



OKS MISSION STATEMENT: To develop excellence, integrity, and growth in swimming in a safe environment for all.

OKS VISION STATEMENT: Develop inclusive competitive opportunities and relationships that promote leadership, excellence, and growth.

OKS BOARD OF DIRECTORS MEETING AGENDA

Monday, December 16th, 2024 - 7:00 PM

Location: Virtual / Google Meets

Google Meet joining info

Video call link:

<https://meet.google.com/jeq-qhjp-mpv>

Join by phone:

(US) +1 661-772-9411

PIN: 998 336 952#

- **Call to order (GC)**
- **Read Mission/Vision (GC)**
- **Roll (S)**
- **Declaration of Conflict of Interest (S):** 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 addresses 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.

- **Additions to the Agenda (GC)**
- **Approval of Agenda (GC)**
- **Approval of Minutes (GC)**

- **Finance Vice-Chair (Brian Powers)**
 - November Financials Update ([link](#))

- **General Manager (Bob Staab)**
 - Proposed updates to P&P 312 & 431
 - Connected Coaches ([link](#))
 - 2025 HOD Location Update
 - Project LA Update

- **Adjourn**
 - Next Board Meeting: Monday, January 20th (Location TBD)

OKSI Financial Summary
As of November 30 , 2024


	Total
Bank Accounts	
Arvest - Aquatic	76,452.81
Arvest - Registration	26,018.47
Arvest - Savings	5,209.96
Arvest - Travel	0.00
Total Bank Accounts	107,681.24
Investment Account	
First Western Investement Account	328,866.28
Total Investment Accounts	328,866.28
Pending Online Payments	0.00
Credit Card	
Arvest Credit Card Balance	0.00
Total Credit Card Balance	0.00
Uncleared Transactions	
Arvest - Aquatic	0.00
Arvest Registration	0.00
Arvest - Travel	0.00
Total Uncleared Transactions	0.00
TOTAL CASH BALANCE (Bank Accounts - CC - Uncleared Transactions)	436,547.52
OKSI 2024 Transaction Summary	
Total Income to date	191,269.70
Total Expenses to date	220,047.14
Net Income	-28,777.44
Start up cash	465,324.96
Cash Balance	436,547.52

Oklahoma Swimming Inc.			
Budget vs. Actuals: 2024 Budget - FY24 P&L			
January - November 2024			
Previous Year Balance Roll Over	Start Up Cash	Budgeted	Remaining
Arvest - Aquatic	110,521.55	57,160.00	53,361.55
Arvest - Registration	26,018.47		26,018.47
Arvest - Savings	206.66		206.66
Arvest - Travel	0.00		0.00
First Western Investment	328,866.28		328,866.28
CC Credit	-288.00		-288.00
Total Previous Year Balance Roll Over	465,324.96	\$57,160.00	408,164.96
	Total		
	Actual	Budget	Remaining
Revenue			
500 Miscellaneous Income		10,000.00	10,000.00
510 Interest Income	3.04		-3.04
513 Interest - Investment Income		1,000.00	1,000.00
514 Inter - Arvest Bank Savings	0.26	150.00	149.74
Total 510 Interest Income	\$ 3.30	\$ 1,150.00	\$ 1,146.70
520 OKS Registration Income	27,326.40	32,000.00	4,673.60
530 Meet Sanction Income	3,825.00	3,000.00	-825.00
540 Meet Entry Income	77,638.00	95,000.00	17,362.00
555 CS REG VIII Travel Fund		1,000.00	1,000.00
560 Zone Income			0.00
560.1 Central Zones Income	3,010.00	3,500.00	490.00
560.2 Open Water Zones Income	200.00	500.00	300.00
560.3 Multi Cultural Zones Income	4,240.00	2,500.00	-1,740.00
Total 560 Zone Income	\$ 7,450.00	\$ 6,500.00	-\$ 950.00
590 Expedited and Fee Income	1,600.00	500.00	-1,100.00
598 State Income			0.00
598.2 OKS 14-Under State Income	31,200.00	35,000.00	3,800.00
598.3 OKS LCM State Income	42,227.00		-42,227.00
Total 598 State Income	\$ 73,427.00	\$ 35,000.00	-\$ 38,427.00
Sales	0.00		0.00
Total Revenue	\$ 191,269.70	\$ 184,150.00	-\$ 7,119.70
Gross Profit	\$ 191,269.70	\$ 184,150.00	-\$ 7,119.70
Expenditures			
600 Dues & Fees			0.00
602 Bank Service Fee		250.00	250.00
604 Central Zone		510.00	510.00
605 Miscellaneous Dues & Fees		500.00	500.00
Total 600 Dues & Fees	\$ 0.00	\$ 1,260.00	\$ 1,260.00
610 Computer Software	160.88	1,000.00	839.12
620 Office Supplies		200.00	200.00
625 Equipment Expense		1,000.00	1,000.00

