Board Members in Attendance:
Greg Guldin, Woodberry Forest, President
Evan Stiles, St. Stephen’s/St. Agnes, Meet Coordinator
Jeff Scott, Hampton Roads Academy, Eastern Representative
Rod Montrie, Madeira School, Northern Representative
Mike Peters, Collegiate School, Central Representative
Brad Connors, St. Anne’s-Belfield, Blue Ridge Representative
Jim Koehr, Seton School, Secretary
Dick Kemper, VISAA President
Donna Satterwhite, VISAA

Officers not Present:
Shannon Fisher, Christchurch School, VISAA Liaison to Swimming and Diving
Jeff Sullivan, Williamsburg Christian Academy, Webmaster
Diane Maiiese, Trinity Episcopal and Collegiate School, Diving Coordinator

Location:
St. Christopher’s School, Richmond, VA

Agenda:
1. Future Meet Venues
2. Championship Meet Items
3. Diving
4. Update on Entry Fee Proposal
5. Technology Solutions
6. State-wide meets next season

Decisions/Conclusions:
A. Future Meet Locations
   1. 2020-2022, Christiansburg Aquatic Center
      i. We have a draft contract for 2020 and 2021, and we are confident that we can extend this
to 2023 if necessary.
      ii. Beyond that, it will get very tight again.
         1. The Collegiate Aquatic Center appears to have priced themselves out of our price
range, particularly since they don’t have a diving facility.
   2. We would like to ask for written clarification on the guidelines for securing venues for State
championship events, and are there venues to which the VISAA Executive Committee is
prohibiting us from going.
B. VISAA State Championship Meet
   1. Hosting the State Championship Swim and Dive Championship is a massive job. We have an on-
going challenge of finding meet hosts.
      i. It’s the toughest volunteer job in swimming
      ii. The VISAA allows a $675 stipend for the Meet Director
         1. We voted to accept this stipend
         2. We have always run our State Championship with all volunteers, so this is a break
from that long time precedent. We hope to limit it to just the Meet Director.
iii. For the future, we will use the Regional Representatives as subcommittee chairs to better support the Meet Director.

iv. One idea that was discussed and not adopted was that Boy and Girls Division I and Division II winners are automatically the group that hosts the State Championship the following year.

2. We need to make sure we do a better job of getting the meet announcement out on time.
   i. The problem this past year with the time it took for a review of the lengthy document by our committee
   ii. Once the meet announcement is published, we are bound by it

3. Here are the financial results from our meet this past year:

<table>
<thead>
<tr>
<th>2018 VISAA Swimming and Diving Championship</th>
<th>Meet Budget vs. Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>Budget</td>
</tr>
<tr>
<td>VISAA School Fees</td>
<td></td>
</tr>
<tr>
<td>Game Receipts</td>
<td>$10,010</td>
</tr>
<tr>
<td>Catering/Returns</td>
<td>$ -</td>
</tr>
<tr>
<td>Vendor/Returns</td>
<td>$ -</td>
</tr>
<tr>
<td>Sponsorships</td>
<td>$ 1,500</td>
</tr>
<tr>
<td>In-Kind Donations</td>
<td>$ -</td>
</tr>
<tr>
<td>In-Kind Donations</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>$12,310</td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
</tr>
<tr>
<td>Food Rental</td>
<td>$ 8,644</td>
</tr>
<tr>
<td>Event Staff</td>
<td>$ 2,200</td>
</tr>
<tr>
<td>Officials</td>
<td>$ -</td>
</tr>
<tr>
<td>Timers</td>
<td>$ 640</td>
</tr>
<tr>
<td>Trainer</td>
<td>$ 811</td>
</tr>
<tr>
<td>Hospitality</td>
<td>$ 680</td>
</tr>
<tr>
<td>Catering</td>
<td>$ 1,167</td>
</tr>
<tr>
<td>Officials</td>
<td>$ -</td>
</tr>
<tr>
<td>Concessions</td>
<td>$ -</td>
</tr>
<tr>
<td>Coach's Parking</td>
<td>$ 400</td>
</tr>
<tr>
<td>Parking</td>
<td>$ 1,600</td>
</tr>
<tr>
<td>Signage</td>
<td>$ 500</td>
</tr>
<tr>
<td>Flowers Set/Key Personnel</td>
<td>$ 160</td>
</tr>
<tr>
<td>Meet Promotion/Supplies</td>
<td>$ 750</td>
</tr>
<tr>
<td>Photography</td>
<td>$ 500</td>
</tr>
<tr>
<td>Officials/Signs</td>
<td>$ -</td>
</tr>
<tr>
<td>Awards</td>
<td>$ 2,000</td>
</tr>
<tr>
<td>All State Certificates</td>
<td>$ 120</td>
</tr>
<tr>
<td>Travel</td>
<td>$ -</td>
</tr>
<tr>
<td>Steamming</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>$19,375</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>($7,065)</td>
</tr>
</tbody>
</table>

