



**NORTH  
CAROLINA  
SWIMMING**

*Leading the Nation in Achievement, Development, Diversity, and Citizenship  
Promoting Excellence by Providing Resources to Support and Empower the North Carolina Swimming Community*

## **MEETING MINUTES**

### **Board of Directors Meeting**

**Sunday, September 24, 2017, 9:30 AM**

**YMCA of the Triangle, Board Room 1**

1. Call to Order – Dave Olack
  - o Meeting was called to order at 9:41 AM
2. Roll Call –Lisa Olack
  - o Attendees: Dave Olack, Jay Dodson, Kathy McKee, Carl Labonge, Lisa Olack, Jon Fox, Wayne Shulby, Jon Jolley, Sarah Holman, Morgan Dodson, JP Merchant, Kevin Thornton, John Roy, Paul Silver, Chad Onken, Jonathan Watson
  - o Guests: Bill Martin, Rob Stevens, David Rigsbee, Richard Pockat
3. Reading, correction and adoption of minutes –Lisa Olack
  - o **MOTION: Approve August 30, 2017, minutes - PASSED**
4. Officer Reports
  - a) General Chair – Dave Olack
    - i) Thanks to all who attended convention; NCS was well represented
    - ii) April 2018, USA Swimming conducting an athlete workshop in Houston; they will assist in funding 1 ½ athletes and 1 coach. Athlete committee will identify the selection process for athletes and Jay will identify the coach candidates for this workshop
  - b) Treasurer – Jon Fox
    - i) Balance Sheet – good shape
    - ii) Income Statement – convention/LSC meeting contains 2 conventions due to timing of them in the fiscal period
  - c) Finance – Carl Labonge
    - i) Budget shows a 3% increase in income per line item; we will be close to \$1 million in revenue, \$975,000; expenses has an increase of 4% per line item.
    - ii) Dave explained the \$10K for Water Safety and Diversity is to host approximately 7 clinics across the state to teach water safety to kids
    - iii) **MOTION: To approve budget to present to HOD - PASSED**
5. Committee Reports
  - a) John Roy stated that the SZ board appointed Jay Dodson as ESSZ Sectional Chair, Shannon Gillespie-Open Water Chair, Trish Martin-Assistant Officials Chair, Glenda Orth-Disability Chair
  - b) Registration – Lisa Olack for Suzanne Heath

- i) Early numbers show registered members 2791; 2673 athletes, 73 coaches, 28 officials
  - ii) OMS (Online Member Services) plans to go live in February 2018
  - iii) Flex Membership available as an option to LSCs
- c) Governance Committee – Wayne Shulby
  - i) **MOTION: To appoint Richard Pockat as Governance Committee chair - PASSED**
  - ii) Long range plan for committee – On hold; **ACTION ITEM for next meeting**
- c) Safe Sport & Operational Risk – JP Merchant
  - i) Operation Risk
    - (1) looking at sit and slide (3 point entry) for warm ups; looking at data, how to enforce and educate
    - (2) Backward start certification for swimmers just like the forward start with and without ledge; checklist to be published soon
  - ii) Safe Sport
    - (1) Scenario based training-meet in a box containing materials for meets as it relates to safe sport; digital version will also be available
    - (2) New learning platform for APT for next renewal period (2019); continuing education format giving members 2 years to achieve the 75 credits needed to recertify
    - (3) Southern Zone will be testing the club level safe sport certification; each club will have a coordinator as a point person to distribute information; kickoff 2018
- d) Senior Chair – Jay Dodson
  - i) Athlete workshop in conjunction with IMX camp in January; promoting to have club reps there to participate
  - ii) Hosting State Games in June targeting summer league teams
- 6. Unfinished (old) business
  - a) Finance – Carl Labonge
    - i) **ACTION ITEM: Language in policy manual to a call back number when requesting payment; to put together a procedure for payment requests; will need to be approved – TABLED until next meeting to work with Legislation Committee**
    - (1) Carl recommends: All requests for funds (payment of invoices, down payments, etc.) are to be received only from individuals who are authorized to make such requests. Funds for payment should be based on approved NC LSC budgeted line items or as approved by the NCS Board of Directors. All requests for funds received by the NC LSC Treasurer by phone call or email should be followed up as soon as possible, by a call-back verification confirming the requester's identity and authorization to request the funds for payment. Any requests for funds should include a short description as to why the funds are needed and a call-back telephone number that the Treasurer can easily reach the requester at.
  - b) Swimposium – Dave Olack
    - i) **ACTION ITEM: Securing Swimposium with USA Swimming for April 2019-Talk with Cathy Durance at convention - COMPLETE**
    - (1) Bill and Dave spoke with Cathy; not confirming dates at this time; will do so with Cathy once calendar is open
    - (2) NCS is confirmed to host in April 2019 and awaiting a date from USA Swimming; attempting a joint effort with South Carolina during our HOD weekend and Carolina Crown
- 7. New business
  - a) **MOTION: Board of Directors to work in conjunction with Legislative Committee to prepare legislation for FLEX membership – PASSED**
  - b) Retreat scheduled for Saturday, January 6, 2018 – location TBD