630 Postage, Mail and Phone Exp	49.95	150.00	100.05
640 Professional Services	5,455.00	5,500.00	45.00
650 LSC Services			0.00
652 PO Box		100.00	100.00
654 Registration Services	3,375.00	4,500.00	1,125.00
655 Treasurer Services	3,375.00	4,500.00	1,125.00
656 Miscellaneous LSC Services	28,973.54	21,550.00	-7,423.54
Total 650 LSC Services	\$ 35,723.54	\$ 30,650.00	-\$ 5,073.54
670 HOD/BOD Meetings	3,700.31	6,000.00	2,299.69
680 Convention Seminar Expense	5,608.70	10,000.00	4,391.30
710 Age Group Meets			0.00
714 Central Zones	0.00		0.00
714.1 Central Zones Meet	16,048.91	16,000.00	-48.91
714.2 Central Zones Open Water Meet	3,094.27	5,000.00	1,905.73
714.3 Multi Cultural Zones Meet	10,289.70	13,000.00	2,710.30
Total 714 Central Zones	\$ 29,432.88	\$ 34,000.00	\$ 4,567.12
719 State Meet Expenses	7,902.86	6,000.00	-1,902.86
719.1 OKS Senior State Expenses		300.00	300.00
719.2 OKS 14-Under State Expenses	31,200.01	35,000.00	3,799.99
719.3 OKS LCM State Expenses	42,530.05	400.00	-42,130.05
Total 719 State Meet Expenses	\$ 81,632.92	\$ 41,700.00	-\$ 39,932.92
Total 710 Age Group Meets	\$ 111,065.80	\$ 75,700.00	-\$ 35,365.80
720 Swimmers Expenses			0.00
721 Summer Sectional	4,750.00	8,000.00	3,250.00
722 Jr Nationals	940.00	4,000.00	3,060.00
723 Olympic Trials	350.00	3,600.00	3,250.00
724 Spring Sectional	8,350.00	6,000.00	-2,350.00
725 Nationals		2,000.00	2,000.00
726 US Open		0.00	0.00
727 Winter Juniors	470.00	4,500.00	4,030.00
728 TYR	150.00	4,500.00	4,350.00
729 Futures	7,040.00	9,000.00	1,960.00
732 Zones			0.00
732.1 Central Zones	9,470.00	12,000.00	2,530.00
732.2 Open Water Zones	930.00	2,000.00	1,070.00
Total 732 Zones	\$ 10,400.00	\$ 14,000.00	\$ 3,600.00
Total 720 Swimmers Expenses	\$ 32,450.00	\$ 55,600.00	\$ 23,150.00
736 LSC Apparel		500.00	500.00
740 Coaches Expenses			0.00
741 Coaches Education	75.00	7,000.00	6,925.00
742 Coaches Travel	6,944.71	12,000.00	5,055.29
Total 740 Coaches Expenses	\$ 7,019.71	\$ 19,000.00	\$ 11,980.29
750 DEI Clinics	1,482.92	6,000.00	4,517.08