4. Here are the calculations for next year’s qualifying times. These times were approved by the Committee:

- **Men**
  - **200 IM**
  - **200 Free**
    - 2016: 1:47.50, 2017: 1:46.34, 2018: 1:46.72, 2019: 1:47.45
  - **200 Back**
  - **200 Breast**
  - **200 Free Relay**
    - 2016: 1:42.34, 2017: 1:42.34, 2018: 1:42.10, 2019: 1:42.10
  - **200 Medley Relay**
  - **200 Medley**
    - 2016: 2:01.49, 2017: 2:01.49, 2018: 2:01.49, 2019: 2:01.49
  - **200 Freestyle**
    - 2016: 1:42.34, 2017: 1:42.34, 2018: 1:42.10, 2019: 1:42.10
  - **200 Backstroke**
  - **200 Breaststroke**
  - **200 Butterfly**

- **Women**
  - **200 IM**
    - 2016: 2:32.77, 2017: 2:32.95, 2018: 2:34.19, 2019: 2:34.19
  - **200 Free**
  - **200 Back**
  - **200 Breast**
  - **200 Medley**
  - **200 Freestyle**
    - 2016: 1:42.34, 2017: 1:42.34, 2018: 1:42.10, 2019: 1:42.10
  - **200 Backstroke**
  - **200 Breaststroke**
  - **200 Butterfly**

- **Diving**
  - **Men**
  - **Women**
5. Improvements for next year’s meet at Jeff Rouse Swim and Sport
   i. We will be renting the gym for next year so teams have a place to set up team areas for a place to hang out and store swim bags
   ii. We need to improve the PA system so everyone can hear
   iii. Some of our costumes (e.g. boas) left a mess behind. We need to show more respect for our facility hosts

6. Coach of the Year voting
   i. We piloted a new process last year that increased the emphasis on year-long performance and sportsmanship
   ii. We were a little disappointed in the level of participation, but as coaches get used to it, we expect improved participation
   iii. We will make no changes to the process for next year.

C. Diving
   1. Our Diving Coordinator, Diane Maiese, has been working toward a better defined qualification standard for States
   2. The proposal discussed includes:
      i. All divers must have participated in 50% of the team’s regular season
      ii. All 11 dives must have been successfully completed in a high school meet during the current season
         1. “Successfully completed” will be defined as a minimum score net judge’s score of no less than 9.0 (with 3 judges).
         - There was some discussion that, because a score of less than 3.0 indicative of a dangerous dive, should the requirement be that no judges score is less than 3.0?
         2. AAU and US Diving scores will not count in order to be consistent with the qualification standards for swimming where USA times do not count
   3. The question will be referred back to the Diving Coordinator who will report back with a recommendation to be approved at our October meeting