8. Schedule

- Next BOD meeting – Wednesday, November 8, 2017, 8:30 PM, ZOOM

9. Adjournment

- Meeting adjourned at 10:57 AM

10. Attachments

- Clubs
- Club Counts
- 2018 Budget
- Balance Sheet
- Income Statement
- Governance – Long Range Plan

Respectfully Submitted,

*Lisa Olack*

Secretary

**USA Swimming, Inc.**

| <b>Code</b> | <b>Club Name</b>                | <b>City, State Zip</b>     | <b>Reg Tran Type</b> |
|-------------|---------------------------------|----------------------------|----------------------|
| AQUA        | Aquaventure Riptides            | Winterville, NC 28590-7924 | New                  |
| BHRC        | Brevard Health and Racquet Club | Brevard, NC 28712-4594     | Renew                |
| ECA         | East Carolina Aquatics          | Washington, NC 27889-8742  | Renew                |
| LOY         | Lowes YMCA Lightning Swim Team  | Mooreville, NC 28117-8124  | Renew                |
| RMY         | Rocky Mount Family YMCA         | Rocky Mount, NC 27804-1903 | Renew                |
| SAIL        | Sailfish Aquatics               | Concord, NC 28025-2403     | Renew                |
| SFSC        | Swim Fanatics Swim Club         | Greensboro, NC 27455-2767  | Renew                |
| TRY         | Twin Rivers YMCA RipTide        | New Bern, NC 28560-5400    | Renew                |

