

**CONNECTICUT SWIMMING, INC.**  
**Board of Directors Meeting Minutes**  
**Wednesday, December 7, 2011**  
**7:30 pm**  
**Teleconference**

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

**Present Board Members:** Bill Ball, Ed Becker, Hilary Berger, George Bradner, Molly Condron, Ed Doernberger Jeff Gray, Todd Gordon, Chris Hug, Rick Lewis, Dave Reilly, Judy Snow, John Spadafina, Ty Seymour, Kaeley Steinnagel, Tak Takabayashi, Mary Wescott,

**Not Present:** Ed Heath, Lexi Koukos, Jim Santiago, Kaz Takabayashi

**Approval of Agenda/Additions to Agenda:** Agenda was unanimously approved.

#### **Announcements**

1. General Chair Chris Hug has received periodic updates from USA swimming reiterating that athlete protection policies are to be implemented by Dec 31, 2011.
2. Reports from USA Swimming are that 2012 membership nationwide is up 7.1 percent over 2011. CSI Technical Planning is currently reviewing ways to accommodate the increase in membership in their planning. We now have more short course meets that are full very early (similar to long course). We need to find new ways for athletes to compete. Need to monitor this carefully.
3. National Select Camps: received updates on these camps.

#### **Adoption of Minutes:**

A motion to accept the minutes of the October 1, 2011 meeting was unanimously approved

**October 26, 2011 Executive Committee Meeting.** Chris Hug agreed to review the policy and rules regarding approval of new clubs with Ed Doernberger. (See further discussion below.) The minutes of the October 26, 2011 Executive Committee Meeting are approved.

#### **Old Business**

##### **Reserves Policy Proposal**

Finance Chair Todd Gordon presented a discussion proposal wherein CSI would create a reserve fund. M. Gordon will prepare a draft policy for consideration at the next Board meeting.

**Cash Disbursement/Procurement/Distribution Policies and Procedure:** Mr. Gordon commented on possible ways to improve financial controls concerning our disbursement policy. After substantial discussion, Mr. Gordon agreed to discuss our current practices, existing needs and consider updating our controls. Mr. Gordon is expected to report back at the April meeting.

#### **New Business**

**USA Swimming LSC Bylaw Changes:** included anti-bullying provisions, code of conduct and open water safety. We reviewed these changes. No formal actions need to be taken from our board.

**Reimbursement Policy and Practices:** Finance Chair Todd Gordon suggested the Board review and clarify existing policy concerning reimbursement policy for travel to meetings, USAS Convention, and Meet Directors/Referees for CT Senior and Age Group Championships. Nan Cooper will insert these policies in the CSI Policy and Procedure Manual

**Proposal for Reimbursement of Officials:** Ed Becker, Officials Chair, presented proposal for funding officials attending out of state meets for training purposes. Eligibility and eligible expenses were outlined. Motion approved.

**CSI Formatted Meets (Program Operations):** Program Operations Chair Tak Takabayashi commenced a discussion clarifying roles of Program Development Committee and the Program Operations Division. It is currently understood that Program Operations is responsible for creating and specifying format of all CSI meets based on the input of Program Development Committee and that Program Operations implements and executes the directives of Program Development. Mr. Takabayashi seeks to ensure that current policies and procedures match the needs of CSI, ensures the integrity of all swim meets, and that the host follows the expectations of CSI. The discussion also led into matters concerning annual meet programming currently under consideration by other Committees within CSI.

