

DRAFT

ILLINOIS SWIMMING, INC.

Board of Directors Meeting - December 29, 2004

Location: O'Hare Hilton, Room 2020.

Meeting convened at 7:18 pm.

Present: Bill Schalz (Chairman), Tom Hayden (Administrative Vice Chair), Brian O'Neil (Program Operations Vice Chair), Eric Lazarri (Age Group Vice Chair); Len Penkala (Coaches Representative), Kathleen Hagerty (Treasurer), Kate Chronic (Safety Representative), Michael Lawrence (Past Chairman - nonvoting), Bob Welch (Officials Chair - nonvoting).

Absent: Dan Johnson (Senior Vice Chair), Jane Grosser (Secretary), Amy Funk (Athlete Representative), Pam Lowenthal (Membership/Registration).

With 7 of 10 voting members in attendance, a quorum was present.

Agenda reviewed and approved. Attached as **Exhibit A**.

Review of minutes of last meeting. Minutes from 12-6-04 reviewed. Several revisions discussed and agreed. Motion to approve minutes as amended was made, seconded and passed. Revised minutes attached as **Exhibit B**. Unapproved minutes to be presented at the January BOD meeting.

Nominating Committee - will really start in January. Need to appoint 2 more members to this committee. One shall be athlete. Appointments to be made by Bill Schalz.

Website review - Question was raised re: status of payments to webmaster. Kathleen Hagerty to check as to amount of payments that have been made so far and report back to Board at next meeting. Kathleen also to check with accountant as to our responsibility for tax reporting obligations and report back to Board at January meeting.

Office space search - Bill Schalz gave report. Brian O'Neil reviewed the proposed lease and furnished comments to Bill. Some work still needs to be done on it. Bill consulted with outside counsel as well and will work with outside legal counsel to communicate concerns and proposed changes to Landlord's broker. Board consensus was to push for necessary changes and make a decision as to viability of lease to allow ISI to move by Jan 15. Bill to work with Michael, Tom and Brian, as needed, after communicating with Landlord's broker.

Contract bid questions - It was proposed that a viable bidding process be established. Matter was discussed among the Board. There was general agreement that the bidding process needs to be equitable to protect ISI's interests. Brian O'Neil (as Vice Chair of Program Operations) will formulate a bid process and bring it back to the Board in January.

Contracts for Championship Meets – Bill raised the issue again that teams winning Championship Meet bids sign a contract to deal with various issues (examples include compliance with Speedo contract, permitted sponsors, etc.). Proposed that Bill check with Drew Schnack to prepare a draft for Board review. Brian O’Neil to assist. Report back to Board in January.

Membership Report – Bill Schalz delivered report from Pam Lowenthal: (Total 2005 – YTD registered athletes – 12,307; Non-athletes – 908; Clubs – 94). Board to ask Pam to provide year-over-year comparisons and comparisons to FY04 year-end numbers. Pam’s report included as **Exhibit C**.

Treasurer’s Report – Treasurer’s report for September, October, November and December (through Dec 28) were provided. Attached as **Exhibit D**.

Kathleen informed the Board that ISI’s fiscal year end was officially changed to Aug 31, 2004. Board asked to see FY04 year end financials and budget-to-actual comparisons for stub period 1-1-04 through 8-31-04. Kathleen will provide these figures before next meeting for consideration at next meeting. Board to consider allocation options for athlete endowment fund after receiving at January meeting. Board also questioned need to revise budget process as a result of revised fiscal year end. New budget for FY 05-06 to be prepared for presentation to House of Delegates meeting in April 2005.

It was suggested that ISI’s outside accountant attend the next Board meeting to report on audit and other matters upon which he has worked for ISI. Agreed that Kathleen would follow up and report to Bill as to accountant’s availability.

Board questioned status of 501(c)(3) qualification and also reinstatement of ISI corporate status. Kathleen informed the Board that ISI is now completely in compliance with State of Illinois. Kathleen to distribute to the Board the reports/opinions that accountant has prepared and/or filed to date relating to ISI. Accountant will elaborate as to particulars at next meeting and also as to 501(c)(3) status.