**Total Count For Report: 8**

## USA Swimming, Inc.

| <i>Club</i>  | <i>Athletes</i> | <i>Season 1</i> | <i>Season 2</i> | <i>Individual<br/>Season</i> | <i>Single<br/>Meet</i> | <i>Other NA</i> | <i>Coaches</i> | <i>Officials</i> | <i>Total</i> |
|--------------|-----------------|-----------------|-----------------|------------------------------|------------------------|-----------------|----------------|------------------|--------------|
| AQUA         | 0               | 0               | 0               | 0                            | 0                      | 0               | 1              | 0                | 1            |
| ASTF         | 10              | 0               | 0               | 0                            | 0                      | 0               | 1              | 0                | 11           |
| ATOM         | 166             | 0               | 0               | 0                            | 0                      | 0               | 0              | 0                | 166          |
| BBS          | 11              | 0               | 0               | 0                            | 0                      | 0               | 0              | 0                | 11           |
| BHRC         | 0               | 0               | 0               | 0                            | 0                      | 0               | 2              | 0                | 2            |
| CAST         | 4               | 0               | 0               | 0                            | 0                      | 0               | 0              | 0                | 4            |
| CAT          | 0               | 0               | 0               | 0                            | 0                      | 1               | 6              | 1                | 8            |
| CKS          | 0               | 0               | 0               | 0                            | 0                      | 0               | 1              | 0                | 1            |
| CVAC         | 85              | 0               | 0               | 0                            | 0                      | 0               | 0              | 0                | 85           |
| ECA          | 360             | 0               | 0               | 0                            | 0                      | 1               | 21             | 2                | 384          |
| GFSC         | 1               | 0               | 0               | 0                            | 0                      | 0               | 0              | 0                | 1            |
| HCAC         | 0               | 0               | 0               | 0                            | 0                      | 0               | 1              | 0                | 1            |
| LOY          | 71              | 0               | 0               | 0                            | 0                      | 0               | 5              | 0                | 76           |
| MAC          | 335             | 0               | 0               | 5                            | 0                      | 0               | 15             | 0                | 355          |
| MOR          | 0               | 0               | 0               | 0                            | 0                      | 0               | 2              | 1                | 3            |
| MSA          | 623             | 0               | 0               | 0                            | 0                      | 0               | 0              | 3                | 626          |
| NCAC         | 214             | 0               | 0               | 0                            | 0                      | 0               | 0              | 3                | 217          |
| NSS          | 0               | 0               | 0               | 0                            | 0                      | 0               | 0              | 1                | 1            |
| PAST         | 4               | 0               | 0               | 0                            | 0                      | 0               | 2              | 0                | 6            |
| RACY         | 0               | 0               | 0               | 0                            | 0                      | 0               | 0              | 4                | 4            |
| RCST         | 0               | 0               | 0               | 0                            | 0                      | 0               | 0              | 2                | 2            |
| RMV          | 61              | 0               | 0               | 0                            | 0                      | 1               | 4              | 6                | 69           |
| RSA          | 1               | 0               | 0               | 0                            | 0                      | 0               | 1              | 0                | 2            |
| SAIL         | 0               | 0               | 0               | 0                            | 0                      | 0               | 1              | 0                | 1            |
| SFSC         | 102             | 0               | 0               | 0                            | 0                      | 0               | 7              | 0                | 109          |
| SSS          | 1               | 0               | 0               | 0                            | 0                      | 0               | 0              | 0                | 1            |
| STAR         | 153             | 0               | 0               | 0                            | 0                      | 0               | 1              | 0                | 154          |
| TAC          | 121             | 0               | 0               | 0                            | 0                      | 0               | 0              | 0                | 121          |
| TEAM         | 237             | 0               | 0               | 0                            | 0                      | 0               | 0              | 0                | 237          |
| TRY          | 1               | 0               | 0               | 0                            | 0                      | 0               | 0              | 0                | 1            |
| UN           | 42              | 0               | 0               | 0                            | 11                     | 1               | 2              | 1                | 57           |
| WA           | 0               | 0               | 0               | 0                            | 0                      | 0               | 0              | 1                | 1            |
| WAVE         | 70              | 0               | 0               | 0                            | 0                      | 0               | 0              | 0                | 70           |
| YOTA         | 0               | 0               | 0               | 0                            | 0                      | 0               | 0              | 3                | 3            |
| <b>Total</b> | <b>2673</b>     | <b>0</b>        | <b>0</b>        | <b>5</b>                     | <b>11</b>              | <b>4</b>        | <b>73</b>      | <b>28</b>        | <b>2791</b>  |

