

# USMS Convention—Dallas, Texas. 2010

<b>Committee Name:</b> Finance	<b>Session #:</b> 1	<b>Report #:</b> 10
<b>Committee Chair:</b> <b>Homer Lane (absent; Sarah Welch chairing)</b>	<b>Vice Chair:</b> <b>Sarah Welch</b>	
<b>Minutes recorded by:</b> <b>Margaret Bayless</b>	<b>Date/time of meeting:</b> <b>Sept 16, 2010 / 3:15 – 4:45 PM</b>	

## Actions Requiring Approval by the HOD:

1. None

## Motions Passed:

1. Committee approved minutes of September 9 conference call.
2. MSA Add \$10,000 in the 2011 Open Water Committee Budget for Open Water clinics.
3. MSA to accept the 2010 over-budget request of \$45,000 net of an anonymous donor income match of \$1 for each \$3 of USMS funds for a net cost to USMS of \$33,750 for Foundation Start Up Costs request submitted by the BOD.

<b>Number of committee members present: 15</b>	<b>Absent: 1</b>	<b>Number of other delegates present: 9</b>
<b>Committee members present: Elyce Dilworth, Jill Gellatly, Betsy Durrant, Joanie Campbell, Margaret Bayless, Dave Burgio, Rob Copeland, Fred Nelis, Lucy Johnson, Conrad Johnson, Jeanne Ensign, Phil Dodson, Tom Boak, Chair, Homer Lane (by telephone conference call), Sarah Welch, Vice Chair, Ralph Davis, Ex-Officio and Susan Kuhlman, Ex-Officio</b>		

## Minutes

The meeting was called to order at 3:20 PM September 19, 2010

Treasurer's Report: Ralph Davis – summarized the report in the conference packet

Controller's Report: Susan Kuhlman – summarized the accomplishments of 2010 to date.

- New cash disbursements policy implemented.
- Audit committee & Investment committees added.
- Full year forecast completed, consistent with new FOG requirement.
- Worked with the Comp & Benefits Committee to modify benefits/providers to bring expenses back to the budget.
- Review of 2009 financial statements by outside auditors – summary report from outside auditors was distributed.
- Thanked the former controller (Margaret Bayless) who provided 2009 financials in good order and helped in handover of accounting function.
- Plans through Year End: installing new accounting software. The National Office will be live on new software effective 1/1/2011.

Audit Committee report – Jill Gellatly: Refer to report from convention packet. Thanked Susan for help getting through 2009 review & selection of outside auditors. Minutes from meeting will be in tomorrow's packet. The Audit Committee directed the Finance Committee to complete the Manual of Accounting Procedures as soon as possible.

Investment Committee report – Dave Burgio: Refer to Investment Committee Report.

2011 Budget: The committee began its review of the 2011 budget.

Rob Butcher comments: original budget submitted was revised and resubmitted to adjust some line items and add priorities. Rob presented the importance of the IT staffing initiative for part-time and fulltime programmers included in the budget; the addition of an open-water event contractor (\$20K budget): continued support of open water championships; support for the H2Open series, look at OW events or areas where there's an opportunity for growth (events, clinics etc.)

Open Water discussion (Lynn Hazlewood chair): presented handout chart showing the relationship between the Open Water Initiatives, the USMS goals. She described the new initiatives for 2011: the \$1,000 budget for expenses & \$20,000 for contractor & the continuation of \$20,000 for H2O Open Series. The Open Water Committee had a proposal that was originally included in the budget but was subsequently removed which would add \$25K budget line item for swimmer training clinics and swim caps and other promotional materials. **MSA Add \$10,000 in the 2011 Open Water Committee Budget for Open Water clinics.**

2010 Over-Budget Request:

Doug Church presented an Over Budget Request for Foundation Start-Up costs: Request is to fund a professional, sound plan to raise a \$10M endowment fund; cost is \$175,000. Broken into 3 phases; 1<sup>st</sup> phase = Sept 2010 – Feb 2011 after which a review will be conducted to assess progress towards stated goal and decide if project should continue. Cost to USMS is \$33,750 for 2010 & \$97,500 in 2011 because a portion of the \$175,000 cost will be covered by an anonymous donor. Detail of Phase 1 costs: include professional services, prospect research, travel, supplies. **MSA to accept the 2010 over-budget request of \$45,000 net of an anonymous donor income match of \$1 for each \$3 of USMS funds for a net cost to USMS of \$33,750 for Foundation Start Up Costs request submitted by the BOD.**

The meeting was recessed at 4:55 pm.