**New Club Approvals** General Chair Chris Hug remarked that our by-laws require the CSI Board to approve new Clubs, in addition to the approval required by USA Swimming. In the recent past, CSI has not approved new Clubs and Mr. Hug urged the Board to follow the bylaws and affirmatively approve/disapprove Clubs. A spirited discussion concerning the role of the CSI Board in the approval process. At present, CSI has no specific requirements for approval/disapproval other than that the Club not be in a state wherein CSI could terminate the Club. No consensus was reached. No policy or procedure was proposed or implemented. During the discussion, a number of issues were raised, including: (a) is USA doing an adequate job of reviewing the requirements and application submitted to USA Swimming; (b) should CSI even be considering approval/disapproval beyond USA Swimming's approval; (c) concerns were raised as to CSI's potential interference with a private business enterprise; (d) should CSI give deference to existing CSI members in a geographic area or is this an improper restraint of business – this relates to the issue of controlling Club competition, recruiting and pool usage. These issues were not resolved.

## **Reports of Officers**

**General Chair Report** – Chris Hug: nothing added

**Administrative Vice-Chair – Rick Lewis** – banquet went well and asked for suggestions

**Treasurer – Mary Westcott** – doing audit 6 months earlier than last year.

**Finance Chair- Todd Gordon** – nothing added

**Age Group Committee Chair – Dave Reilly**- no quorum at last meeting. Meeting again for SC age group championship meet. Randy and Patty are doing such an amazing job. Thank Bill Ball for maybe using Central Ct for Age Groups. A Program Development issue is that we have 19 year olds swimming

**Senior Committee Chair – Bill Ball**: is working on a meet announcement and waiting for eastern zone sectional meet order of events. Going with a LC prelims and finals format for Senior Champs

**Program Development Vice-Chair – Jeff Gray**: nothing added

**Program Operations Vice-Chair – Tak Takabayashi**: working on a cancellation policy for meet directors.

**Technical Planning Committee Chair – Kaeley Steinnagel**: LC regionals and trying to add the third site but will wait until Chris hears back from UCONN

**Coach Representatives – John Spadafina/Jim Santiago**; Starting to plan for coach of the year. Coming up new ideas.

**Athlete Representatives – Lexi Koukos/Molly Condron/Kaz Takabayashi/Ty Seymour**

**Coach-at-Large – George Bradner**

**Safety Committee Chair – Ed Heath**

**Officials Committee Chair – Ed Becker**: new name plate orders. Age Groups will be a National Qualifier Meet for Officials. This needs to go into the meet announcements.

**Registration/Membership Coordinator – Judy Snow**: 4298 athletes now registered. 176 coaches, 160 officials, 25 other non athletes. 59 Teams, 2500 females 1789 males. A lot of coaches need to still complete athlete protection test. Chris compares numbers from last year. Ginger is doing an analysis of where our growth is.

Meeting adjourned: 9:40pm.

Respectfully submitted,

Hilary Berger, CSI Secretary

Attachments:

**Reserves Policy Proposal**

**Cash Disbursement/Procurement/Distribution Policies and Procedure**

**Reimbursement Policy and Practices**

**Proposal for Reimbursement of Officials**

Connecticut Swimming  
Reserves Policy Proposal  
Todd Gordon, Finance Vice-Chair

Board of Directors Meeting  
December 7, 2011

The nature of reserves, as you probably know, is to provide ready funds in the event of significant unplanned expenditures, revenue declines, or other negative economic circumstances. For an operation like CT Swimming, the requirements should not be extreme; the fixed cost of our operations represents well less than 50% of the budget.

In addition, a distinction should be drawn between "capital funds", and reserves. Typically a capital fund is established for major investment initiatives (i.e. pool construction/renovation, significant new program development, etc.) for which operating margin and existing contributions are not likely to cover the required outlays.

Surpluses from a given year are not "automatically" reserves, but can become so, if the board deems this the appropriate disposition for the annual surplus. However, reserves typically are kept separate from operating funds and accounts, and handled under separate governance. i.e. special approvals needed to release any reserve funds.

Reserve funds can, by vote, or approval according to our governance, be used for capital or development projects.

