

**JSL Board Meeting Minutes**

**January 29, 2023**

***Attachments for pre-meeting packet included:***

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| * Meeting Agenda * Treasurer Report * Consultant Reports | * Announcements * Board Representative Duties |

***WELCOME***

The meeting was called to order by Jennifer McKeever (President) at 6:59pm. Board introductions were made. 12 team representatives were present. Jeremy Edwards attended as a sub for ACAC and Ryan Ritter was a sub for BHSC. Jeremy is the coach for ACAC and would not be allowed to vote if one were called. All Executive Committee members were present. BH-JSL, Officials/Seed/Registrar, and Software consultants were not present.

***ANNOUNCEMENTS***

Kristin Wray (Secretary) provided housekeeping information regarding the in-person meeting procedures (parking, seating, sign-in sheet, name placards, etc).

Jennifer reminded the Board that the Social Media consultant position is still vacant and needs to be filled.

Kristin then provided a review of the consent agenda – a time saving tool the board adopted in 2022. Each board member is expected to read the consent agenda materials when they are sent prior to the meeting. Questions should be brought forward immediately (via email to the President). If a board member wishes to move an item to the main agenda, they can do so when the meeting is called to order. See Addendum A.

***CONSENT AGENDA APPROVAL***

Jennifer noted the meeting agenda, treasurer audit, announcements, and board rep duties are included in the consent agenda. FAST made a motion to approve the consent agenda and LG provided a second. The motion passed unanimously.

***CONSULTANT REPORTS FOR REVIEW***

***Proposed Board Reorganization and Consultant/Advisor Adjustments – 1st Reading***

Bob Garland (Advisor) met with the Executive Committee off season and let them know this was his last full year as board consultant/advisor. They approved a list of suggestions as to how to spread his duties amongst other board members. He is kind enough to oversee his transition while he is still active on the board. He suggests a slight restructuring of the Board.

The Executive Committee will be:

* 5 officers
* Champs Meet Chair
* Dual Meet Chair

Consultants will be renamed ‘Advisors’ and be the following:

* BH-JSL
* Officials
* Rules Judge
* Seeding/Registrar
* Social Media
* Software
* Web Page

If approved at a future meeting, the above, plus the team representatives, would comprise the Board going forward.

***Proposed Rule Changes – 1st reading***

Bob presented the 1st reading of proposed rule changes (Addendum B) and opened the floor for discussion. FAST asked if the scholarship money could be allotted per team, or another procedure, to allow for each team to have a chance at receiving a swimmer scholarship before all allotted funds are used. Bob pointed out that the scholarship money was not touched in 2022 and had not run out in many years. He encouraged the board to bring this up when voting on the rules if it is important to them. Further discussion was related to volunteer minimum age. Team reps pointed out that USA Swimming allows for volunteers to be 12 and above (vs proposed 15). Finally, a clarification discussion was held in regard to the false start changes. All proposed changes will be discussed/voted on at the next meeting.

***Proposed Championship Venue***

Christina Meyer (Champs Consultant) explained how a security issue at UVA Aquatic Fitness Center (AFC) caused UVA to change policies pertinent to our future use. Examples include: JSL must become a ‘covered program’ by requiring parent volunteers to have additional certifications (minimum 20 minute training) background checks, and more. Most crucial to JSL Champs procedures is that the AFC will now require all children 17/under to have a parent with them at ALL times (even on deck).

Champs committee suggests moving the Championship meet to the Brooks Family YMCA. Christina outlined how the facility is more than adequate to host a meet this size and is $1500 below the AFC cost. Bob supported this decision as a consultant who has attended and helped organize many JSL Championship meets.

KWC made a motion to move JSL Champs to the YMCA, and FAST provided a second. The motion passed unanimously.

Champs committee 2023 host teams are BHSC, CITY, FAST, KWC. Christina asked that teams provide their volunteer name/contact info by the March board meeting.

