

**ILMSA Board Meeting
October 3, 2022, 07:30 PM
Minutes**

M, S, A = Motion, Second, Approved

1. Call to Order

The Chair called the meeting to order at 7:35pm

2. Roll Call

Attendees: Phil Dodson, Molly Hoover, Marissa Filippo, Mike Hillegonds, Tom Holmberg, Andy Seibt, Michael Weiss, Andrea Block

3. Approval of September Meeting Minutes

M, S, A to approve the September 2022 ILMSA Board Meeting Minutes as presented.

4. New business –

a. Review Policy change for meal reimbursements

M, S, A to approve the Policy change for convention, meeting expense, and travel expense policy guidelines.

ILMSA Convention and other Meeting Travel Expense Policy Guidelines

Airfare - Airfare should be booked as far in advance in possible in order to get the lowest fare.

ILMSA will reimburse each participant for economy/coach class only.

- *If you make any changes to your flight after it is confirmed and receive additional charges assessed by the airline, ILMSA will not reimburse you for these charges unless approved prior to any changes by the ILMSA President & Treasurer.*

Hotel/lodging - Participants should stay at the assigned hotel where the USMS meeting will take place.

- *ILMSA will reimburse the delegate for the total room charge (movies, room service, etc. will not be reimbursed) & taxes only if:
 - 1) *USMS does not cover the hotel charge*
 - 2) *If there are two (2) beds in the hotel room, participants of the same gender are expected to share a room. If a participant wishes to have their own room, then ILMSA will only pay for ½ of the total room charge & taxes.*
 - 3) *If there is odd number or only one participant of a gender, then the participant is to contact USMS Member Services (currently ? -Allison Abad or Jessica Reilly) to be matched up with another participant of the same gender. ILMSA will reimburse that participant for the total room charge & taxes, only if USMS is unable to make a roommate match.**

- 4) *Internet connection charges will not be reimbursed unless approved in advance by the ILMSA President & Treasurer. Note: recent meetings USMS has arranged for free internet in all delegates' rooms.*

Transportation -

- *If the meeting provides a reduced fare shuttle from the airport to the host hotel, this shuttle should be used and the cost will be reimbursed in full. Delegates who ride together in a taxi will be reimbursed up to the equivalent combined cost as if these participants took the shuttle.*
- *If the Meeting does not provide shuttle service, public transportation should be used if available, and the cost will be reimbursed in full. If no shuttle or public transportation is available, reasonable transportation shall be utilized, and will be reimbursed in full.*
- *ILMSA will not reimburse for the use of a rental car in excess of the round trip convention shuttle rate unless approved in advance by the ILMSA President & Treasurer.*
- *To the extent rental car is used to transport other ILMSA delegates to/from airport, cost of shuttle not incurred by delegates may be credited to rental car reimbursement.*
- *Personal mileage to and from home airport shall be reimbursed at the current IRS standard mileage rate for business purposes.*
- *No motor vehicle rental or other personal vehicle expenses will be reimbursed, unless a participant chooses to drive to the host site because of the distance from the home of the delegate. Mileage will be reimbursed at the current IRS standard mileage rate for business purposes.*

Meals – *Meals will be reimbursed via a per diem (no receipts required): breakfast - \$15, lunch - \$20 and dinner - \$30.*

Meeting Registration fees - *Current procedure is for ILMSA to submit its convention list of delegates and related fees to USMS. If circumstances occur that delegate pays their own convention fee, ILMSA shall reimburse in full. Other meeting registration costs shall be reimbursed by ILMSA provided participant's attendance was pre-approved by Board.*

Reimbursement - *No Convention or meeting expenses shall be reimbursed by the Treasurer without the presentation of an expense reimbursement request, together with the originals (or copies) of all receipts, except for meals, on a form furnished by the Treasurer.*

Please keep in mind that money spent is generated from all ILMSA members. The less you spend, the more money ILMSA saves for future events, etc. You must submit an expense report to the ILMSA Treasurer upon your return from the meeting before you are reimbursed for any expenses.

- b. Review Updates for Policies to be posted on new web site

M, S, A to approve the Policy change for Illinois LMSC policies and procedures for appointing ILMSA delegates to USMS Convention.