Board asked Kathleen to provide an investment policy at January meeting.

Motion to accept Treasurer’s report – seconded and passed.

Meet Sanction Report – Pam not present – no report. [Report furnished by email after the meeting – attached as **Exhibit E**.]

Administrative Vice Chair Report -- Tom presented a draft of a mission document -- ISI “A Look Forward 2005-2010”. The Board preliminarily reviewed the document and discussed the same. Board inquired as to status of position of “Executive Director.” Discussion among the Board occurred.

Motion: Approve establishment of position of Executive Director with such responsibilities and salary range to be determined by the Board of Directors. Seconded, Passed.

Bill to appoint executive search committee. Committee to report and serve at pleasure of Board. Several candidates were discussed and they will be approached to determine willingness to participate. Committee to be in place in early January. Tom Hayden to approach search firms to determine viability of engaging such a firm to assist in the search.

Tom also provided a draft of Executive Director position responsibilities for consideration. Drafts of these documents to be reviewed by Board and feedback given to Tom as soon as possible.

Senior Swimming Vice Chair Report -- Dan was not present, but supplied a report attached as **Exhibit F**. Dan to bring some of these items to January Board meeting for approval. Board had several questions as to the philosophy of proposed changes and potential budget effect thereof. To be discussed at upcoming meetings.

Age Group Vice Chair Report --

Pre-proof for championship meets was questioned at last meeting. Board decided to stay with current system and attempt to run a “parallel” process of elimination of proofs (all pre-proved from database) during the upcoming championship season. Kate Chronic and Eric Lazarri to assist Pam with this effort and report back to Board following championship meets to determine whether we can make this a permanent change.

Order of Events changes for Age Group Championship meet were discussed. Last meeting there were questions as to inconsistencies within the proposal. Eric clarified the inconsistencies. Additional concerns were raised with the proposal to change the relay order within sessions. Certain changes were recommended. A changed Order of Events was reviewed and recommended by the Board to the Age Group Committee for implementation for the upcoming championship meeting. Proposed final Order of Events is attached as **Exhibit G**.

Mid-States -- Coaches and Teams have been selected. Last day for acceptance is tomorrow. Entry is due Friday. [GET DETAILS OF COACHES FROM ERIC AND SET OUT HERE]

Board discussed need to maintain Team Manager database of all Illinois meets, in addition to SWIMS database, for purposes of Team Illinois meet entries. Board agreed that ISI Office shall maintain this parallel database.

Program Operations Report

Financial report for Banquet dinner to be finalized and presented at January meeting. Need accounting of receipts from ISI Office.

Brian reviewed copier contract. There are substantial penalties to break this lease early. Brian to call Lessor and discuss move and ability to revise/terminate lease.

Coaches Report

No report. Welcome to Len Penkala for his first ISI BOD meeting.

Athletes Report: No report.

Safety Report: No report.

Officials Report: Attached as **Exhibit H**.

Immediate Past Chair: Trials cuts out. Inquired as to General Chairs meeting in Colorado Springs in January. Bill cannot go, but Tom can attend for our LSC.

Motion: Approve reasonable expenses for Tom to attend General Chair meeting in Colorado Springs, CO. seconded, passed.

Next Meeting: 7 pm on January 26, at new ISI office, unless otherwise sent in writing to Board. Notice to be distributed by January 10.

Motion to adjourn made, seconded – passed.

Meeting adjourned at approximately 9:45 pm.

EXHIBITS INDEX

Exhibit A	-	Meeting Agenda
Exhibit B	-	December 6, 2004 meeting minutes
Exhibit C	-	Membership Report
Exhibit D	-	Treasurer’s Report
Exhibit E	-	Meet Sanction Report – furnished post-meeting
Exhibit F	-	Senior Chair Report
Exhibit G	-	Final Age Group Championship Order of Events – recommendation
Exhibit H	-	Officials Chair report