755 Workshops			0.00
756 LSC Practice Day	1,168.86	6,000.00	4,831.14
759 LSC Travel Workshops	6,297.96	6,000.00	-297.96
Total 755 Workshops	\$ 7,466.82	\$ 12,000.00	\$ 4,533.18
770 Officials Expense	8,355.86	10,000.00	1,644.14
780 Safe Sport Expense		1,500.00	1,500.00
790 Sanction fee/fine reimburse	25.00		-25.00
800 Miscellaneous Expense		500.00	500.00
810 Foundation -Champions Club		2,500.00	2,500.00
840 Volunterism Recognition		1,000.00	1,000.00
845 Merchant Service Fees		500.00	500.00
846 Melio Bill Pay fee	375.75	250.00	-125.75
847 QuickBooks Payments Fees	642.90	500.00	-142.90
Total Expenditures	\$ 219,583.14	\$ 241,310.00	\$ 21,726.86
Net Operating Revenue	-\$ 28,313.44	-\$ 57,160.00	-\$ 28,846.56
Other Expenditures			
ASK THE BOARD	464.00		-464.00
Total Other Expenditures	\$ 464.00	\$ 0.00	-\$ 464.00
Net Other Revenue	-\$ 464.00	\$ 0.00	\$ 464.00
Net Revenue	-\$ 28,777.44	-\$ 57,160.00	-\$ 28,382.56
TOTAL BALANCE	436,547.52	\$ 0.00	
Thursday, Dec 05, 2024 11:52:34 AM GMT-8 - Cash Basis			


Oklahoma Swimming Inc.	
Statement of Financial Position	
As of November 30, 2024	
	Total
ASSETS	
Current Assets	
Bank Accounts	
Arvest Bank - Aquatic	76,452.81
Arvest Bank - Registration	26,018.47
Arvest Bank - Savings	5,209.96
Arvest Bank - Travel	0.00
Savings (Reserve Account)	0.00
Transfer to Aquatic Fund	0.00
Total Bank Accounts	\$ 107,681.24
Other Current Assets	
First Western Investment Account	328,866.28
Undeposited Funds	0.00
Total Other Current Assets	\$ 328,866.28
Total Current Assets	\$ 436,547.52
TOTAL ASSETS	\$ 436,547.52
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Arvest Credit Card	0.00
Total Credit Cards	\$ 0.00
Total Current Liabilities	\$ 0.00
Total Liabilities	\$ 0.00
Equity	
Opening Balance Equity	193,110.32
Unrealized Gains or Losses	25,210.79
Unrestricted Net Assets	247,003.85
Net Revenue	-28,777.44
Total Equity	\$ 436,547.52
TOTAL LIABILITIES AND EQUITY	\$ 436,547.52
Saturday, Dec 07, 2024 02:27:55 PM GMT-8 - Cash Basis	

	Policies and Procedures	
Subject: Athlete Meet Reimbursement	Document Number: 312 Version Number: 04	Effective Date: <u>January 1, 2025</u> Last Revision: <u>December 16, 2024</u>

1. The Athlete Meet reimbursement program has the following goals:
 - 1.1. To financially assist our top athletes in participating at the most elite levels of competitive swimming.
 - 1.2. To encourage the exposure of our top Oklahoma swimmers to the best swimmers in the country.
 - 1.3. To improve Oklahoma Swimming by increasing athlete participation at the sport's highest levels. Great Athletes return to our clubs and inspire future success.
2. Funding Eligibility Guidelines:
 - 2.1. Swimmers must be a current member in good standing of Oklahoma Swimming and must represent OKS.
 - 2.2. Athletes must provide documentation (event results and expense receipts).
 - 2.3. OKS swimmers 18-under members
 - 2.3.1. Who have participated in two (2) OKS sanctioned or approved meets as a member of an OKS in the two previous registration years.
 - 2.3.2. Athlete members with only one year of registration in OKS must have participated in at least one (1) OKS sanctioned or approved meets during that period.
 - 2.4. OKS collegiate and post grad members
 - 1.1.1. Collegiate or post grad swimmer (attached to a member club or unattached) that were previously a member in good standing with Oklahoma Swimming prior to college.
 - 1.1.1.1. Who participated in two (2) OKS sanctioned or approved meets as a member of an OKS in the two previous registration years
 - 1.1.1.2. Members with only one year of registration in OKS must have participated in at least one (1) OKS sanctioned or approved meets during that period.
 - 1.1.2. Collegiate or post grad swimmer who have been attached to an Oklahoma Swimming member club for at least six (6) months prior to the meet and were not previously a member in good standing with Oklahoma Swimming prior to college.
 - 1.1.2.1. Who participated in two (2) OKS sanctioned or approved meets as a member of an OKS in the two previous registration years