***Proposed Meet Schedule***

Bob presented the draft dual meet schedule. Since the schedule creation, FAST notified Bob that they can host meets this year (vs. traveling each meet). The FAST rep asked for permission to meet with the Division 3 coaches and reps and bring a new Division 3 schedule to the board in Feb.

LG made a motion to approve Division 1 and Division 2 schedule. HM provided a second. The motion passed unanimously.

***OLD BUSINESS***

***Inclusion Committee***

Ann Tuzson (CITY) shared the intention of the Inclusion Committee to clarify team information on the JSL website. Currently each team provides different information pertaining to their club membership requirements, practice times, etc. A suggestion was made to create a form for teams to complete and then make current team pages on JSL website uniform with the collected information.

***NEW BUSINESS***

None.

***Action Items***

* *Check with coaches, team committees, etc regarding proposed bylaw changes – vote held at March board meeting*
* *Host teams find volunteer to serve on Champs Committee for 2023*
* *Next meeting Feb 26, 2023 – find sub for your team if you cannot attend*

Respectfully submitted,

Kristin Wray, JSL Secretary

**Addendum A**

**Consent Agenda Procedure**

**WHAT IS IT?**

The **consent agenda** is a SINGLE ITEM that encompasses all the things the board would normally approve with little comment. Items that might be included in a consent agenda include:

* Announcements
* Minutes (secretary report)
* Financials (treasurer report)
* Schedule or procedure announcements/changes that have previously been discussed
* Time/date of certifications, trainings, meetings, etc.
* Bylaw changes (second reading) that need no further discussion
* Committee/consultant reports not needing discussion

**HOW USED?**   
The following procedure will be used for the JSL meeting consent agenda. Please pay close attention to the difference between *items for question/clarification* and *items for discussion*.

1 - The consent agenda items will be sent one week prior to the scheduled JSL meeting.

2 - All board members (including executive committee, team representatives or subs, and consultants) should carefully review all consent agenda items.

3 – ***Questions/clarifications*** - should be directed to the President **BEFORE** the meeting – preferably within 48 hours of receiving the consent agenda items.

4 - The President directs the question to the appropriate board member and the response shall be returned to all board members before the meeting. If the question/clarification is resolved, the item remains on the consent agenda.

5 – ***Further discussion needed*** - If a board member disagrees with a consent agenda item, or believes an item deserves further discussion, NOTHING is done prior to the meeting. Instead, when the consent agenda is presented, the board member requests the item be pulled from the consent agenda using “Mr. President, I would like to request that the Item ‘x’ be pulled from the Consent Agenda for discussion.” The President immediately moves this item to the regular agenda.

5 – Once any/all/no items are removed from the consent agenda, a motion and second from the floor is needed to approve the consent agenda. The President will use a yay/nay vote to approve.

6 – Below is a sample meeting agenda using the consent agenda tool:

1. Call to Order/Welcome
2. Consent Agenda (list of items)
3. Old Business
4. New Business
5. Committee Reports for Discussion
6. Consultant Reports for Discussion
7. Adjourn

**Addendum B**

January 2023 Suggestions

**Under ARTICLE II: BOARD** (Requires 75% approval)

1. The members of the League Board will consist of five officers, the Chair of the Champs Committee, the Chair of the Dual Meet Committee, appointed ~~consultants~~ Advisors, and one voting representative from each swim team duly selected by that team for a 1-year term beginning on January 1. Any team failing to provide their Representative’s name and contact information by that date will incur a $100 fine. The phrase “all representatives” means the total number of team representatives on the Board. *(Revised, 2023)*

# First part is reorganization of the Executive Committee. Hopefully, the second part would encourage teams to have a Representative by January 1.

