

USMS Convention — Atlanta, Georgia 2016

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| Committee Name: | Finance Committee | Session #: | 1 |
| Committee Chair: | Jeanne Ensign | Vice Chair: | Harry Greenfield |
| Minutes recorded by: | Harry Greenfield | Date/time of meeting: | September 21, 2016 4:00 P.M. |

Actions Requiring Approval by the HOD:

1. None

Motions Passed:

1. **MSA to approved minutes of the 9/8/2016 conference call.**
2. **MSA to ratify the minutes of the meetings held since the prior convention.**
3. **MSA to accept Dawson's budget change recommendation.**
4. **MSA to support the dues increase for Clubs and workout groups.**
5. **MSA approved the changes to FOG V A 5.**
6. **MSA approved the changes to FOG B 1 b.**
7. **MSA approved the changes to FOG IX A.**
8. **MSA approved deletion of FOG XII G and recommend it be included it in the Employee Handbook.**

Number of committee members present: 13

Absent: 1

Number of other delegates present: 20

Committee members present (list all, including chair and vice chair): Jeanne Ensign, Harry Greenfield, Tom Boak, Elyce Dilworth, Phil Dodson, Lazlo, Eger, Jack Groselle, Peter Guadagni, Homer Lane, Sarah Welch, Laura Winslow, **Also present:** Ralph Davis, treasurer, Susan Kuhlman, CFO

Committee Members Absent: Jon Blank

Minutes

The meeting was called to order at 4 pm.

1. Welcome and Introductions
2. **MSA to approve minutes of the 9/8/2016 conference call.**
3. **MSA to ratify the minutes of the meetings held since the prior convention.**
4. Review over budget requests since prior convention: There was one over budget request made which was to change the accounting assistant position from part time to full time.
5. Audit Committee Report - Elyce Dilworth: The Audit Committee met in early June in Sarasota. USMS' outside auditors, Kerkering & Barberio issued an unmodified opinion on the 2015 USMS Financial Statements.
6. Treasurer's report - Ralph Davis: USMS has healthy reserves; its investments earned \$140,000 for the year.
7. Investment Committee - Phil Dodson: Investments are up 6.2% this year. Swimming Saves Lives is up over 7%. USMS financial assets are in good hands.
8. CFO Report - Susan Kuhlman: Susan presented an audit summary prepared by USMS' outside auditors, Kerkering & Barber that they presented to the Board of Directors at their July meeting.

Susan then presented the Budget Assumptions that were presented to the Board at their July meeting by the National Office.

Significant changes occurred during the year: the staff moved in January to new offices and for the first time in a year and a half all of the staff is in the same building, USMS hired a new Executive Director, Dawson Hughes, and USMS elevated a part time accounting staff position to full time.

9. Budget Review: Jeanne provided a summary of the results of the Board of Directors meeting today. The Board agreed with the Finance Committee's recommendation that the College Club initiative and Fitness Program Development costs be paid from Opportunity Reserve funds. The Board thought that the Website Redesign, Social Media, Mobile App and IT Infrastructure Review costs be paid for from operating funds, not the Opportunity Reserve funds, as it is an ongoing expense. This change decreased the net operating income by \$4,000 resulting in a budget deficit. Dawson proposed to increase membership revenue by \$4,100 (100 members) which is 0.2%. This would result in a positive net income from operations of \$327. **MSA to accept Dawson's budget change recommendation.** Motion carried unanimously.

Phil raised an issue about the increase in club and workout group dues. There was discussion of the cost to USMS and related income. USMS spends an average of \$63 in direct costs per club or workout group, plus the use of USMS' brand.

MSA to support the dues increase for Clubs and workout groups.

10. FOG Edits

The Board, during their July meeting, accepted the changes recommended by the Committee. At that time they asked that the committee review five areas. The amendments are attached at the end of these minutes. The FOG changes will be forwarded to the Board of Directors for their approval.

MSA approved the changes to FOG V A 5.

MSA approved the changes to FOG B 1 b.

The change to FOG V B 1 c. was tabled to until the next meeting for revised wording.

MSA approved the changes to FOG IX A.

MSA approved deletion of FOG XII G and recommend it be included it in the Employee Handbook.

11. MSA to recess until September 22 at 11:30 am.

The meeting was recessed at 5:30 pm

FOG Changes

FOG V.A.5

Volunteers seeking reimbursement for travel shall submit the Reimbursement Voucher, with receipts, to their respective Budget Control Head for approval. In the absence of their Budget Control Head, their Vice-President, the Treasurer, or the CEO may approve such budgeted items. All travel for Volunteer members, not budgeted for, shall require prior authorization by the President, Treasurer or designee. Upon approval, the Budget Control Head, Vice-President, Treasurer, or CEO shall forward all requests received for expense reimbursement, including receipts, to the CFO for processing. Requests may be sent either electronically or by mail. In the absence of the CFO, the reimbursement may be submitted to the CEO;

Rational: To clarify language.

FOG V.B.1.b

National Championships – Travel expenses for the following individuals for their presence at the National Championship pool meets shall be reimbursed: President, CEO, select members of the Championship Committee (for both pre-meet and meet visits) and select members of the National Office (at the discretion of the CEO). Officials and Officials Committee and Rules Committee Chairs or designees shall receive stipends to offset a portion of their travel costs. Travel expenses for liaisons to Open Water Championships for their presence at events shall be reimbursed.

Rational: To clarify language and to re-instate reimbursement for Championship Committee liaisons pre-meet onsite visits. This was inadvertently left out of the 2014 rewrite but the practice of reimbursing these individuals has continued in the interim.

FOG IX.A.

See the USMS Reserve Funds Policy for detailed information regarding the Operating Reserve, Operating Reserve Ratio, Opportunity Reserve and the purpose, policy, monitoring and use of these funds.

Rational: Reference to the USMS Reserve Funds Policy will prevent having to change FOG if changes are made to the USMS Reserve Funds Policy. There is no need to have the detail in both places.

FOG XII.G.

Rational: Inclusion in the Employee Handbook is more appropriate.