**2018 NCS Operating Budget**

| <u>Account</u> | <u>Name</u>                 | <u>2017</u>      | <u>Final<br/>2018</u> |
|----------------|-----------------------------|------------------|-----------------------|
| 301            | Banquet                     | \$3,000          | \$3,090               |
| 305            | Camps                       | \$21,000         | \$26,000              |
| 317            | Entry Fees                  | \$105,000        | \$108,150             |
| 325            | Endowment                   | \$20,000         | \$24,000              |
| 340            | Select Camp                 | \$21,000         | \$21,630              |
| 353            | Zone Team                   | \$34,000         | \$35,020              |
| 370            | Registration                | \$720,000        | \$750,000             |
| 375            | Sanction Fees               | \$1,700          | \$1,800               |
| 395            | Miscellaneous               | \$5,000          | \$5,000               |
|                | <b>TOTAL INCOME</b>         | <b>\$930,700</b> | <b>\$974,690</b>      |
|                |                             |                  |                       |
| 401            | Banquet                     | \$15,500         | \$16,120              |
| 405            | Camps                       | \$32,000         | \$35,000              |
| 410            | Web Page                    | \$3,000          | \$1,500               |
| 415            | Coaches' Education          | \$3,500          | \$3,500               |
| 425            | Contingency                 | \$15,000         | \$15,000              |
| 430            | Convention/LSC Meetings     | \$25,000         | \$26,000              |
| 438            | Office Expenses             | \$4,000          | \$4,500               |
| 444            | Officials' Expenses         | \$15,000         | \$16,500              |
| 449            | Select Camp                 | \$26,000         | \$27,040              |
| 453            | Zones                       | \$70,000         | \$72,800              |
| 460            | Club Support (Awards)       | \$13,500         | \$13,500              |
| 470            | USA Swimming Registration   | \$590,000        | \$607,000             |
| 473            | Registration/Administration | \$82,000         | \$90,000              |
| 495            | Miscellaneous               | \$10,000         |                       |
|                | Team' Incentives            | \$25,000         | \$27,500              |
|                | Diversity workshops         | \$3,000          | \$3,120               |
|                | Water Safety and Diversity  |                  | \$10,000              |
|                | Training                    | \$500            | \$520                 |
|                | Safety                      | \$500            | \$520                 |
|                | Coaches Travel Expenses     | \$6,000          | \$0 *                 |
|                | <b>TOTAL EXPENSES</b>       | <b>\$939,500</b> | <b>\$970,120</b>      |
|                | <b>Net Income (Loss)</b>    | <b>(\$8,800)</b> | <b>\$4,570</b>        |

## North Carolina Swimming Balance Sheet

August 31, 2017

### Bank of America

|                    | <u>8/31/2017</u> | <u>9/30/2016</u> | <u>9/30/2015</u> | <u>9/30/2014</u>   | <u>9/30/2013</u>   |
|--------------------|------------------|------------------|------------------|--------------------|--------------------|
| <b>Main</b>        | \$325,932.00     | \$281,764.40     | \$239,881.08     | \$220,640.52       | \$146,995.25       |
| <b>Travel Fund</b> | \$170,157.98     | \$159,078.66     | \$199,375.70     | \$154,939.04       | \$111,785.10       |
| <b>Petty Cash</b>  | \$3,515.49       | \$929.54         | \$3,137.18       | \$1,401.53         | \$977.76           |
| <b>CD (Liquid)</b> | \$100,312.73     | \$100,273.41     | \$100,232.41     | \$100,184.22       | \$100,074.63       |
| <b>CD</b>          | \$50,141.53      | \$50,121.37      | \$50,101.39      | <u>\$50,073.55</u> | <u>\$50,019.02</u> |
| <b>TOTAL</b>       | \$650,059.73     | \$592,167.38     | \$592,727.76     | \$527,238.86       | \$409,851.76       |

|                           |                |                |                |                |                |
|---------------------------|----------------|----------------|----------------|----------------|----------------|
| <b><u>Wells Fargo</u></b> | \$1,285,151.30 | \$1,215,656.73 | \$1,103,675.49 | \$1,115,924.10 | \$1,020,179.29 |
|---------------------------|----------------|----------------|----------------|----------------|----------------|

