**Approved**

**OSI Board Meeting**

**Wednesday, August 15th, 2019, 7:30 pm, Zoom Conference Call**

**In attendance: Shelly Rawding, Debbie Laderoute, Julie Carpenter, Paul Windrath, Jeff Gudman, Jacki Allender, Emily Melina, Christopher Pfaffenroth, Heather Thomas, Marilyn Loitz, Fallon Dewitt, Quinn Brown.**

**Meeting Called to Order: 7:31 pm**.

**Welcome: Announcements:** Busy month! Well done Oregon in hosting Zones. Welcome Jim Bowe – our new Diversity and Inclusion chair. Welcome Fallon DeWitt – our new Jr Athlete Representative. A huge thank you to Debbie and Jody for all their work in organizing and hosting the first Age Group Zone meet in Oregon in 11 years! And to Sara and Paul who did those tasks of volunteer check in and ticket sales all weekend...to our officials who worked hard all week (at the end of a very busy summer) and to our Zones staff and all the teams and families who participated - kudos to all who helped out and made this work. It was a huge undertaking, and it came off with class. :-)

**Additions to agenda:** Paul asked to add Western Zone Meet Financial Summary and Tech Suit Discussion under new business.

**Pulled for discussion:** Russ asked to pull Operational Risk for discussion

**Minutes:** Motion to approve July minutes. m/s/p

**Treasurer’s Report (Paul Windrath):**  Did not redo the P/L for the end of July as there would be a lot of flux as championship meet info comes in. There is a more than adequate balance in the checking account to handle operations. The P/L will be updated by the end of August to be ready for House of Delegates. Board was asked to approve the 2020 budget so that it could go out to membership 30 days prior to HOD. The only increase included was the increase in surcharge to $15. It was decided to roll back on the increases to sanction fees and OSI membership portion as OSI is currently looking strong financially. If we do run into an issue there is still $140,000 in operational funds under Jeff’s domain or we can bring back funds from the travel endowment if we need to. There is no reason to increase fees.

2020 budget approved by BOD m/s/p

**Board Chair Report (Shelly Rawding):** Had the new Bylaws reviewed by a lawyer, Bill Somerfield. Please review the redline copy – the version he sent was approved by USA Swimming earlier this summer. He added the red wording. Any questions let me know – I am meeting with him on Thursday and can ask to clarify anything we are wondering.

Bill also said we do need to amend our Articles of Incorporation with the State of Oregon. The Articles say we only have 5 board members, and we now have close to 20. This needs to be done at our House of Delegates meeting in September. We can suggest whatever number we want – since we have gone from 5 to almost 20, he threw out 35 as a number we will stay under in the future pretty easily. Then we won't have to amend our articles again. He sent us the form needed to make this change. Costs $50.

And there are a number of changes I am proposing to our Policies and Procedures, see attachment. Since there are so many that are mostly housekeeping/quick updates and not changes to any current policy, I thought we should just do these now. (See old business)

* **Official’s Report (Julie Carpenter):** Summer 2019 Championship meets went very well
* Several OSI officials have applied to officiate at Jr. Nationals in Fed Way – should hear within a few weeks.
* Organizing clinics and topics for the Official’s Clinics at the Mini Expo.
  + April Walkley will be speaking to the officials about the MAAPP
  + **Plan to provide lunches for the officials**
  + Official’s clinics planned: - **will need 1 room until afternoon training clinics**
    - Referee Meeting
    - MAAPP
    - Train the Trainer
    - Lunch
    - General Official’s clinic
    - Training clinics – afternoon – **Need 7 rooms**
      * Stroke & Turn
      * Starter
      * ET
      * AO
      * Referee
      * Meet Director
    - AOC meeting

**Operational Risk (Russ Scovel):** We need to figure out the schedule for Safety Training for coaches the weekend of the Mini Expo. Russ has recertified and can teach classes for another 2 years. He will continue to send out reminders to coaches as credentials are expiring - it has proven to be helpful.

**New Business:** Article of Incorporation update – it was noted by Bill Somerfield that our Articles of Incorporation were last updated in 1985. It currently states that we can have 5 Board members. It was suggested we change the wording to say we could have up to 35 members. We will probably never have that many but it would allow for fluctuations as we include more athletes etc. Shelly meeting with Bill tomorrow to go over changes.

Western Zone Financial Summary (Paul Windrath) – we do not yet have the final numbers but the estimate is that OSI will have a net profit of $25000-$30000. A question was asked about ticket sales, we made $42000 in ticket sales from the meet which definitely helped offset the high rent costs. Paul estimated that there was a $2 000 000 impact to Gresham/Oregon as a result of the meet.

