

CONNECTICUT SWIMMING, INC.
Board of Directors
Saturday, October 1, 2011
7:30 am
The Graduate Club
AGENDA

Vision Statement: Connecticut Swimming...better life through swimming.

Mission Statement: Connecticut Swimming promotes the pursuit of excellence in swimming and in life through competition and education.

Call to Order/Roll Call

Approval of Agenda/Additions to Agenda

Announcements, Statement of Principles

Adoption of Minutes of September 21, 2011 meeting

Old Business

Volunteer of the Year

New Business

Athlete Travel Assistance

Swimmer of the Year

Appointment of Committee Members

Nominating Committee nominations

Reserves Policy Proposal

Reports of Officers

General Chair Report – Chris Hug

Administrative Vice-Chair – Rick Lewis

Treasurer – Mary Westcott

Finance Vice-Chair – Todd Gordon

Age Group Committee Chair – Dave Reilly

Senior Committee Chair – Bill Ball

Program Development Vice-Chair – Jeff Gray

Program Operations Vice-Chair – Tak Takabayashi

Technical Planning Committee Chair – Kaeley Steinnagel

Coach Representatives – John Spadafina/Jim Santiago

Athlete Representatives – Lexi Koukos/Molly Condrón/Kaz Takabayashi/Ty Seymour

Coach-at-Large – George Bradner

Safety Committee Chair – Ed Heath

Officials Committee Chair – Ed Becker

Registration/Membership Coordinator – Judy Snow

Draft
Connecticut Swimming
Board of Directors Meeting
September 21, 2011

Call to Order/Roll Call: General Chair Chris Hug called the meeting to order at 7:35pm.

Present Board Members: Bill Ball, Hilary Berger, George Bradner, Molly Condron, Jeffrey Gray, Todd Gordon, Chris Hug, Lexi Koukos, Rick Lewis, Dave Reilly, Ty Seymour, Kaeley Steinnagel, Judy Snow, Kaz Takabayashi, Tak Takabayashi, Mary Westcott

Also Present: Nan Cooper

Not Present: Ed Becker, Ed Doernberger, Ed Heath, Jim Santiago, John Spadafina

Approval of Agenda/Additions to Agenda

Chris Hug added 2 items:

1. Wesleyan Donation
2. CSI Delegation Report from Convention

A motion to add these items to the agenda was made and approved with these additions.

Announcements:

Chris Hug reported that CSI board activity over the summer was relatively quiet while the business of CSI continues to function well. Welcomed new members and reviewed board meeting format.

Adoption of the Minutes:

Hilary Berger read the new language which Chris submitted to replace the Wesleyan Donation summary over the phone. The amended minutes of the board meeting on June 15, 2011 were approved.

Old Business:

Strategic Framework Document:

Chris reported the following with regard to our progress with our strategic framework document;

Club Excellence:

*We are going to have a club management workshop at our House of Delegates meeting on Oct 1, 2011.

*We are communicating to our membership about athlete protection initiatives and policies

Club Performance:

- Chris highlighted the great swims made by several of our swimmers and that there are additional Olympic Trial qualifiers from our membership
- Chris recognized the Senior Committee for adjusting format of Senior Meet
- Recognized Kaeley's work with her committee with Regional Championships
- CSI will be hosting a USA Swimming regionals coaching clinic in our area to make accessible to membership

Expansion of the Volunteer Base:

Chris highlighted the make up of our current board with new and returning members

New Business:

Consideration of filing fees for Board of Review protests: No motion made.

2011-2012 Meeting Schedule: Motion is made and approved to approve meeting schedule.

Volunteer of the Year; Rick Lewis reported that he and Ed Becker will be working on this and report at the October 1 meeting

Appointment of Committee Members: Tabled until the October 1, 2011 Board meeting. Standing Committees, such as Program Development, are defined by the CSI bylaws. Committee chairs will bring a list of potential committee members to the October 1 meeting. Suggestion is to solicit interest of current committee members and let them know there will a reappointment process that will include bringing new members on in addition to some currently serving.