## North Carolina Swimming

August 31, 2017

| <u>Account</u> | <u>Name</u>                 | <u>2017 Actual</u>  | <u>2017 Budget</u>  | <u>2016 Actual</u>  | <u>2016 Budget</u>  | <u>2015 Actual</u>  | <u>2015 Budget</u>  | <u>2014 Actual</u>  | <u>2014 Budget</u>  |
|----------------|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 301            | Banquet                     |                     | \$3,000.00          | \$3,315.00          | \$2,614.00          | \$3,680.24          | \$2,576.00          | \$4,040.60          | \$2,538.00          |
| 305            | Camps                       | \$19,360.00         | \$21,000.00         | \$36,657.06         | \$13,180.00         | \$21,400.00         | \$12,985.00         | \$22,271.23         | \$12,793.00         |
| 317            | Entry Fees                  | \$109,502.62        | \$105,000.00        | \$93,382.85         | \$81,007.00         | \$105,798.20        | \$79,419.00         | \$100,543.66        | \$77,862.00         |
| 325            | Endowment                   |                     | \$20,000.00         |                     | \$10,150.00         |                     | \$10,000.00         |                     | \$11,692.00         |
| 340            | Select Camp                 | \$19,470.00         | \$21,000.00         | \$21,600.00         | \$21,017.00         | \$18,560.00         | \$19,000.00         | \$23,590.00         | \$19,041.00         |
| 353            | Zone Team                   | \$37,229.00         | \$34,000.00         | \$52,280.00         | \$21,959.00         | \$39,825.00         | \$21,635.00         | \$24,000.00         | \$21,315.00         |
| 370            | Registration                | \$752,181.78        | \$720,000.00        | \$728,756.00        | \$657,696.00        | \$701,258.96        | \$632,400.00        | \$582,681.40        | \$593,426.00        |
| 375            | Sanction Fees               | \$1,850.00          | \$1,700.00          | \$1,680.00          | \$1,778.00          | \$4,348.61          | \$1,751.00          | \$1,591.00          | \$1,726.00          |
| 395            | Miscellaneous*              | \$12,745.00         | \$5,000.00          | \$20,720.75         | \$5,075.00          |                     | \$5,000.00          |                     | \$4,000.00          |
|                | <b>TOTAL INCOME</b>         | <b>\$952,338.40</b> | <b>\$930,700.00</b> | <b>\$958,391.66</b> | <b>\$814,476.00</b> | <b>\$894,871.01</b> | <b>\$784,766.00</b> | <b>\$758,717.89</b> | <b>\$744,393.00</b> |
| 401            | Banquet                     | \$11,650.97         | \$15,500.00         | \$19,939.03         | \$15,500.00         | \$13,366.77         | \$12,500.00         | \$4,515.42          | \$12,500.00         |
| 405            | Camps                       | \$28,246.18         | \$32,000.00         | \$40,958.79         | \$26,000.00         | \$31,294.63         | \$19,500.00         | \$27,998.75         | \$24,431.00         |
| 410            | Web Page                    | \$357.88            | \$3,000.00          | \$2,572.80          | \$3,000.00          | \$2,775.70          | \$1,000.00          | \$357.40            | \$1,000.00          |
| 415            | Coaches' Education          | \$250.00            | \$3,500.00          | \$934.35            | \$3,500.00          | \$500.00            | \$3,500.00          |                     | \$3,500.00          |
| 425            | Contingency*                | \$2,550.00          | \$15,000.00         | \$28,295.65         | \$15,000.00         | \$12,968.18         | \$7,500.00          | \$10,598.72         | \$7,500.00          |
| 430            | Convention/LSC Meetings     | \$25,184.01         | \$25,000.00         | \$24,288.82         | \$25,500.00         | \$17,357.23         | \$20,500.00         | \$25,483.38         | \$20,500.00         |
| 438            | Office Expenses             | \$11,648.04         | \$4,000.00          | \$3,506.58          | \$2,500.00          | \$4,229.91          | \$2,000.00          | \$3,549.50          | \$1,500.00          |
| 444            | Officials' Expenses         | \$8,786.67          | \$15,000.00         | \$13,295.02         | \$12,000.00         | \$9,038.94          | \$13,500.00         | \$6,813.83          | \$12,000.00         |
| 449            | Select Camp                 | \$5,234.61          | \$26,000.00         | \$22,271.61         | \$25,600.00         | \$22,643.45         | \$19,000.00         | \$24,052.89         | \$18,600.00         |
| 453            | Zones                       | \$61,564.21         | \$70,000.00         | \$67,963.04         | \$44,000.00         | \$72,900.73         | \$42,000.00         | \$61,508.82         | \$39,000.00         |
| 460            | Club Support                | \$9,704.27          | \$13,500.00         | \$13,063.87         | \$13,500.00         | \$13,167.25         | \$13,500.00         | \$11,334.00         | \$13,500.00         |
| 470            | USA Swimming Registration   | \$628,124.00        | \$590,000.00        | \$569,013.00        | \$528,836.00        | \$587,153.00        | \$530,000.00        | \$465,228.00        | \$498,716.00        |
| 473            | Registration/Administration | \$75,380.10         | \$82,000.00         | \$74,191.05         | \$80,675.00         | \$65,985.84         | \$76,833.00         | \$61,531.51         | \$74,235.00         |
| 495            | Miscellaneous               |                     | \$10,000.00         | \$5,800.00          | \$1,500.00          | \$3,348.46          | \$5,000.00          | \$5,000.00          | \$5,000.00          |
|                | Team Incentives             | \$11,250.00         | \$25,000.00         | \$7,078.00          | \$10,000.00         | \$4,814.00          | \$10,000.00         |                     | \$10,000.00         |
|                | Diversity Workshops         |                     | \$3,000.00          | \$900.00            | \$3,050.00          |                     | \$1,550.00          |                     | \$1,550.00          |
|                | Training                    |                     | \$500.00            |                     | \$360.00            |                     | \$360.00            |                     | \$360.00            |
|                | Safety                      |                     | \$500.00            |                     | \$500.00            | \$1,225.96          | \$1,300.00          |                     | \$500.00            |
|                | Coaches' Travel             |                     | \$6,000.00          |                     |                     |                     |                     |                     |                     |
|                | <b>TOTAL EXPENSES</b>       | <b>\$879,930.94</b> | <b>\$939,500.00</b> | <b>\$894,071.61</b> | <b>\$811,021.00</b> | <b>\$862,770.05</b> | <b>\$779,543.00</b> | <b>\$707,972.22</b> | <b>\$744,392.00</b> |
|                | <b>Travel Fund</b>          |                     |                     |                     |                     |                     |                     |                     |                     |
| 389            | Travel (Meet Income)        | \$109,130.00        | \$112,000.00        | \$102,823.00        |                     | \$111,788.00        | \$102,624.00        | \$128,397.91        | \$100,612.00        |
| 489            | Travel (Athlete Funding)    | \$102,117.50        | \$80,000.00         | \$140,578.55        |                     | \$80,054.91         | \$85,000.00         | \$63,256.00         | \$72,500.00         |