**ARTICLE III: OFFICERS** (Requires 75% approval)

1. The Board Officers will consist of a President, Vice-President, Secretary, Treasurer, and Immediate Past President. All but the Immediate Past President must be elected in September and all will serve one-year terms beginning on January 1st. The Board Officers, Chair of the Champs Committee, and Chair of the Dual Meet Committee will comprise the Executive Committee. The President must have prior JSL Board experience. The Vice-President, Secretary, and Treasurer can be elected from the Board or from other interested individuals. If possible, the Vice-President will be President Elect and will serve as President for the following year. *(Revised, 2015)*

# Reorganization of the Executive Committee.

6. The Executive Committee may appoint a ~~Parliamentarian~~ Rules Judge to a one- year term. The ~~Parliamentarian~~ Rules Judge will have sole authority in rules and bylaws interpretation and may not be a voting member of the Board or a member of the Executive Committee. The ~~Parliamentarian~~ Rules Judge rulings may be overturned by a 75% majority of the full Board. *(Revised, 2010)*

# Change Parliamentarian to Rules Judge and increase requirement to overrule.

## Under Article IV

3. The League may purchase outright or share ownership of certain equipment (such as, but not limited to computers, software, start systems, watches, etc.) with each team. The League may purchase supplies (such as, but not limited to ribbons, forms, labels, etc.) for use by the teams.

Maintenance and repair of equipment (or replacement if beyond repair) and replacement of lost or damaged supplies will be the responsibility of the individual team. Repairs covered by warranty will be facilitated by the League. (rest remains the same)

# Teams to pay for lost or damaged supplies provided by JSL.

11. The Board shall maintain a financial assistance fund in the amount of ~~$500.00~~

$1,500 available on a first-come-first-served basis to defray the full cost of the JSL registration fee for up to 10 individual eligible swimmers per team. (rest remains the same) *(Revised 2023)*

# My records of this only go back to 2013 when the JSL registration fee was $11. Obviously, at that time, the $500 would cover the registration fees for 45 swimmers. Now that the registration fee is $30, that same $500 only covers 16 swimmers. It seems to me that the financial assistance fund should be increased to at least $1,500 which would cover 50 swimmers.

## Under ARTICLE V

11. Organized practice with a JSL coach present is not allowed in the ~~Aquatic and~~ ~~Fitness Center~~ YMCA after the first meet of the season. Teams found in violation will forfeit 100 points at that season's Championship. *(Revised 2023)*

# Anticipating a change in venue, we will need to change this rule. This does not prohibit swimmers who belong to the Y from swimming there at any time.

Subsequent discussion by the Executive Committee has suggested that this rule may have to be eliminated.

## Under ARTICLE VI

1. The regular season schedule will consist of the “IM/FR” or “MR/LF” formats which list the official events for the meet with each team scheduled as close to an equal number of each format and home and away meets as possible. Additional exhibition events may be added to a meet, or the event order, time, date, or location of a meet may be changed by mutual agreement of the competing teams’ JSL Representatives up to one week prior to the first meet of the season. After that date the event order, time, date, or location of a meet may be changed and additional exhibition heats or events may be added by mutual agreement of the Home and Visiting teams’ Meet Directors, preferably prior to the deadline for meet entries. *(Revised, 2015)*

# Clarification that it’s possible to change after the deadline.

8. The home team is responsible for watches, CTS Starting system, and coordinating qualified officials and all volunteer positions with equal participation by each team. Minimum age for all volunteers is 15. There must be three timers assigned to each lane.

*(Revised, 2023)*

# Clarifies the age of volunteers.

15. No false starts are allowed in any age group, but the disqualified swimmer(s) will be allowed to swim the event. The Referee shall otherwise follow the rules under Article 101.1.3 of [USA Swimming Rules and Regulations.](https://www.usaswimming.org/docs/default-source/rules-regulations/2021-mini-rulebook.pdf) *(Revised, 2023)*

Conforms with USAS Rules and Regulations with the exception that the swimmer(s) committing the false start and disqualified will be allowed to swim the event. This is particularly a problem at Champs where there is no false start rope. It will be much better to have the same rule throughout the season.