Senior Committee Chair: A motion is made and approved to appoint Bill Ball to serve in the vacant position of Senior Committee Chair.

Reports of Officers:

General Chair: Chris Hug- Nothing added

Administrative Vice:Chair Rick Lewis- Acknowledges Ginger McCurdy for completing the Scholar Athlete work. He is now working on the banquet.

Treasurer: Mary Westcott : Long Course Age Group Championships income is down relative to last year because of unexpected high catering costs for coach/officials hospitality. Zone income/expenses are on track with CSI covering 38% and the parents 62%. Todd Gordon and Mary Westcott urged Board members to review and adhere to the budget and to follow the procedure for authorization to approve expenditures.

Finance Vice-Chair: Todd Gordon- Todd suggested exploring a more diverse portfolio using various instruments where 10-15% of funds are placed in interest-bearing municipal bond fund. This is not about creating risk, rather to take a very small part of our funds and investing it for return while leaving the majority of our money in safe instruments. This would require a change to the current CSI Investment Policy. Todd suggested doing long-term planning and emphasized a plan to use reserves and creating governance policies to insure reserves are used properly. Chris believes that since we are custodians of the funds we should frequently talk about this and encourage Todd to come up with suggestions.

Age Group Committee: Dave Reilly- Will bring the topic of SC Age Group Standards to Program Development committee. The current times maybe too slow and is concerned this is leading to over crowded conditions on deck at Age Group Championships. Chris encourages him to address this early. Reminds board that if it is early enough to correct standards or anything else if it creates improved fairness and doesn't prejudice our athletes.

Senior Committee Chair:Bill Ball: He will look at Athlete of the Year and is just getting started with his role as Chair of the senior committee.

Program Development: Jeff Gray: nothing added

Program Operations: Tak Takabayashi: Will be bringing suggestions addressing meet structure to Program Operations Committee (as a possible example: to have holding trials/finals meet as a pre-requisite to bidding on meets).

Technical Planning Committee: Kaeley Steinnagel - Kaeley will talk with Bill Ball about high lever senior meets.

Coach Representatives: nothing added

Athlete Representative: Molly Condron (Kaz,Ty,Lexi too)- Reported on positive experience the 3 athletes who attended had at convention and highlighted the emphasis on Athlete Protection Law and the Deck Pass Program. Deck Pass is a USA Swimming program, a virtual portal for swimmers and coaches to earn patches for achieving various goals. It also tracks times, posts results, and rankings and has a mobile application. Chris suggests and it is agreed to put this up on "what's new" and also send out an e-mail. Website is usaswimming.org/deckpass. Nan will ghostwrite for this for athletes. Athlete Protection: Focus at convention on anti-bullying for

swimmer to swimmer, swimmer to coach and also prohibiting sexual misconduct. Additionally filing of false allegations is punishable. Dave Reilly congratulates Athlete Reps for their outstanding participation at the convention.

Coach at Large: George Bradner- Nan and George working together to explore ways to use the CT Swim website to communicate better to coaches. Working to create way that people can sign up automatically receive information that they are interested in from CSI.

Safety Committee Chair: Ed Heath- Not present

Officials Committee Chair: Ed Becker – Not present

Registration/Membership Coordinator – Judy Snow- All non-athletes need to complete new athlete protection test. She also has a few people who have not yet completed background screening. Registration number will be reported once available.

New Items

CSI Delegation Report: Dave Reilly (Ed Becker attended as well)

- Focus on Athlete Protection and the testing that coaches and officials and all USA swimming members must take. It is an online course and test.
- LSC workshop: Eastern Zones going to be moving back to Buffalo to University of Buffalo
- Connecticut Coach Tim Murphy formerly of Wilton Wahoo's is the coach for the Open Water Team for the Olympics,

Wesleyan Donation:

Bill Ball raised concern prior to the board meeting that minutes were not clearly communicating the decisions made about the Wesleyan donation. A general discussion occurred and agreed that more attention will be given to the clarity and accuracy of meeting minutes. No objection was made to his suggestion. Chris validated Bill's right and responsibility to question issues of transparency. Jeff Gray asserted that Chris has all along been acting with the approval and authority of the board. The board was not acting intentionally to cover anything up whatsoever. A motion was made by Bill to re-enact the December proposal to Wesleyan where CSI does not make a donation to Wesleyan for \$30,000 and CSI goes back to the original proposal. Discussion was held. Motion withdrawn. The Board resolved at the June 15,2011 meeting to fully and finally go forward with the donation.

