds, with a conservative risk tolerance.

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## Diversity Meeting Minutes June 9, 2022

I. Coach Jackson welcomed the committee members to the meet. Attendance: Tommie Jackson (Diversity Chair), John Pepper (Georgia Swimming Business Manager), Brandon Little (HLHK), Reno Bashir (SFS), Marianne Countryman (CAD).

II. Georgia Swimming DEI Mission: Reviewed

III. Georgia Swimming Diversity Meet. (February 25, 2023)

**Meet Information:** The committee decided to set the meet up with two sessions, keeping the 50 free Swim-off and awarding heat winners with custom heat winner ribbons embossed with the meet name.

**Meet officials:** Coach Jackson has asked Sabrina Sims and Dave Furlong to officiate the meet.

**Facility:** Chamblee High School is not a viable option so we need to continue to search for alternative locations.

IV. Diversity Camp (April 15, 2023)

**Speaker:** Coach Jackson is trying to secure Marizta as the speaker.

**Athlete:** Coach Jackson will get in touch with USA Swimming to see if there are any high level swimmers in this area that could serve as the camp athlete.

**Facility:** Not secured yet. Crystal from Lanier Aquatics has offered their pool but still looking for options closer to the metro area.

**Qualifying Standards:** Both the swimming and academic standards will remain the same as well as the number of swimmers in each age group.

**Slogan for the camp:** Brandon introduced the slogan "Swim Anything be Everything". All committee members present like the slogan and Coach Reno will move forward on logo design.

**Photos:** We are looking for photos/videos from the camp. Coach Marianne said she took numerous pictures on Coach Jackson's IPAD.

V. Meeting Adjourned