My recommendation for reserves is:

- 1) Establish an initial reserve at 50% of our operating budget; with a target reserve of 1 yrs. operating budget (i.e. to be achieved over time as steady-state reserve)
  - a) describe/document reserve funds to exclude capital project funding - establish separate capital fund as necessary for capital projects.
- 2) Add to our governance/policies specific approval requirements for release of reserves
  - a) recommend a 2/3 majority to approve distribution/release of reserves
- 3) Establish a percent of surplus to be added to reserves for years in which a surplus accrues
  - a) recommend initially adding 15% of surplus to reserve fund, subject to annual approval of this allocation of surplus (i.e. if majority vote determines other uses for surplus that precludes 10% addition to reserve, then no incremental reserve funding in that year)
  - b) For any year in which reserves fall below target, surplus should first be used to reestablish reserve level before other applications of surplus.

Connecticut Swimming  
Cash Disbursement/Procurement/Distribution Policies and Procedures  
Todd Gordon, Finance Vice-Chair

Board of Directors Meeting  
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In the last annual audit, our auditors remarked on the potential control exposure arising from our check/disbursement practices. We currently have dual signature requirements, with Mary being the required second signature. However, we may have been lax in the timing of approvals or adhering to the process in some cases.

The cutting of the check itself is not the sole issue. We need to ensure that funds cannot be committed without the same two approvals (or more). Any board member or authorized representative of CT swimming could be committing our LSC to the expenditure of funds, even if they do not write a check. Our policies should protect us from accidental or purposeful commitment of funds without adequate budget and/or approval.

At different levels of commitment (i.e. \$ amount) different approvals should be required. Some can be handled automatically, by a department/committee head, because they are relatively small, and contained within their approved budget. Others may be thought to be in their budget, but are more substantial in nature and should be reviewed for appropriateness. Still others may be either not wholly contained within the budget, or very large, and need to be reviewed by multiple parties and potentially approved by the board.

Connecticut Swimming  
Summary of CSI's Reimbursement Policies for Athletes and Non-Athletes

Board of Directors Meeting  
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USAS Convention

- 50% hotel room +tax, supersaver airfare, shuttle to/from destination airport and hotel, \$50 per diem food allowance, and conference registration.
- 100% room + tax if no roommate is available.

USA Swimming Workshops, Seminars, other USA Swimming sponsored events, and Eastern Zone Spring Meeting (Eastern Zone fall meeting is held at the USAS convention).

- Supersaver airfare, shuttle to/from destination airport and hotel, and registration fees.
- 50% hotel room +tax if more than 1 adult (same gender) is attending. 100% room + tax if no roommate is available.
- \$50 per diem food allowance if meals are not covered at the event.

Note: If driving, mileage over 50 miles is reimbursed at the current IRS rate. Tolls are reimbursed with receipts.

Note: CSI travel assistance to athletes attending sectional meets and higher is not to be considered reimbursement for travel expenses. It is a flat payment to be used to help defray travel expenses. The payments are determined annually by the Senior Committee with approval by the Board of Directors when the FY budget is presented to the Board of Directors.

CSI Senior Championship and Age Group Championship Meets

- 100% hotel room + tax for Meet Referees and Meet Directors

Connecticut Swimming  
Proposal for Reimbursement of Officials Attending Out-of-State Meets for Training Purposes  
Ed Becker, Officials Committee Chair

Board of Directors Meeting  
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Certified officials meeting the following requirements can request reimbursement for participating in out-of-state meets at the Zone or higher levels.

Official is required to participate in and successfully complete a national certification evaluation, if offered and the official is eligible. (Generally requires working a minimum of four sessions.)

Eligible expenses: economy (Super Saver) airfare (or IRS mileage > 50 miles); transportation/parking to/from destination airport and to/from venue/hotel; ½ room. Up to two days per diem for travel days.

Maximums: Zone level meets: \$250; Sectional and comparable-level meets: \$400; National championships, Olympic Trials, Grand Prix, and comparable level meets: \$650. Limit two meets per calendar year per official. Official is ineligible if he/she is otherwise reimbursed for expenses, such as being assigned team members. All awards are approval of the Officials Chair and subject to budget limitations.