

**Pacific Swimming BOD Executive Committee Meeting  
Agenda April 2, 2020**

**Attendance:**

David Cottam	X	<b>Zone Reps</b>		4 – Jerry Rudd		<b>Guests</b>	
Leo Lin	X	1N - Larry Rice	X				
Veronica Hernandez	X	1N Laura Mitchell	X	<b>Athlete Reps</b>			
Daniel Cottam	X	1S - Mark Taliaferro	X	Jivana Nagpal	X		
Kyle Kikuta	X	2 - Peter McNamara	X	Taylor Rohovit	X		
Marie Lin	X	3 – Debbi Tucker	X	<b>Staff</b>			
Mary Ruddell	X	4 – Jim Morefield	X	Cindy Rowland	X		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION - ACTION	FOLLOW UP DATE
<b>Meeting Called to Order</b>	Meeting was called to order by David Cottam at 7:30 PM Meeting via Go To Meeting		
<b>Approval of Exec. Minutes</b>	January 15, 2020 Meeting Minutes March 25, 2020 Meeting Minutes	[ X ] Approved [ ] Approved as Corrected	
<b>New Business</b>	<p><b>Payroll Protection Plan Under the CARES Act/SBA Loan - Mary Ruddell</b> Mary Ruddell and Cindy Rowland have been in touch with Chase, our banker, our auditor and our accountant, and webinars to examine this program and the requirements:</p> <ol style="list-style-type: none"> <li>1. Employers must keep all their employees and/or rehire them by June 30th if they have been let go</li> <li>2. They must apply for the loan with the bank they do business with - ours is Chase</li> <li>3. This is for non-profits and 75% of the loan must be used on payrolls over the 8 weeks after the funding date for the principal of the loan to be forgiven (not the interest on the loan)</li> <li>4. The loan will be 2.5 x the average monthly payroll (ours is \$22,000 to \$23,000 per month so we would be applying for approximately \$55,000)</li> <li>5. No required payments on the loan are expected for the first 6 months, and Chase is expecting the interest to be approximately 4%, with a 10 year payment plan</li> <li>6. We need to show our business is impacted - we have no revenue coming in but still have payroll, office rental (\$1377), utilities, rental of storage space (\$450/month), staff phones (\$158/month), conference calls (varies depending on use). We pay Go to Meeting annually which we already paid (\$468/year) but we needed to pay an additional \$120 in order to increase the number of participants so we can have</li> </ol>	Mary will apply for the PPP Under the Care Act as soon as Chase puts the application on-line	

	<p>meetings like this one. In normal circumstances we would have been bringing in over the 3 months, a revenue of about \$80,000.</p> <p>We are well placed to get one of the loans relatively quickly, hopefully within 4-5 weeks (while many of our clubs will have a harder time getting through the process. We encourage all our clubs to apply as nonprofit small businesses and we will try to tutor the clubs in how to apply to their banks).</p> <p>Getting that money will free up more of our reserves to be used to help those clubs in our LSC who are in extreme financial difficulty caused by the pandemic.</p> <p>Motion passed to allow Mary Ruddell to apply for Pacific, as soon as it opens ( Motion 2003MR 01 Approval to apply for PPP Under the CARES Act/SBA Loan). (see below)</p>		
	<p><b>Club Assessment Surveys - Cindy Rowland</b></p> <p>She received 68 responses of around 120 some clubs</p> <ol style="list-style-type: none"> <li>1. About 22 clubs have 3 months of reserve, 16 with 2 months reserve, 1 with 1 month reserve. Several clubs are shut down and will pick up when this is over. Some are significantly impacted and some we have been unable to contact.</li> <li>2. Requests for relief vary from help with paying coaches, being relieved of paying Pacific's portion when they run meets in the near future</li> <li>3. There are some teams where the survey bounced back and there is a need to figure out how to reach them</li> </ol> <p>It was decided that the information from this survey needs to go to all the Zone Chairs, along with the list of clubs that have not responded, so they can follow up and figure out what the Zones can do to help their clubs before accessing Pacific Funds.</p> <p>Veronica suggest the information be placed on an excel spread sheet so it can be arranged in appropriate categories so we can begin to figure out priorities, and specific ways of providing support.</p> <p>Cindy will make sure all the Zone Chairs, the Vice Chair of Operations and the General Chair will have the information from the Survey.</p>	<p>Cindy Rowland will put survey information on an excel spread sheet and disseminate it to Zone Chairs and Vice Chair Operations, Vice Chair Development and General Chair</p> <p>Zone Chairs will follow up with the Teams in their Zone that have not responded yet.</p>	
	<p><b>Town Hall Meetings - David Cottam</b></p> <p>At the Mighty Mega LSC Conference call it was suggested as both helpful and morale building to have Town Hall Meetings where Coaches and other members of USA Swimming can share information and support each other.</p> <ol style="list-style-type: none"> <li>1. It was agreed that Town Hall Meetings organized for the Zones by the Zone Chairs would be good for transfer of information and for accessing how</li> </ol>	<p>Zone Chairs will set up Town Hall Meetings for their Zones</p> <p>Mary Ruddell will be prepared to disseminate information to</p>	