D. Update on Entry Fee Proposal (Gregory Guldin)
   1. Two years ago, our committee proposed a way to finance the Meet to shift the burden for the cost of the meet from the parents who travel to attend (i.e. a very large gate fee) to an entry fee system that schools pay based on the entries.
   2. Dick Kemper announced that the VISAA Executive Committee has accepted our proposal of financing the meet with an entry fee.
   3. The new entry fees for the State Championship meet beginning in 2019:
      i. $6 per individual entry
      ii. $30 per relay entry
      iii. $5 per swimmer
      iv. A $400 cap per VISAA member (boys and girls combined as one team, not separate)
   4. We were pleased to see that VISAA accepted our entry fee proposal, but we were very disappointed that VISAA did not use this source of funding to eliminate the exorbitant gate fee
      i. Our meet last year used 120 volunteers who all paid for their own hotels and travel
         1. Volunteers include the VISAA Swimming Meet Hosts who have never charged for their services.
         2. Some of the coaches involved are actually volunteer coaches also.
      ii. The Gate fee has been contentious enough that we’ve had to hire a professional firm, RMC Events, to collect the fee.
         1. In 2018, RMC Events cost VISAA 15% of the gate to collect it.
         2. These gate fees are far outside of the norm for large-scale swimming meets
5. Greg reported that VISAA has rejected our proposal for a reduced gate fee.

E. **New Technology Solutions for our Committee**
   1. On-line ticket purchases with Ticket Spicket
      i. VISAA has adopted Ticket Spicket, a digital solution to facilitate the purchase of tickets to our State Championship meet
      ii. It also provides a way to upsell sponsorships and give sponsors recognition
         1. We need to flesh out how we can best take advantage of this functionality
      iii. We will use this for next year’s meet.
      iv. [www.ticketspicket.com](http://www.ticketspicket.com)
   2. Top 16 Reporting with Swim Cloud
      i. We saw a presentation from Swim Cloud who has a technology built into our Meet Manager software to report the VISAA Top 16 times in near real time.
         1. Each VISAA team will have their own page
         2. It is also capable of creating team rankings
      ii. Currently we report our Top 16 times through the hard work of Kerri Burckbuchler of St. Margaret’s
         1. One of our biggest problems is meet results that include non-VISAA teams.
            - With a pre-populated list of VISAA schools, this problem will be solved
         2. This will still require meet hosts to be diligent about reporting results
   3. VISAA.com
      i. Our swimming webmaster Jeff Sullivan is not updating a google calendar on the site showing all of the meets for VISAA schools.
         1. Please send him your meet schedules at sullivanj@williamsburgchristian.org

F. **State-Wide Meets for Next Season**
   1. **Northern Virginia Catholic High School Invitational Championship – Saturday, January 12\textsuperscript{th}, 2019** at the Freedom Center in Manassas, VA
      a. Open to all Catholic High Schools in the northern half of Virginia
      b. Contact Coach Jim Koehr at [Coach@KoehrFamily.com](mailto:Coach@KoehrFamily.com)
   2. **Seton Junior Varsity Invitational – Saturday, January 26\textsuperscript{th}, 2019** at the Warrenton Aquatic and Recreation Center in Warrenton, VA. First warm-up at 3:00 pm.
      a. Open to swimmers grades 6 – 9 as well as older swimmers who do not normally score in varsity competition.
      b. Contact Coach Jim Koehr at [Coach@KoehrFamily.com](mailto:Coach@KoehrFamily.com)
   3. **VISAA Division II Invitational – Saturday, February 2\textsuperscript{nd}, 2019** at the Freedom Center in Manassas, VA
      a. Open to all VISAA Division II schools
      b. Championship meet environment with medals in each event plus team trophies
      c. Up to 4 entries per individual event per team
      d. Contact Coach Jim Koehr at [Coach@KoehrFamily.com](mailto:Coach@KoehrFamily.com)
   4. **VISAA State Swimming and Diving Championships – Friday and Saturday, February 15-16, 2019** at the Jeff Rouse Swim and Sport Center, Stafford, VA
      a. Per our updated By-Laws, the final meet announcement will be posted by 6:00 p.m. on the 2\textsuperscript{nd} Monday in January.

**Actions:**

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ask for written clarification on the guidelines for securing venues for State championship events</td>
<td>Greg Guldin</td>
<td>May 31\textsuperscript{st}</td>
</tr>
</tbody>
</table>
Next Meeting:
Friday, October 5, 2018 at 10:00 at St. Christopher’s School