



**OKLAHOMA  
SWIMMING**

**Oklahoma Swimming Mission Statement:** *Oklahoma Swimming, as defined by USA-Swimming, is the Local Governing Body for the sport of swimming in Oklahoma. We administer competitive swimming in accordance with the guidelines set forth by USA-Swimming and the Ted Stevens Olympic & Amateur Sports Act. We provide programs and services for our members, supporters, affiliates and the interested public. We value our members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport.*

**Oklahoma Swimming Vision Statement:** *To inspire the members of Oklahoma Swimming to achieve excellence in our sport and in life.*

**THE FOLLOWING MINUTES ARE PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND ARE SUBJECT TO REVISION AND APPROVAL AT THE NEXT REGULARLY SCHEDULED MEETING OF THE OKLAHOMA SWIMMING BOARD OF DIRECTORS.**

**OKLAHOMA SWIMMING, INC.  
EXECUTIVE COMMITTEE MEETING  
Board of Directors Meeting**

**OKS Executive Committee/ Director Meeting Friday April 20, 2012**  
**7:00 PM - ?**

**OKS Executive Committee/Director Meeting Saturday April 21, 2012**  
**8 - 10:45 AM**

**Executive Comm. Meeting Room Kemmons Board Room (Friday)**  
**Executive Comm. / Board of Directors Meeting Hall of Fame Ballroom (Saturday)**  
**Oklahoma Swimming House of Delegates Meeting Hall of Fame Ballroom ( Saturday)**  
**Hosted by: Oklahoma Swimming, Inc.**

**Location: Holiday Inn & Suites- University West**  
**715 South Country Club Road**  
**Stillwater, OK 74074**

**AGENDA- ORDER OF BUSINESS**

**ROLL CALL:**

**Welcome:**

012 Spring X Comm / BoD Meetings Minutes Draft 93012

## **Additions to the Agenda:**

**Declaration of Conflict of Interest:** *“Is any member aware of any conflict of interest (that is, of a personal interest or direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addressed under the USA Swimming Conflict of Interest Policy? “ If a board member determines there to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and/or action is being taken, a declaration of a conflict of interest should be made at that time.*

## **Introductions: Recognition of Guests (as appropriate)**

**READING, CORRECTION AND ADOPTION OF MINUTES OF PREVIOUS MEETING: OKS Fall 2011 Executive Comm. /Board of Directors minutes draft document.**

### **Priority Business Items:**

**OKS FINANCIAL REVIEW  
USA-S LSC TREASURERS WORKSHOP JUNE 1-3, 2012  
OKS FINANCIAL REVIEW ACTION ITEMS  
OKS LONG COURSE AGE GROUP CHAMPIONSHIP MEET REVIEW  
OKS D-II LONG COURSE MEET REVIEW  
OKS SPONSORSHIP OF LSC CLUB LEADERSHIP WORKSHOP OCT., 2012  
OKS SPONSORSHIP OF LSC SWIMPOSIUM USA-S WORKSHOP SPRING 2013  
OKS PROPOSAL TO HANDLE OBSERVED TIMES FROM STATE HIGH SCHOOL  
OKS REGISTRATION CHAIR FUNDING PROPOSAL  
OKS Diversity Camp Director Report  
OKS Athlete Representatives Report  
OKS Athlete Council Proposal  
OKS participation USA-S Safety Poster Project  
OKS USA-S FOUNDATION PARTICIPATION  
OKS OFFICIALS CHAIR REPORT  
OKS SECRETARY REPORT  
OKS 2012 OFFICER ELECTION PLANNING  
OKS EXECUTIVE ADMINISTRATOR PROPOSAL**

### **Board of Director Session:**

**Roll Call:**

**Agenda outline:**

**Approval of Minutes from 2011 meeting:**

**Presentation of proposals from Saturday X-Comm meeting with Diversity and Officials Chairs... Additional Director reports as appropriate to prepare to bring to HOD**

**Presentation of reports from committee work:**

Executive Committee Meeting  
April 20, 2012  
7 pm

Meeting was called to order at 7 p.m. Members present at the time are Paul Thompson, John Dolan, Alan Meier, Bob Staab, Cindy Goddard, Melissa Powell, Joey Roberts, Ben Harlow and Carole Lee and Jeff Allen via iPhone.

Minutes of the last meeting were read and adopted.