The LSC needs to do succession planning to ensure we have good leaders on the BOD with a diversity in background/ideals. Leadership and diversity are important to ensure future plans are well thought out and enacted.

In addition, The BOD needs to be more strategic (future looking) in focus instead of operational (current activities). The board can't be completely strategic since the LSC does not have a large staff. Currently the board is almost entirely focused on current activities. More of the work needs to be done at the committee level with action taken by the BOD only when it is required (or a change in policy is required).

To determine leadership, the LSC need to have a multi-stage vetting process:

1. Get new people involved in committees
2. Those that do a good job on committees and enjoy it are made committee chairs.
3. Those that demonstrate leadership as committee chairs are put on the slate for election to the BOD.

Of course to do this, several things in our current structure need to change:

1. The LSCs needs committees that are active (actually meet) and produce output. Example, NCS has a senior, age group and technical planning committees that basically meet twice a year in a group (including all coaches at HOD). Maybe these committees should be combined in an operations committee to create items for review at HOD instead of creating a task force every time a new concept is investigated.
2. For succession planning to work, the LSC needs to reduce the size of the BOD significantly since most committee chairs are currently on the BOD. It will also allow the board to more easily focus on strategic issues as opposed to operational issues.

This is the high level vision of the committee. Of course, there are a large number of details that need to be worked out to implement this plan. The committee would like buy in from the BOD before investing the time required to determine how this is implemented.