ILLINOIS LMSC POLICIES AND PROCEDURES (ILMSA) APPOINTING ILMSA DELEGATES TO USMS CONVENTION

The following policy and procedure shall govern the appointment of ILMSA delegates to the annual USMS Convention.

- 1. The number of allowed delegates to the Convention shall be governed by USMS, as to the number of delegates allowed by the number of ILMSA registered swimmers, as well as those members who are members of the USMS House of Delegates by reason of their assignment to certain USMS National Committees.*
- 2. Members wishing to be considered delegates to the Convention shall submit a written (or e-mail) application to the ILMSA Chair prior to the Spring deadline, listing their prior contributions to USMS and to ILMSA, and present qualifications to be appointed.*
- 3. The Board of Directors shall choose the delegates, from the list of applications sent to the ILMSA Chair within 2 weeks after the spring deadline. A vote of the majority of the Board of Directors present shall govern the selection of Convention delegates.*
- 4. If the number of applications received does not exceed the number of allowed delegates, additional applications may be accepted from those members, at the discretion of the Executive Committee.*
- 5. It is the goal of ILMSA to send the largest number of delegates to the Convention, in order to best represent the interests of ILMSA, for votes in the House of Delegates and as a presence at the largest number of Committee meetings.*
- 6. Delegates are REQUIRED to attend ALL House of Delegates proceedings, and to participate in all HOD votes. Failure to attend assign meetings and HOD during convention may affect participation in future conventions. Delegates represent ILMSA and behavior at meetings and functions reflect on ILMSA.*
- 8. If any appointed delegate is unable to attend the Convention because of unforeseen circumstances, such as illness, etc., said delegate may be reimbursed such expenses incurred, at the discretion of the ILMSA Chair and the ILMSA Treasurer.*
- 9. The actual travel expenses for the delegates to and from their place of residence shall be reimbursed by the ILMSA Treasurer subject to the ILMSA Convention and Other Meeting Travel Expense Policy with approval signature from the ILMSA Chair. No Convention expenses shall be reimbursed by the Treasurer without the presentation ILMSA reimbursement form and receipts of expenses per reimbursement policy.*

M, S, A to approve the Policy changes for the ILMSA Illinois Meet Sanction policy.

Illinois Meet Sanction Policy

Meet dates will be Reserved on a first to request basis subject to Legacy Dates.

First to request is defined as receipt of written (mail) or e-mail request for sanction date by the Sanction Chair (sanctions AT ilmsa DOT com). Upon receipt of a competing request for the same date, not subject to the Legacy Date, Sanction Chair shall notify the first requestor to complete the USMS Sanction Event Application within 14 days. After 14 days the date shall be assigned to the first requestor to procure an approved USMS Sanction Event Application.

Legacy Dates are dates which have been continuously sanctioned (excluding 2020 and 2021) by a meet host for 3 or more years on the same calendar date. Meet hosts with a Legacy Date have priority over new requests for their date. Upon receipt of a competing request subject to the Legacy Date, Sanction Chair shall notify the Legacy Date host to complete the USMS Sanction Event Application within 21 days. After 21 days the date shall be assigned to the first requestor to procure an approved USMS Sanction Event Application.

The USMS Sanction Event Application is located at <https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/pool-meet-management/sanction-application-process>

Please submit your sanction application as soon as possible in order to secure your preferred date(s). Once USMS Sanction Event Application has been formally submitted, requested meet dates are reserved subject to this ILMSA sanction policy. Reserved meet dates will be posted on the ILMSA website as “sanction pending” until formally approved.

- 1. Approved meet dates will be listed on the ILMSA website as “Sanction Pending” until the sanctions process has been completed.*
- 2. Sanctioned events take priority over Recognized events.*
- 3. Non-Sanctioned events will not be advertised on the ILMSA website. They may be promoted on ILMSA social media and USMS LMSC Forums. Sanctioned events, whenever requested, will always take priority on the ILMSA calendar. Non-Sanctioned events may be removed from ILMSA social media in the event of a conflict with a Sanctioned event.*
- 4. ILMSA may promote Sanctioned events via the ILMSA website and/or member email blast reminders. Meet hosts must submit their exact email content and subject line to the ILMSA Membership Coordinator (registration AT ilmsa DOT com) for distribution to members.*
- 5. **Only one Sanctioned event per weekend will be permitted, if requested events are less than 200 miles apart.** If sanction conflicts arise, the Meet Director of the first to sanction event must approve the conflicting sanction date. Unresolved conflicts may be brought before the ILMSA BOD for mediation.*

c. Approval of voting procedures for ILMSA awards.