Tech Suit discussion (Paul Windrath): There were upset parents and coaches from other LSC’s at the Western Zone Age Group meet as a result of misinterpretation of the Oregon Tech Suit Policy and because the information that was distributed to teams was not written the same as what was on the OSI website. The policy was well intentioned but caused confusion and this should be clarified before next year. Emily will put something together for HOD to possibly exclude All-Stars, AG Zones and Senior Sectionals for 2020.

**Old Business:** Bylaws have been reviewed and updated. A copy will be sent to clubs to be voted on at HOD.

Policies and Procedures have been retyped and formatted to be put on the website. There are a few housekeeping items to take care of.

Section III B. Strike OSI will not pay travel reimbursement for Open Water national Championships.

Article XI – committees E. Change Safety Chair to Operational Risk Coordinator in all occurrences.

There were 2 article XIII’s. Article XIII will be House of Delegates Bid Requirements and Article XIV will be Amendments.

Article XIV – Other Agency Compliance. Section I. Youth Athletic Team Safety; 213-OR Senate Bill 721 D. OSI Championship Meet Hosts shall include the parent and athlete concussion training material into all heat sheets. Motion to strike D from this section. m/s/p

The new Bylaws do not contain the officers duties and powers, as our old ones do. They have been moved into our Policies and Procedures, under Article XVI

(New) Article VI – terms of office – with new bylaws stating terms begin upon election, this wording has been changed to match. Section I – Terms of Office B. Commencement of Term – Each person elected to a position shall assume office upon election and shall serve until a successor takes office. D. Add Finance Vice Chair to the offices to be elected in odd numbered years.

Article VI – USA Swimming Convention 3. OSI Board Members must attend a minimum of 2/3rds of Board of Director meetings during the twelve-month period prior to the convention **strike:** ~~except for delegates whose principle residence is outside a 90 mile radius from downtown Portland, this requirement is waived contingent upon: I. Attending one OSI Board of Directors meeting in the twelve (12) month period prior to the convention, submission of a report, if required, for each OSI Board of Directors and Executive Committee meeting in said twelve (12) month period. II. Attendance of the OSI House of Delegates meeting immediately following the USA Swimming Convention.~~

**B. Eligibility** – OSI delegates must meet these criterion to receive reimbursement;

**1.** Must be an OSI member.

**2.** Must attend all meetings at the convention pertinent to their respective position, or as assigned by the General Chair.

**3.** OSI Board Members must attend a minimum of 2/3rds of the Board of Director meetings during the twelve-month period prior to the convention ~~except:~~

~~for delegates whose principle residence is outside a 90 mile radius from downtown Portland, this requirement is waived contingent upon:~~

1. ~~Attending one OSI Board of Directors meeting in the twelve (12) month period prior to the convention, submission of a report, if required, for each OSI Board of Directors and Executive Committee meeting in said twelve (12) month period.~~
2. ~~Attendance at the OSI House of Delegates meeting immediately following the USA Swimming Convention.~~

**4.** Attend scheduled pre-convention delegate meetings and take active part in the OSI activities and caucuses at the convention.

**5. Attendance at the OSI House of Delegates meeting immediately following the USA Swimming Convention unless excused by the General Chair.**

**6.** The General Chair may choose to appoint a substitute delegate should a voting OSI delegate be unable to attend except when the Coaches Representative cannot attend. The Coaches Representative shall appoint their own substitute or authorize the General Chair to do so.

Amend under Article VI Section I C. 1. 100% reimbursement – The following people shall receive full reimbursement for travel and shared accommodation from OSI **add Safe Sport Chair and Treasurer or Finance Vice Chair. Remove 2. 75% Reimbursement and so 3. 50% reimbursement becomes 2. m/s/p**

**C. Reimbursement Criterion** – Reimbursement (subject to budgetary consideration) is as for Travel and shared lodging as follows;

**1. 100% Reimbursement** – The following people shall receive full reimbursement for travel and shared accommodation from OSI 1) General Chair 2) Administrative Chair 3) Senior Chair 4) Age Group Chair 5) Coaches Representative 6) Technical Planning Chair 7) Senior and Junior Athletes Representatives 8) Office Manager 9) Safe Sport Chair 10) Treasurer or Finance Vice Chair 11) any OSI member holding a Convention vote.

**2. ~~75% Reimbursement~~** ~~– The following position (s) shall receive 75% reimbursement for travel and shared accommodation from OSI 1) treasurer~~

**3. 50% Reimbursement** – The following position(s) shall receive 50% reimbursement for travel and shared accommodation from OSI 1) USA Swimming National Committee members who are OSI members

~~Note: Reimbursement for alternative transportation methods shall not exceed the average airfare cost of the other delegates.~~

Motion to approve changes to Policies and Procedures as discussed. m/s/p

Motion was made to adjourn the meeting 7:10pm. m/s/p

**Next Meetings:**

November 6th

September 11-14 – Convention in St Louis

September 28-29 – HOD weekend

Submitted by:

Debbie Laderoute