Treasurer position was discussed. Debbie Hayes' term is up this year and discussion was made to transition beginning now and have it completed by October House of Delegates meeting. John Dolan as Finance Vice Chair is going to attend a Treasurer's workshop. Alan Meier has expressed an interest in being Treasurer. Debbie was contacted and advised that there is a volunteer willing to take over the position and asked if she would help transition the position over. Cindy made a motion to have Alan Meier as new Treasurer. Ben seconded. Motion was passed. Paul asked the Board for an audit of the funds before Alan officially takes over the Treasury position. Alan will also be attending the Treasurer's workshop.

Joey Roberts presented an athlete committee report. The Athlete committee is proposing each club have a representative and they will be once a year in person and have conference calls in between. They list out how these reps are to be elected and what their qualifications are. They list out term lengths, meetings, duties of each rep and some additional information they determined as important. They further proposed that there be two senior reps and two junior reps as opposed to one senior and one junior. Discussion was made to make sure that the board includes athletes to make up 20% of the board.

Club Leadership Symposium is in October during the House of Delegates meeting.

Swimposium is being proposed in Spring of 2013. Stillwater is a prime location as it is convenient for all. Classrooms will be looked into to obtain for this swimposium.

Proposal for Observed Meets for High School State. Backing of House of Delegate will be asked for.

OKS Certification and Attestation Policy. This will allow the meet referee and meet host, should handle any problems that arise at a meet. If passed, this will be placed into policy and procedures. Penalties and fines will be imposed. Changes were made to the form that will be proposed to the House.

Meeting was adjourned at 10:20 p.m.



**OKLAHOMA  
SWIMMING**

## **Finance Committee - OKS**

# Minutes of Meeting – 20-Apr-2012

## Members Present:

John Dolan	Finance Vice-Chair and Finance Committee Chair
Paul Thompson	General Chair
Ben Harlow	Administrative Vice-Chair
Debbie Hayes	Treasurer
Allan Meier	Treasurer Nominee

All committee members were present and the meeting was called to order at 10:30 pm.

Debbie Hayes had previously indicated to Paul Thompson her desire to resign from the position of Treasurer, due to the demands of her current job. Debbie had also indicated her willingness to assist in a smooth transition to a new Treasurer but advised that it would need to be done over the next three week period, prior to her next round of travel. Debbie has been Treasurer for a number of years and the Committee offered thanks her for service. Paul Thompson had spoken to Allan Meier prior to the meeting about taking over the role of Treasurer, so Allan was invited to the meeting in hopes of starting the transition process immediately.

## New Business:

1. Financial Results for Fiscal 2010-11 – Debbie presented financials. John Dolan advised that the financial results were consistent with previous years and it was recommended that these results be presented to the Board of Directors.
2. Financial Software – OKS had been using software developed by a previous Treasurer back from the late 1990's. Although that software served the LCS well, it had been determined that it was time to upgrade. Debbie had begun the process of transferring OKS to QuickBooks, after the end of the 2009-10 Fiscal Year. All entries from the old system to QuickBooks had to be done manually and it was clear that there would need to be some adjustments in order to close out the old records. One of those in particular was some equipment still on the books that OKS no longer owns, that had not been fully depreciated. It was determined that this would be written off. Another was an issue regarding checks that were written in August 2010 in the old system but cleared in September 2010 in the new system. It was resolved that John Dolan and Debbie would review and find a solution to this and any other open issues after the meeting.
3. Fiscal Year – OKS's Fiscal Year is currently September 1 through August 31 of the following year. This is a very busy financial time for the LCS and usually results in a considerable amount of carry-over between Fiscal years. The committee resolved to propose to the Board of Directors that the Fiscal year should be changed to match the calendar year, January 1 to December 31 of the same year. This will of course create a "transition year" financially in order to get onto the calendar year. It was proposed and adopted that the transition should happen immediately; create a 16 month year from September 1, 2010 to December 31, 2011. Fiscal 2012 would then match calendar 2012 and both would be in sync going forward. This would be part of the proposal to the Board of Directors.
4. Pay for Positions of Registration and Treasurer – OKS has been providing compensation to the Membership/ Registration Chair for a number of years, which has proven to be successful for the LCS. It was proposed that the Treasurer should be compensated as well. Both positions will be budgeted for an

amount of \$3,000 per year. Both will be paid quarterly, in the month following the quarter during which work was performed. The year will be divided into calendar quarters of Jan-Mar, Apr-Jun, Jul-Sep and Oct-Dec. Payments will then be made in April, July, October and January of the following year. Neither position will be considered employees of OKS and the amount will be reported as 1099 income to each individual.