- 1.1.2.2. Members with only one year of registration in OKS must have participated in at least one (1) OKS sanctioned or approved meets during that period.
- ~~2.5. This proposal removes the travel day stipend for all meets~~
- 2.6. Daily Stipend is paid starting the first day the athlete competes and stops after the last event they swim. There is no change in funding for days between start and finish regardless of competition. So, if you swim day 1 and day 4 of Nationals you receive 4 days of stipend money.
- ~~2.7. Guideline removes the 'outside Oklahoma' requirement for sectional support. Athletes **MUST** confirm hotel lodging in order to receive funding.~~
- ~~2.8. Tiers 1 and 2 also receive support from Region 8~~
- 2.9. No support for "relay only" participants- all meets
- 2.10. All payments will be sent to the athlete (family)
3. Funding Limits- (Jan. 1-Dec. 31 of each year)
- 3.1. A swimmer can receive up to \$2,000 in total support from OKS in a single year
- 3.2. Tier 1- swimmer can receive funding from up to 2 meets a year
- 3.3. Tier 2- swimmer can receive funding from up to 2 meets a year
- 3.4. Tier 3- swimmer can receive funding from up to 2 meets a year
- 3.5. Tier 4- swimmer can receive funding from up to 2 meets a year
- 3.6. Tiers are independent. You may go to as many meets as you wish and receive funding for two in each tier and up to \$2,000 total.
- 3.7. Tiers 1 and 2 also include para-events of parallel level of competition.
4. A link to the reimbursement form, yearly funded meets, and guiding principles can be found at oks.org
5. Reimbursement request must be submitted within 30 days of the conclusion of the meet using the online form at oks.org


Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	09-27-19	Restatement of previous policy in new format	D. Mink	BOD	OKS-0008
02	01-17-22	Update to place funding forms, yearly funded meets, and guiding principles on website	B. Staab	BOD	OKS-
03	4-8-23	Update to include reimbursement deadline	B. Staab	BOD	OKS-0010
04	12-16-24	Update eligibility		BOD	

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4. A link to the reimbursement form, yearly funded meets, and guiding principles can be found at oks.org
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04	12-16-24	Update eligibility		BOD	

	Policies and Procedures	
Subject: OKSI Event Records	Document Number: 431 Version Number: 03	Effective Date: April 6, 2019 Last Revision: December 16, 2024

1. OKS EVENT RECORDS — Oklahoma Swimming recognizes ~~one set of Oklahoma R~~ records for OKS registered athletes in good standing. Times must be made achieved in a sanctioned, ~~or approved, or observed~~ USA Swimming competition.
2. Records will be maintained for all events in SCY, SCM and LCM in the following categories for both male and female swimmers
 - 2.1. 10 and under
 - 2.2. 11-12
 - 2.3. 13-14
 - 2.4. 15-16
 - 2.5. 17-18
 - 2.6. Open
3. LSC Age Group Records - May be held by an ~~U.S. citizen/Oklahoma Swimming~~ registered swimmer 18-under, swimming anywhere in approved or any USA Swimming sanctioned, meet or the Oklahoma State High School Championship competition that conform to USA Swimming rules.
4. LSC Open Records -
 - 4.1. May be held by an Oklahoma Swimming swimmer 18-under.
 - 4.2. May be held by a collegiate or post grad swimmer (attached to a member club or unattached) that were previously a member in good standing with Oklahoma Swimming prior to college.
 - 4.3. May be held by a collegiate or post grad swimmer who has been attached to an Oklahoma Swimming member club for at least six (6) months prior to the meet and were not previously a member in good standing with Oklahoma Swimming prior to college.
5. Times achieved in a freestyle event are recorded as freestyle only, even if another stroke is performed.
6. Record times may be achieved in initial splits of individual swims and lead-off legs of relays, provided that the official split is recorded by automatic timing or by three (3) hand-held watches and is observed by the officials for a legal finish.