M, S, A to approve the changes to the voting procedures for ILMSA annual awards.

Voting procedures for ILMSA annual awards

Overview:

Annually the ILMSA board accepts nominations from membership for three awards to be presented during the ILMSA state meet. These awards are: Coach of the Year, Service Award (volunteer of the year) and the Bill Mulliken Award (lifetime achievement award). The following procedures will be used to solicit nominations and determine the winner of each award.

The Chair of Awards and Recognition (CAR) will send out notification e-mails to all ILMSA members requesting nomination letters for the three awards starting in November. Any individual member, as defined in Section 2.03 "By-Laws Of Illinois Masters Swimming Association", has the opportunity to nominate an ILMSA member in good standing for one of these awards. A member is only eligible to be awarded one award per year with nominations for the Coach of Year and the Service Award accompanied by a list of accomplishments for the Current year. The Bill Mulliken Award shall include current and past accomplishments.

Nomination Process:

In order to provide membership with time to complete a recommendation letter the CAR will send an e-mail out in November opening the nomination period. Members will be directed to access the ILMSA website where additional information regarding each award can be found.

Additional e-mails will be sent in December and January as reminders to submit nominations.

Post Nomination Period:

--The CAR will review each nomination to determine if the nomination satisfies the qualification standards for the specific award. If there are minor deficiencies, as determined by the CAR, the nominator maybe contacted and asked to include any missing information. Examples include but are not limited to, team name, spelling of nominees name etc.

-- If the CAR believes that a candidate's nomination meets the criteria for a different award the CAR will contact the ILMSA President with their recommendation. If the ILMSA Chair concurs, the CAR will contact the nominator.

--The CAR will contact the nominator to discuss the nomination. Contact should be made via telephone call.

-- It will be the sole decision of the nominator as to whether they want the nominee to be considered for a different award or to leave the nomination in the original category. If the nominator agrees to resubmit an updated nomination it must be received before the deadline to be considered.

--To be clear, the CAR's recommendation to consider a different category does not in any way infer that said nominee will receive the award.

--The CAR will provide the Board, via email, a list of nominees received for each award prior to the February Board meeting. A second e-mail will be sent to each board member containing all individual nomination letters of each candidate.

--At the February meeting, the CAR will provide Board Members with the date at which their vote shall be submitted.

--All Board members, including the Chair, will submit one vote for each award category. Each Board member will be asked to submit their vote to the CAR and the Board Chair by a specific date. Any votes received after the requested deadline will not be counted.

--In case of a tie, the CAR will submit a second request to the Board to vote for the nominees that are tied. If there is a tie after a second vote is taken, the Executive Board will determine the winner.

Award

--The CAR will provide a recommendation to the Board of an award and vendor to be used during the February Board of Directors meeting. The CAR will request Board approval to proceed. Upon Board approval, the award will be ordered and delivered to the CAR who will be responsible for bringing the awards to the state meet where the winners will be announced. If a state meet is not held the CAR will make arrangements to present the awards to the winner.

Schedule Alteration

--Due to foreseen circumstances, the Board at its discretion may alter or amend this awards schedule.

d. Approve 2022 Club Grants in line with 2022 Budget
M, S, A to approve the anticipated expenditures related to the 2022 Club Grants.

e. Discuss number of inductees into the ILMSA Hall of Fame
The committee for this first class is considering 13 swimmers and 12 volunteers for the first class. These swimmers were active when ILMSA first started. The entire class for this inaugural year will likely total ~15 total (swimmers and volunteer). In subsequent years, we will likely induct only a couple of individuals per year. The committee has been considering inductees based on records.

5. Old Business

a. Status and Reminder of Web site content development

We are a month behind

b. ILMSA News letter progress,

c. State Meet – Libertyville option explored – otherwise approve FMC

M, S, A to approve FMC as the location for the 2023 State Meet, scheduled for the weekend of March 31-April 2, 2023.

The semi-annual meeting will be held just before the December board meeting on 12/5/2022.

5. Adjournment