The meeting was adjourned at 12:00 pm.

Follow up notes:

- A. The OKS Board of Directors met on 21-Apr-2012 and all of the foregoing resolutions were presented and adopted by the Board. The House of Delegates also met on 21-Apr-2012 and the adopted resolutions were presented with discussion.
- B. John Dolan and Debbie Hayes did meet and resolve the outstanding financial issues noted in item 2 above.
- C. John Dolan and Debbie Hayes did discuss the transition time frame to handing all over to Allan Meier. Debbie needs to work with our current outside firm regarding tax returns and clean up some records but believes that we should be able to achieve full turnover in the next three (3) weeks.

Respectfully submitted,

John M. Dolan  
Financial Vice Chair for OKS  
OKS Finance Committee Chair

Minutes of Board of Directors Meeting April 21, 2012  
8-10:45 AM

**Roll Call:** (Members present are:)

Paul Thompson (General Chair, Open Water Chair)  
Ben Harlow (Admin. Vice Chair)  
Cindy Goddard (Age Group Vice Chair, Disability Swim. Chair)  
Jeff Allen (Senior Vice Chair)  
Joey Roberts (Junior Athlete Rep)  
Melissa Powell (Coaches Rep.)  
Kathy Mendez (Diversity Chair)  
Carole Lee (Membership Chair, Records Chair, Registration Chair, Top Times Tabulator)  
Gregg May (Officials Chair)  
Allan Meier (Safety Chair Sanctions Chair)  
Pam Moore (Secretary)  
Debbie Hayes (Treasurer)  
Bob Staab (Webmaster) Past General Chair  
John Dolan (Finance Vice Chair)

**Welcome:**

012 Spring X Comm / BoD Meetings Minutes Draft 93012

General Chair Paul Thompson called the meeting to order at 8 a.m. Appreciation of everyone's attendance was expressed.

**Additions to the Agenda:**

Declaration of Conflict of Interest

Are you aware of any conflict interest statement read. If during the meeting an item may be a conflict of interest, please abstain from voting

**Introductions: Recognition of Guests**

**Reading of Minutes and Corrections**

Minutes from previous Board of Directors meeting October 9, 2011 were all approved and adopted.

**Priority Business Items:**

Topic	Discussion	Action	Person Responsible
1. Swim Year Change Resolution	Make accounting easier. Recommendation from Finance Committee. Align swim year and calendar year. Debbie will resign and transitioning out of the position and the appointment of Allen as Treasurer will follow. Allan Meier and John Dolan are asked to attend LSC Workshop in June	Motion to move to year to Notify HoD PO Box 295 will be redirected to Altus and Allen	1 <sup>st</sup> John 2 <sup>nd</sup> Ben All in favor
2. Dylan Lynn Memorial Fund	Pool money from clubs USA Swimming Foundation Champions Club Program funds directed from OKS combined giving	Announcement at HoD Provide Address and Deadline May 15	
3. Change Athletes Rep to remove At-Large	2 JR Reps 2 SR Reps Do away with at large. Athlete Representation at National Convention to be determined	Bi-Laws may need to change in the future	1 <sup>st</sup> 2 <sup>nd</sup>
4. Proposal Financial Increase for Carol Lee 5.	Increase of 3000 from 2000 for the extended	Clubs will send the recon files instead of meet manager records to narrow down work	1 <sup>st</sup> 2 <sup>nd</sup>
6. Club Leadership training	Date of Swimposium Find classrooms locally that would have the best turnout	Introduce at HoD meeting. Site/Host/Date selection to be made at Fall 2012 Meetings	
7. USA Swimming Safety contest	No responses		
8. USA Swimming Official for meets	Will be Paul Thompson Representative at OSSAA State High School Championship to insure all requested observed swims will be submitted to OKS Swims Chair immediately after conclusion of meet.	Announcement at HoD meeting	
9. Sectional and Zone funding	How will fund Sectional and National athletes. Paul and Debbie have reviewed every application. Sectional and Zone	Funding Breakdown: Within 60 miles \$100 More than 60 miles \$150	