7. Times achieved by a swimmer or relay group in an open or expanded age group will revert to the swimmer's or relay group's appropriate age group.
8. The open record will always reflect the fastest time swum in that event in OKS, regardless of whether it is achieved in an open or age group event.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	04-06-19	Restructure of P&P / whole document Added SCM / 4.	D. Mink	BOD	OKS-0001
02	9-19-22	To reflect changes previously voted by BOD	B. Staab		OKS-0002

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02	9-19-22	To reflect changes previously voted by BOD	B. Staab		OKS-0002

LSC Transaction Summary Report - OK



Season	Category	Registration Type	Transaction Type	LSC Fee		USA Swimming Fee	
2024 (9/1/2023 - 8/31/2024)	Club Registration	Year-Round Club	Renew	14	\$0.00	14	\$980.00
	Member Registration	Administrator	New	5	\$0.00	5	\$150.00
			Renew	10	\$0.00	10	\$300.00
		Apprentice Official	New	1	\$15.00	1	\$0.00
		Coach	New	7	\$105.00	7	\$420.00
			Renew	53	\$720.00	53	\$3,220.00
		Flex Athlete	New	29	\$290.00	29	\$580.00
			Renew	7	\$70.00	7	\$140.00
		Individual Season Athlete	New	20	\$300.00	20	\$800.00
			Renew	2	\$30.00	2	\$80.00
		Junior Coach	Renew	3	\$45.00	3	\$210.00
		Official	New	18	\$255.00	18	\$1,190.00
			Renew	59	\$855.00	59	\$3,990.00
			Upgrade	1	\$0.00	1	\$70.00
		Other	Cancel	-4	(\$60.00)	-4	(\$280.00)
			New	6	\$90.00	6	\$420.00
			Renew	15	\$165.00	15	\$770.00
			Upgrade	3	\$45.00	3	\$120.00
		Outreach Athlete	New	11	\$0.00	11	\$55.00
			Renew	11	\$0.00	11	\$55.00
		Premium Athlete	Cancel	-3	(\$45.00)	-3	(\$210.00)
			New	226	\$3,390.00	226	\$15,820.00
			Renew	649	\$9,735.00	649	\$45,220.00
			Upgrade	5	\$10.00	5	\$190.00
		Provisional Coach	Cancel	-1	\$0.00	-1	\$0.00
			Renew	2	\$15.00	2	\$70.00
		Season 1 Athlete	New	4	\$60.00	4	\$160.00
		Season 2 Athlete	Cancel	-1	(\$15.00)	-1	(\$40.00)
			New	2	\$30.00	2	\$80.00
Total				1,154	\$16,105.00	1,154	\$74,560.00

LSC Transaction Summary Report - OK



Season	Category	Registration Type	Transaction Type	LSC Fee		USA Swimming Fee	
2025 (9/1/2024 - 8/31/2025)	Club Registration	Year-Round Club	Renew	14	\$1,400.00	14	\$980.00
	Member Registration	Administrator	New	7	\$105.00	7	\$210.00
			Renew	6	\$90.00	6	\$180.00
		Coach	Cancel	-1	(\$15.00)	-1	(\$70.00)
			New	3	\$45.00	3	\$210.00
			Renew	37	\$555.00	37	\$2,520.00
		Flex Athlete	New	39	\$390.00	39	\$780.00
			Renew	8	\$80.00	8	\$160.00
		Individual Season Athlete	New	5	\$75.00	5	\$200.00
			Renew	2	\$30.00	2	\$80.00
		Junior Coach	New	2	\$15.00	2	\$0.00
		Official	New	16	\$225.00	16	\$1,050.00
			Renew	56	\$810.00	56	\$3,780.00
		Other	Cancel	-1	(\$15.00)	-1	(\$70.00)
			New	4	\$60.00	4	\$280.00
			Renew	15	\$180.00	15	\$840.00
		Outreach Athlete	Cancel	-1	(\$15.00)	-1	(\$70.00)
			New	6	\$0.00	6	\$30.00
			Renew	11	\$15.00	11	\$120.00
		Premium Athlete	New	195	\$2,925.00	195	\$13,650.00
			Renew	675	\$10,125.00	675	\$47,250.00
			Upgrade	9	\$40.00	9	\$430.00
		Provisional Coach	New	1	\$15.00	1	\$70.00
Total				1,108	\$17,135.00	1,108	\$72,610.00