	<p>people are doing</p> <ol style="list-style-type: none"> <li>2. If possible, Mary Ruddell will try to be present at the first Town Hall Meeting for each Zone to give a tutorial on how to apply for PPP under the CARES Act. We will try to video tape her first presentation and then have it posted on the website so Coaches and Teams can access it as they need it.</li> <li>3. Each Zone will try to garner what the most Frequently Asked Questions will be and we will post that on the website as well.</li> <li>4. Debbi Tucker indicates, she and Kevin Twohey are pretty swamped by their regular jobs in hospital and emergency and will have difficulty setting up a Town Hall</li> <li>5. It was agreed that Zone 3 and Zone 4 can combine to have a Town Hall Meeting.</li> </ol>	<p>Teams and Coaches regarding PPP under CARES Act</p>	
	<p><b>Might Mega LSC Conference Call - Leo Lin</b></p> <ol style="list-style-type: none"> <li>1. There was discussion in this conference call suggesting that LSCs give the LSC money which they plan to use to aid their teams, to the USA Foundation, allowing the Foundation to determine the distribution in order to provide equitable distribution and eliminate bias regarding conflicts of interest within the LSC. This was not supported by this Executive Committee. Comments included: this would be too cumbersome, concern about what would happen to the money, the LSC knows their teams better so they could provide the most effective use of the limited funds, and agreement that the LSC had sufficient maturity and objectivity to set priorities and distribution appropriately, even if this meant not being able to get matching funds from USA-Swimming.</li> <li>2. USA Swimming has decided they will begin sanctioning USA Sanctioned Meets, (such as Sectionals, Grand Prixs, Junior and Senior National) only when the whole country would be open and able to have meets. We in the LSC, will determine when it is appropriate to open LSC and Zone meets and what types, in order to adjust to the circumstances (dual meets to limit the number of swimmers at a meet, etc.)</li> <li>3. Town Halls are really a boost to morale, especially for Coaches. We have addressed that. Veronica states that Coaches have set up an internet happy hour on Saturday night where everyone to share ideas, how they are and everyone will BYO (alcohol).</li> <li>4. Reinforce MAAP ratio of 1 Coach/Adult to 8 swimmers. The MAAP rules are posted on our website, and those regulations should be followed in all activities, including the innovative ones being created to handle the present situation.</li> </ol>		
	<p><b>Planning our Meet Schedule for the Future - Veronica Hernandez and Leo Lin</b></p>	<p>Age Group Committee will</p>	

	<p><b>1</b> We need to think creatively regarding how we will start up meets once the restrictions begin to be lifted, ie, smaller meets, short course meets, some few long course meets focused for getting elite swimmers ready for any long course meets given by USA Swimming. Veronica reports Age Group Committee has a scheduled meeting April 7th to discuss this.</p> <p><b>2</b> Mark asks if we can start recruiting for more officials so we can service lots of smaller meets if there are some restrictions on the number of folks gathering. Leo Lin will bring this up in an Officials Committee Meeting</p>	<p>meet and discuss future plans</p> <p>Leo Lin will follow up with the Officials Chair, Mike Davis to discuss this with the Official's Committee</p>	
	<p><b>Budget</b> Mary Ruddell has been asked not to prepare a detailed budget for presentation at the next BOD, but rather to group our normal expenses (she can glean this from last year's budget) into areas where projects may be delayed or dropped next year, so we can see where we can have savings in next year's budget.</p>	<p>Mary will prepare a list of projects which can be dropped or trimmed to save on the budget next year - for presentation at the BOD meeting in April</p>	
	<p><b>HOD</b> David Cottam feels we really need to meet face to face, so he is proposing we postpone it. Cindy reports our presently scheduled venue could accommodate us any Sunday in June</p>		
<b>New Motions</b>	<p><b>Motion 2003MR01: Approval to apply for PPP Under the CARES Act/SBA Loan</b></p> <p>Permission is given to Mary Ruddell, Treasurer, to apply for the Payroll Protection Plan under CARES Act /SBA Loan, asking for approximately \$55,000, on behalf of Pacific Swimming as soon as the On-Line applications from Chase Bank open. Mary Ruddell, Larry Rice, 2nd</p> <p>Discussion: See the discussion above on the topic.</p> <p>Passed</p>	<p>Motion passed</p> <p>Mary to apply as soon as it opens.</p>	
Next Meeting	Next BOD meeting is April 15 <sup>th</sup> will not be in person but rather via telecom or Go To Meeting		
Meeting Adjourned	Meeting Adjourned at 8:47 PM		

Respectfully Submitted

Marie Lin

Secretary, Pacific Swimming