Topic	Discussion	Action	Person Responsible
	<p>funding should be for the first day of the first event until the last day competing. Often it has been the day before was included.</p> <p>Sectionals would be changed to funding the first day of the first event until the last day of the last event.</p> <p>14-Under Zones (Debbie) fund first day till last day is beneficial to encourage attendance relays.</p> <p>If the athlete has not made the cut do they get funding? If the athlete has one cut they qualify.</p> <p>Sectional an option would be to provide a flat subsidy; however this might come across as paying an athlete.</p> <p>Have scenarios for in-state and out-of-state funding.</p> <p>Do we subsidize athletes in college that return. Yes, as long as they swim for OK Swimming.</p> <p>Athletes that are not registered with OK Swimming do they qualify for subsidy? An example would be OBU.</p> <p>Add language to support athletes that come home to swim for former local club but prevent</p>	<p>Out of State \$150 And the athlete must make at least one cut to receive funding. Add language to disseminate with applicant qualifies as an OK Swimming athlete. Discussion will continue into next Board of Directors meeting.</p> <p>Summer funding will remain as currently in place. Funding based on all event qualifying times made by the meet entry deadline. Continued clarification of the OKS funding program for athletes should continue with financial analysis of funding and impact on budget and programs should be developed.</p>	
10. Financials	<p>LEAP Project Board has to review and see a financial item that shows where we are at. If we could agree that an electronic copy distributed to be reviewed in that instance. This will satisfy USA Swimming's requirement to review these items.</p>	<p>Board members agree that an electronic copy is acceptable</p>	
11. Financials	<p>FY11 now has published financials that display the solvency. The switch to QuickBooks showed discrepancies caused by an older record system. A resolution is needed to create a 16-month year that will clean the financial system and match the calendar year. The consolidation of items into easier to process categories aligns with other LSC's.</p> <p>Paul states other LSC are publishing 2 page profit and loss statements. USA Swimming wants the LSCs to show the solvency of the groups. We are currently solvent however the records are not an easy 2 page statement.</p> <p>As we switch to a calendar year it will show a loss due to the 16-month statement it will generate. In the future every fall will allow for a budget creation for the upcoming fiscal year (calendar year).</p> <p>Another item going forward is determining the accounts that will continue and which to</p>	<p>Provide an update on changes to HoD</p> <p>Future HoD will be provided hard copy reports.</p> <p>The Financial Committee will provide a documented overview of discussion of changes to the financial systems.</p> <p>Funds will transfer from general LSC to Reserve Fund to ensure it is fully funded and prevent the reinstatement of the Reserve Fund surcharge.</p> <p>Region VIII and OKS will</p>	<p>First John Debbie Approved</p>

Topic	Discussion	Action	Person Responsible
	<p>close.</p> <p>The end result will be a concise record that allows accountability and transparency. The year comparison financials will not be available for a couple of years after change. The financial committee will be writing off all equipment due to depreciated items that stopped being recorded some time ago caused issues in the accounting updates. A write off of all equipment will resolve and going forward new equipment will be documented appropriately.</p> <p>Paul requested Financial Committee notes reviewing all of the discussed changes. This document will be distributed electronically to the board for review.</p> <p>Reserve Fund surcharge. OK Swimming's Reserve Fund is short currently; however the LSC is operating at excess.</p> <p>Region VIII OK financials have been used in the past to run Region VIII. Region VIII was self-sufficient, but the two accounts were merged. The new system will separate these two accounts.</p> <p>Region VIII has never affected OKS balances so removal results in no change financially for us or them.</p>	<p>have separate accounts and accounting systems going forward.</p> <p>Region VIII has no accounting status with OKS at this time.</p>	
<p>12. Appointment and funding</p>	<p>Accept Debbie's resignation and appointment of Allan to be interim treasurer to work with Debbie to make the transition. Allan to prepare to assume OKS Treasures position.</p> <p>Funding for position. Discussion occurred about the one funded position currently is paid at the end of the fiscal year. A change to quarterly payments</p>	<p>Motion to Accept Appointment</p> <p>Motion to fund Position @ 3000</p> <p>10-99 to be submitted</p> <p>Funded positions will now be paid quarterly for prior quarter.</p>	<p>Motion Debbie</p> <p>2 Bob</p> <p>All approved</p> <p>Jeff</p> <p>Debbie</p> <p>All Approved</p>
<p>13. Funding for Diversity</p>	<p>Request was made by Kathy Mendez to have ongoing funding for diversity. This will provide payment for travel for prior event as well.</p> <p>An example would be adding a dollar fee for every registration that supports this effort. Providing transportation and entry fees goes along way for these kids.</p> <p>Future diversity spending will need Proposal to retroactively support mileage for a prior diversity event.</p> <p>The budget will need to be identified at a later date.</p> <p>Income from prior camp will be deposited into these items.</p>	<p>Motion to add a line item to the budget for Diversity support.</p> <p>The Budget Committee acknowledges that a line items for Diversity income and diversity spending will be created.</p> <p>Diveristy Camp workers will submit reimbursement as a volunteer.</p>	<p>Kathy</p> <p>Bob</p> <p>All Approved</p>
<p>14. Coach attestation policy</p>	<p>OKS adopted national standard</p> <p>Changed to 100 fine</p>	<p>Jeff introduce the legislation will explain to</p>	