Respectfully submitted,
Hilary Berger

CONNECTICUT SWIMMING

Meeting Schedule

September 2011 through July 2012

All meetings begin at 7:30 PM unless otherwise specified.

Subject to Change. Contact office@ctswim.org for updates or teleconference information.

September	13-18	USAS Convention		Jacksonville, FL
	21	Board of Directors	Wed	Teleconference
	28	Program Development	Wed	Orange
October	1	Board of Directors Officials Annual Meeting House of Delegates Club Workshops	Sat	New Haven
	5	Age Group Committee	Wed	Orange
	10	Senior Committee	Mon	Orange
	12	Program Development	Wed	Orange*
	19	Technical Planning	Wed	Teleconference
November	6	Awards Banquet	Sun	Southington
	7	Senior Committee	Mon	Teleconference
	8	Age Group Committee	Tue	Orange
	9	Program Development	Wed	Orange*
	30	Technical Planning	Wed	Teleconference
December	7	Board of Directors	Wed	Teleconference
	14	Age Group Committee	Wed	Teleconference
January	4	Senior Committee	Wed	Teleconference
	11	Program Development	Wed	Orange*
	18	Age Group Committee	Wed	Teleconference
	18	Technical Planning	Wed	Orange
February	1	Budget Meeting		Teleconference
	6	Senior Committee	Mon	Teleconference
	8	Program Development	Wed	Orange*
	15	Technical Planning	Wed	Teleconference
	22	Age Group Committee	Wed	Orange
April	4	Age Group Committee	Wed	Teleconference
	9	Senior Committee	Mon	Teleconference
	11	Program Development	Wed	Orange*
	18	Board of Directors	Wed	Orange
May	2	Program Development	Wed	Orange*
	7	Senior Committee	Mon	Teleconference
	9	Age Group Committee	Wed	Teleconference
	9	Technical Planning	Wed	Orange
	15	House of Delegates	Tue	Orange
June	4	Senior Committee	Mon	Orange
	6	Program Development	Wed	Orange*
	12	Age Group Committee	Tue	Teleconference
	13	Board of Directors	Wed	Orange

* teleconference meetings may be held in place of Program Development in-person meetings; changes will be announced prior to the meeting date; interested parties should contact PD Vice Chair or CSI administrator in advance of meeting date for call-in details.

STATEMENT OF PRINCIPLES ETHICAL BEHAVIOR AND CONFLICT OF INTEREST

Those who choose to serve USA Swimming/Connecticut Swimming Inc. (CSI), whether as volunteers or paid professionals, are held to a high standard of conduct. As guardians of Olympic Ideals, they assume an obligation to subordinate individual interests to the interest of the Olympic Movement. What may be considered acceptable conduct in some businesses may be inappropriate in Olympic service.

Those who serve USA Swimming/CSI must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest.

While no set of guidelines can guarantee acceptable behavior, the principles that guide behavior in this area, are disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving USA Swimming/CSI must accept the burden of public disclosure and public scrutiny.

In our complex society, the intermix of volunteer work, business interest, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

1. The business of USA Swimming/CSI is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
2. USA Swimming/CSI properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with USA Swimming/CSI will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of USA Swimming/CSI resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to USA Swimming/CSI.
5. Expenses incurred in the furtherance of USA Swimming/CSI business are to be reasonable, necessary and substantiated.
6. All are expected to exhibit honesty, loyalty, candor, and professional competence in their relationships with USA Swimming/CSI and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