Topic	Discussion	Action	Person Responsible
	<p>Want to incorporate into meet standards Do we need to bring it to HoD to institute it in the operational standards? Prevents uncomfortable situations with coaches on the deck.</p>	<p>HoD and the new forms. In the Policy, 2 days will be the event to 72 hours following the event. Meeting Managers will be informed for future events.</p>	
15. Meet Sanction Chair	<p>Long Course Meets will go to Allan; Short course meet sanctioning will be directed to Paul Thompson. OKS deposit fees will be in effect but leeway will be allowed to transition from past practices and toward a new sanctioning chair through short course season. Long Course Dates will be firmly set. In the new model bi-laws Safety Chair and treasure locally could not be the same person. Allen will handle until another person is selected. Will</p>	<p>Announced at HoD meeting  Announced at HoD meeting  Announced at HoD meeting</p>	
16. Athlete Reps	<p>Reps should show to the events to hand out awards.</p>	<p>Joey will need to distribute this information to the reps.</p>	
17. Zone Camp	<p>33 Athletes registered 13-15 coach athletes OKS has 5 athletes, would like to have one more. 13-16 yr olds (Diversity athlete) that make age group cuts. Using this event as a template for national events. Team building will occur. Every athlete will have own bed and breakfast and dinner will be included in the hotel rate. Each room will house 3 people. They are within budget and left-over funds will be deposited into the new diversity budgetary line item. OKS swimming members can participate by pledging a dollar. The goal is to show what LSC can do to support this. The Diversity PowerPoint can be uploaded for viewing. Locally a effort has been made to promote USA Swimming Foundation that adds funds to these very special events. Level II background people are needed to volunteer to chaperone athletes at diversity events. Publicity for the event can be Blogged. Jeff provided contacts to Debbie. Select camp sponsorship levels. The sponsors will show on the event homepage.</p>		
18. Session Changes at Meets	<p>In other LSCs they are penalized for going over 4 hours. OKS is competing with other sports and long events are not conducive to attendance. Fines that are gathered are distributed to</p>	<p>Session reports will be reviewed and brought to BoD fall session with an analysis.</p>	Jeff

Topic	Discussion	Action	Person Responsible
	<p>clubs in attendance and are not income for OKS.</p> <p>We need to challenge ourselves to be a great LSC. How can we create an environment that fosters this?</p> <p>If we make this family friendly and accessible it is a way to start.</p> <p>Age-Groups should be our premier event.</p> <p>Preventing long events has many easy solutions. Cut max event entries.</p> <p>USA Swimming may have legislation in the near future suggesting meets should be completed in 4 hours.</p> <p>Time standards may need to change after a review of 3-year average.</p> <p>An order of events need to be agreed to. The coaches need to meet and agree.</p>	<p>In 2 weeks an order of events needs to be submitted for DIIs</p> <p>Pre event session reports and post event session reports will be provided to General Chair, Age Group Chair and Senior Program Chair for review as regards the 4 hour session time line requirement.</p> <p>Announced to the Meet Directors at HoD and through email announcement</p>	
19. North and South DIIs or East West	A discussion is occurring to have 2 DIIs for each season.	Jeff, Kathy, Cindy, Joey, Melissa and Ben are working on schedule Needed by Age Group Championships	
20.			

Commend Joey and Eastman for their work ~ Kathy

**Schedule next meeting:**

**Adjourned: Motion to adjourn Jeff, seconded Kathy 10:49**